

HILLHEAD HOUSING ASSOCIATION 2000

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

Present: J Jamieson (Chair)
C Taylor
G Jackson
K McIntyre
J Dunsmore
Cllr P Marshall
M McIntyre
P O'Connell
Provost G Renwick (remote)

In Attendance: C McKiernan, Director
S Tait, Depute Director/Head of Assets
P McCann, Head of Housing Services
J McCann, Finance Assistant
P Long, FMD (Item 4)

J Jamieson welcomed Joe McCann, temporary Finance Assistant, to the meeting and advised he was here to meet Committee members and gain a greater understanding of the Association's governance.

1. APOLOGIES

Apologies were received from M Docherty, S Niven and R Smith.

2. DECLARATIONS OF INTEREST / DEFFERED ITEMS

There were no Declarations of Interest or deferred items.

3. MINUTES AND MATTERS ARISING

Management Committee Meeting 1 October 2025

The minutes were proposed by J Jamieson and seconded by G Jackson.

Matters Arising

There were no matters arising.

Audit Sub-Committee Meeting 15 October 2025

The minutes were proposed by J Jamieson and seconded by C Taylor.

Matters Arising

There were no matters arising.

Action List

Committee noted the contents of the Action List.

Action Tracker

C McKiernan introduced the Action Tracker and explained the reasoning behind it. Committee members agreed that it was a good idea and noted that they only needed to see the “Outstanding Actions” information at future meetings.

C McKiernan advised Committee of the response that we had received from our insurance broker in relation to cover in the event of lapsed EICRs due to tenants’ failure to provide access.

4. FINANCE REPORTS

(i) Management Accounts to 30 September 2025

P Long of FMD presented the Management Accounts for Quarter 2.

Statement of Comprehensive Income for the period to 30 September 2025

P Long took Committee through the Statement of Comprehensive Income, highlighting variances with the budget and the reasons for them.

Statement of Financial Position

P Long talked Committee through the Statement of Financial Position and the detail behind the figures. S Tait confirmed that the kitchen replacement programme had commenced. P Long then went through the Cashflow Statement and Management Expenses.

Covenants

P Long referred to the covenant analysis as at 30 September 2025 and confirmed that the Association is able to comply with all the financial covenants with the Royal Bank of Scotland.

J Jamieson asked when the rent loss against budget would cease due to the later than originally planned completion at Fauldhead Road. P McCann confirmed that the final sign up for the units was tomorrow (6 November) and from then, rental income would be due for all 41 units.

K McIntyre asked for clarification on rent prepayments. P McCann explained the position and that our debit date being the 28th of the month meant that prepayments would look high at the last day of each month / quarter.

Committee approved the Management Accounts to September 2025.

(ii) **30 Year Forecasts**

P Long took Committee through a presentation on the longer term financial projections, with a standard model of rent increases of CPI + 2% for the next two years, then CPI + 1% for a further three years and CPI only thereafter. It was noted that the current CPI figure is 3.8% with the October figure due to be released on 19 November 2025.

C Taylor asked if we knew how much the pension deficit payment that is being reintroduced would be. P Long confirmed that this would be £27,666 for 26/27 with a 3% increase annually thereafter for a further three years. This has been included in the forecasts.

P Long then talked through various positive and negative sensitivities. One of these was inflation only rent increases from now. P O'Connell asked if it would be possible to see the effect of a CPI+1% increase.

A further sensitivity analysis was shown allowing for one acquisition per year. There was a discussion around the grant regime for acquisitions and the fact that in the current year we have been unable to respond to potential opportunities as we have no budget for acquisitions. It was noted that we had acquired properties in the past, most recently six units in 2018/19 via the Rent Off the Shelf (ROTS) scheme.

P Long reminded Committee that we already know the staff pay award for 26/27 as a three year deal was agreed in February 2025, this will be October CPI + 1.5%.

