

## **HILLHEAD HOUSING ASSOCIATION 2000**

### **Minutes of the Management Committee Meeting held on Wednesday 5 March 2025 at 5.30 p.m.**

Present: J Jamieson (Chairperson)  
K McIntyre  
S Niven  
R Smith  
M Docherty  
M McIntyre  
P O'Connell (Remote)

In Attendance: C McKiernan, Director  
S Tait, Depute Director/Head of Assets  
P McCann, Head of Housing Services  
M White, Head of Corporate Services  
K Tait, Finance & Corporate Services Assistant  
S Archibald, Wylie Bisset (Remote, Item 4)

#### **1. APOLOGIES**

Apologies were received from C Taylor, A Coll, G Jackson and H Bremner.

#### **2. DECLARATIONS OF INTEREST / DEFFERED ITEMS**

C McKiernan advised that staff declared an interest in Item 5.3 EVH pay award and would leave the room for that item.

#### **3. MINUTES AND MATTERS ARISING**

##### **Management Committee Meeting 05/02/25**

The minutes were proposed by S Niven & seconded by M McIntyre.

##### **Matters Arising**

There were no matters arising.

##### **Audit Sub-Committee Meeting 29/01/2025**

The minutes were proposed by S Niven & seconded by J Jamieson.

##### **Matters Arising**

There were no matters arising.

## **HR Sub-Committee Meeting 12/02/2025**

The minutes were proposed by J Jamieson & seconded by M Docherty.

### **Action List**

Committee noted the contents of the Action List from 5 February 2025.

#### **4. INTERNAL AUDIT ANNUAL REPORT 2024/25**

S Archibald of Wylie Bisset was in attendance to present Committee with the Association's internal audit annual report for 2024/25. Committee were asked to note and approve the contents and findings of the report. Audits in the year covered Cyber Security, Allocations, and Arrears Management as well as the standard follow up review of previous audits.

Committee noted the findings of the presentation, approved the report and thanked S Archibald for her attendance.

#### **5. DIRECTOR'S & NOTIFIABLE EVENTS REPORT**

##### **Notifiable Events**

C McKiernan advised that there are no ongoing notifiable events within the Association.

##### **Governance**

C McKiernan advised that she continues to liaise with East Dunbartonshire Council regarding Committee appointees as required by the Association's Rules. A further email was sent to the Council on 4 March 2025 chasing an update. C McKiernan added that she will continue to liaise with EDC until this issue is resolved. In the meantime, it was noted that Rule 48.2 states "The proceedings of the Committee shall not at any time be invalidated due to the fact that the number of Committee members appointed by EDC is less than the number provided for in Rule 37.2".

M White reminded Committee members about the SHARE E-Learning portal and encouraged them to visit the site when they have some spare time. Committee were informed that staff members have been reviewing the portal content to identify useful courses that Committee will be asked to complete covering basic housing information and health and safety.

##### **Health and Safety**

The Management team have recently reviewed the findings of the health and safety management systems audit. An action plan has been drawn up from this audit with some actions already completed.

##### **Cyber Security/IT**

Staff continue to take part in cyber security courses. M Cameron, the Association's Senior Systems and Innovation Officer has enrolled in a cyber security qualification to bring some additional knowledge in house. The course is being fully funded by Skills Development Scotland.

#### Annual Memberships and Subscriptions

C McKiernan informed Committee that the Association's annual memberships and subscriptions with various bodies are up for renewal. These include Glasgow and West of Scotland Forum, Scottish Federation of Housing Associations, EVH and SHARE. Committee approved the renewal of these memberships as well as that of Scotland's Housing Network.

#### Kitchen Replacement Programme

S Tait informed Committee that the first phase of the Kitchen Replacement Programme has now been completed by CCG. The original contract was budgeted for £380,000 with 69 properties getting new kitchens. In the end 4 properties were removed from the contract following tenant refusal or tenants fitting their own kitchen. From the overall contract 65 kitchens were fitted at a cost of £319,567. It was noted that the feedback from tenants had been very positive.

#### Reactive and Void Repairs Contract

C McKiernan and S Tait advised members that Rodgers and Johnston (R&J) have been acquired by Cardo Group. S Tait advised that he does not believe that this takeover will have any impact on the Association's contract or the general quality of work within the Association's stock although obviously this would be closely monitored.

#### Refinancing Update

C McKiernan advised that following the approval of the formal loan documentation at the February Management Committee meeting all legal matters are now being finalised including the release of 269 properties from security. C McKiernan confirmed that she is awaiting a date to sign the transaction documents.

Committee noted that, as the timing of the drawdown of the new funds is yet to be confirmed, the presentation of the final budget for 2025/26 has been delayed until the April Management Committee meeting.

#### Strategic Planning

C McKiernan reminded Committee of the strategic planning day which will take place on Friday 14 March 2025 from 9.30 to 15.30 at the Broadcroft Hotel. Alison Smith of Allanpark Consulting will facilitate the day.

#### External Audit

CT have provided a letter of engagement for the upcoming audit to cover the financial year 2024/25. This has been accepted, signed and returned by the

Association. An audit planning meeting took place on 17 February 2025 attended by Association staff, FMD and CT.

ii) Annual Compliance Checklist

C McKiernan presented Committee with the Annual Compliance Checklist for the year 2024/25 and Committee noted and approved the contents therein.

iii) Employers Ballot – EVH Salary

C McKiernan presented Committee with the EVH Employers Ballot for the proposed new pay award for the year 2025/26 and the following 2 years as detailed in the letter sent from EVH and included within the papers. Staff then left the room. Following discussion Committee members voted to agree with the proposed pay award.

Staff rejoined the meeting.

## **6. HOUSING MANAGEMENT REPORTS**

### Write Off Report

P McCann presented Committee with the write off report for approval. P McCann advised that the Association is looking to write off a total of £17,751.49. This is made up mainly of former tenant arrears however does include some current tenant arrears and former tenant sundry debts. Following a question from Committee, P McCann explained the process that staff follow in order to secure payment of debts. Committee approved the proposed write offs.

## **7. PROPERTY SERVICES REPORTS**

### Fauldhead Road Progress Report

S Tait presented Committee with an update on the new development at Fauldhead Road. S Tait advised that no changes to the contract have been made financially and the targeted timescales are still on track to be achieved. Handover will hopefully commence in May 2025 and will be done in 3 phases. S Tait advised work is ongoing to try and resolve the issue with regards to the SUDS pond within the development, with the Association hopeful a boundary fence can be erected around the pond. S Tait advised that a proposed date of Wednesday 26 March at 10am has been suggested by the developers to allow Committee to attend a site visit. Committee were asked to inform the Association of their availability for this date as soon as possible.

## **8. POLICIES**

### Repairs Standards

S Tait presented the Repairs Standards Policy for review and approval. S Tait advised that there are some minor amendments however highlighted section 10 which has been updated to reflect the Association's option to adopt

policies from the EVH Landlord Facilities Safety Control Manual. Committee approved the updated policy

**9. A.O.C.B.**

M White asked Committee members if they would be willing to join a WhatsApp group chat as a further means of communication. Committee members indicated that they believed this would be beneficial.

**10. DATE OF NEXT MEETING**

Wednesday 2 April 2025 at 5.30 p.m.

Minutes prepared by            K Tait, Finance & Corporate Services Assistant  
Chairperson's Signature:

Date: 06/03/2025

Copies of the above reports are available on request.