

HILLHEAD HOUSING ASSOCIATION 2000

Minutes of the Management Committee Meeting held on Wednesday 6 October 2021 at 5pm via Zoom

Present:

C Taylor	L Scott
S Niven	R Smith
Cllr J Jamieson	A McPhee
Cllr S Murray	Peter O'Connell
D Wilson	W Hassan
K McIntyre	G Jackson
Cllr S MacDonald	

In Attendance:

- S Macintyre, Director
- C McKiernan, Depute Director / Housing Manager
- S Tait, Head of Property Services
- K Tait, Finance & Corporate Services Assistant

Before the meeting began S Macintyre gave a presentation congratulating C Taylor on her tenure as Chair of the Association's Management Committee.

1. **APOLOGIES**

There were no apologies received

2. **DECLARATIONS OF INTEREST, DEFERRED ITEMS AND ELECTION OF OFFICE BEARERS**

C Taylor declared an interest in Item 4/7.2 Directors Report regarding the GWSF.

Nomination of Office bearers

M Docherty nominated Cllr J Jamieson for the role of chairperson. S Niven seconded this proposition. Cllr J Jamieson accepted the role of chair.

C Taylor nominated L Scott for the role of vice chairperson. Cllr S Murray seconded this proposition. L Scott accepted the role of vice chairperson.

C Taylor nominated S Niven for the role of treasurer. Cllr S Murray seconded this proposition. S Niven accepted the role of treasurer.

C Taylor nominated M Docherty for the role of secretary. Cllr J Jamieson seconded this proposition. M Docherty accepted the role of secretary

3. **MINUTES AND MATTERS ARISING FROM PREVIOUS MEETINGS**

Management Committee Meeting 1 September 2021

Cllr J Jamieson asked if there were any updates that could be given on the repairs being carried out at 9 Redbrae Place. S Tait advised that the engineers have carried out their tests and are in the process of finalising their final draft of the report which the Association should receive in the next week.

These minutes were approved L Scott and Cllr S Murray.

Audit Committee Meeting 25 August 2021

These minutes were approved by M Docherty and L Scott.

3.2 Action List

Cllr J Jamieson asked if an update could be provided on the proposed CALA homes development.

4. Directors Report

Corona virus Report

S Macintyre provided Committee with an update on the staffs return to office-based working by adopting a hybrid model for a trial period of 6 months. S Macintyre advised that despite a member of staff testing positive at the end of the first week, there were no other members of staff that tested positive and there has not been any other cases in the office since.

S Macintyre added that the hybrid model has been working well for the 4 weeks it has been running and that the Association intends to keep it running for its intended 6-month period. for the duration of the first 4 weeks of the working model the office has only been open for pre-arranged appointments. Which has been working well although the number of face-to-face appointments has been low. However due to community infection rates still being high the Associations office will remain closed to the public.

Pension Salary Sacrifice Scheme

Committee noted that a staff presentation for the scheme has been organised for Wednesday 3 November.

Committee Appraisal

S Macintyre reminded Committee to fill out their questionnaires and return them to Olwyn at share so that their appraisal can be carried out. As some of these are not yet completed the report will be deferred to the November meeting.

5. Membership Report

S Macintyre presented Committee with the membership report. Committee were asked to approve 2 membership applications. The first Membership is for Karen McIntyre who attended the meeting and if accepted will become a co-opted member of the Management Committee. The other application for approval was for David Bunch who is a tenant of the Association. Committee subsequently approved both membership applications.

Share Certificates

S Macintyre advised that due to the pandemic he recommended that the Association use electronic signatures when issuing share certificates to members. He added that the Association currently has signatures for C Taylor, L Scott and M Docherty and asked for Committee approval to use these signatures for share certificates of newly accepted members.

Committee subsequently approved the use of these signatures.

6. Annual Checklist Compliance Report

S Macintyre presented Committee with the Annual Checklist Compliance Report. S Macintyre asked Committee to read over and note the contents of the report and ask any questions they may have.

Committee noted the contents of the Annual Checklist Compliance report.

7. Assurance Statement Report

S Macintyre advised Committee that the Association is required to submit an annual assurance statement to the Regulator by 31 October 2021. Committee were reminded that an assurance statement was submitted to the regulator last year in November 2020 with a revised action plan completed by March 2021. Committee noted that due to the ongoing pandemic the Association is required to identify where it has failed to meet or is failing to meet any of the regulatory or financial standards.

S Macintyre explained that included in the report was an updated draft assurance audit and asked the Committee to note its contents and give its approval for submission to the regulator for the deadline of 31 October 2021. The few actions highlighted in the audit will form the basis of the action improvement plan which includes a completion timescale by the end of March 2022.

Following discussion Committee subsequently approved the submission of the annual assurance statement to the regulator.

8. Housing Management Report

C McKiernan presented Committee with the Housing Management Report. The purpose of the report is to approve rent account write offs. It was noted that these write offs include former tenant arrears, sundry debts (rechargeable repairs and court expenses) and former tenant credits. The credits relate to overpayments by Universal Credit or Housing Benefit. C McKiernan advised that the Association has notified the DWP and EDC however they insist that the payments are correct and therefore don't need to be paid back.

Committee subsequently approved the write offs.

9. A.O.C. B

S Niven asked if there was any possibility soon of Committee meeting face to face rather than over zoom. S Macintyre suggested a few options for Committee to consider. It was suggested that the Association's office host a hybrid Management

Committee meeting with some members attending the meeting in the office and some attending via zoom. The other suggestion was for the Committee to meet informally at an external venue such as a hotel so the Committee can meet face to face in a safer and more spacious place. Following discussion, it was agreed that the Committee arrange for an informal meeting. S Macintyre advised that he would look into a date and venue for this meeting to take place and will get back in contact with members of the committee when everything is confirmed.

10. DATE OF NEXT MEETING

Management Committee Meeting Wednesday 3rd of November 2021

Minutes prepared by, K. Tait, Corporate Services Assistant
21/10/2021

Chairperson's Signature:

Date:

Copies of the above reports are available on request.