C McKiernan noted that a Rent Review report would be presented to Committee in December in order for Committee to decide what possible rent increase figure(s) we should consult tenants on. It was agreed that this report would include some additional sensitivity analysis to show the effects of other rent increase figures, e.g. CPI +1%, CPI + 1.5% and CPI + 3%. P McCann confirmed

that the report would also include the GWSF survey responses on rent increase plans amongst its members.

5. DIRECTOR'S REPORT

C McKiernan presented the Director's Report to Committee.

5.1.1 Scottish Housing Regulator (SHR)

Notifiable Events

Committee noted that there had been no new notifiable events.

5.1.2 Governance

Programme of Work

Committee approved the Programme of Work for 2026.

Committee Induction, Recruitment & Succession Planning

Committee noted the update provided.

5.4 Strategic Planning

Committee noted the report provided on work to date and next steps. C McKiernan advised that stakeholder interviews are currently taking place. Further staff sessions have been arranged for 19 November 2025.

5.5 SHN Performance Analysis Visit

C McKiernan talked Committee through an excerpt of the slides from the SHN presentation which took place on 22 October 2025, and confirmed that the full presentation is available on the Committee Portal.

5.6 HR Update

Committee approved the Christmas & New Year arrangements.

C McKiernan confirmed that the Staff Annual Leave Purchase Scheme was now in place and staff could apply for the coming leave year.

6. DEVELOPMENT REPORT

S Tait presented the update on the new build development at Fauldhead and confirmed that all properties are now handed over to us. He further confirmed that the additional fencing that we had requested is all now in place. Feedback

from the new tenants about the quality of their homes has been extremely positive.

K McIntyre noted that this was an important milestone for the Association and that considerable time and effort had gone into the delivery of the project. G Jackson noted that in-budget delivery was impressive given how tight the budget was. It was noted that we are pleased with the service provided by both McTaggart and C~urb.

7. PERFORMANCE REPORTS

7.1 Q2 Performance Report

S Tait provided a summary of repairs performance in the quarter.

P McCann noted that there was a significant improvement in void relet times in the quarter as compared to Q1.

P McCann checked with members if they would like to see refusals information for new lets and relets separately as shown here. Members opted to see information in the same format for Q3 after which the new lets will be concluded.

7.2 Tenant & Resident Safety Compliance

S Tait presented this report which shows that we are compliant with all elements at 30 September 2025.

In relation to fire safety in common closes, J Jamieson asked how this was managed where owners or private rented tenants are present. S Tait advised this could be challenging but we try hard to engage constructively with residents who are not Association tenants.

7.3 Equalities Action Plan

C McKiernan presented the Plan and drew Committee attention to the updated sections. There was a brief discussion on staff training with Cllr Marshall highlighting the value and importance of dementia training, and M McIntyre suggesting safeguarding training.

8. CORPORATE SERVICES & HR REPORTS

J McCann left the room.

8.1 Staffing Update

C McKiernan outlined the appointments that have been made to the Finance & Corporate Services and Housing teams respectively. Committee noted the current position in relation to the Property Services Team, and that they would be kept updated as we progress.

There was a brief discussion around apprenticeships and trades.

J McCann rejoined the meeting.

8.2 Authorised Signatories

Committee approved the recommendation that no changes were required to our current authorised signatories.

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

9.1

[REDACTED]

[REDACTED]

[REDACTED]

9.2 It was agreed that the HR Sub Committee scheduled for Wednesday 12 November would be cancelled and the business taken to Management Committee on 3 December 2025. A Policy Sub Committee meeting will take place on Wednesday 12 November at 5.30 p.m. C McKiernan noted that there will be 11 policies presented for consideration and approval.

10. **DATE OF NEXT MEETING**

Wednesday 3 December 2025 at 5.30 p.m.

Minutes prepared by C McKiernan, Director

Date 10 November 2025

Chairperson's Signature:

Date:

Copies of the above reports are available on request.