

HILLHEAD HOUSING ASSOCIATION 2000

Minutes of the Management Committee Meeting held on Wednesday 7 June 2017 at 6.30 pm in the Association's offices at 2 Meiklehill Road

Present:

C Taylor	J Shovlin
L Scott	M Docherty
R Smith	D Wilson
S Niven	Cllr S Murray
Cllr S MacDonald	

In Attendance:

- S Macintyre, Director
- M White, Corporate Services Manager
- G Watson, Finance Officer (Agenda Item 4(i) and 4(ii) only)
- G Sherriff, Property Services Agent

1. APOLOGIES

It was noted that Cllr S MacDonald would be arriving late to the meeting.

C Taylor advised that following the Council elections, the EDC appointed Members would now be Councillors Susan Murray and Stewart MacDonald. She also advised that following attendance at last month's meeting, Stuart Niven had confirmed he would wish to be co-opted onto the Management Committee.

S Niven's co-option was duly approved, and introductions were made round the table.

S Macintyre advised that as the previously EDC appointed Member, Councillor John Jamieson had held the role of Treasurer, this position required to be filled. He asked that should anyone wish to take on this role, they should let him know.

C Taylor also advised that the previously co-opted Committee Member, Brian Devlin, had now failed to attend 4 consecutive meetings of the Management Committee. Committee noted that in accordance with Rule 44.3, he would now cease to be a Committee Member.

2. DECLARATIONS OF INTEREST AND DEFERRED ITEMS

S Macintyre advised that Cllr S MacDonald would require to declare an interest in any discussions relating to Antonine Housing Association.

Committee agreed to discuss business under Agenda Items 4(i) and 4(ii) in advance of the remaining agenda items.

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

Management Committee Meeting 3 May 2017

Page, Item 3: Matters Arising – Drugs and Alcohol Policy

M White advised that she had contacted EVH in relation to any known monitoring of this form of policy being carried out. She advised that EVH had recommended against any monitoring and had highlighted their revised Model Policy on Alcohol and Substance Misuse. M White advised that she would bring this to a future meeting of the Human Resources Sub Committee.

Page 2, Item 3: Matters Arising – Joint Integration Health & Social Care Board

D Wilson asked whether there had been any improvement in the structure of these meetings. S Macintyre advised that he had attended the last meeting at which the new Chief Executive Susan Manion had been present. He advised that the meeting itself had been lengthy and only a small portion had been of any relevance to the Association. It was agreed that he perhaps try to arrange to meet Susan Manion separately to discuss relevant issues.

Cllr MacDonald also highlighted that the joint board was still in the process of being fully formed.

There followed some discussion on the development of a proposed locality plan.

Page 5, Item 5.8: Unacceptable Actions Policy – Notice of Appeal

S Macintyre advised that he had received a letter from the tenant raising further issues which he wished clarified before he makes any appeal. It was noted that S Macintyre had now responded to this letter.

Page 5, Item 6(i): Current Tenant Arrears

M White advised that the minute should read that the arrears had reduced “in” March and not “since” March. This was duly noted.

Page 7, Item 6(iv): Syrian Refugee Crisis

S Macintyre confirmed that the Syrian family were now settling into their new home, and some discussion took place on their integration into the community.

The Minutes of the meeting were subsequently approved by L Scott and seconded by M Docherty.

Office Bearers’ Meeting 30 May 2017

The Minutes of the meeting were approved by C Taylor and seconded by L Scott.

Audit Sub Committee Meeting 30 May 2017

The agreed Audit Plan for 2017/18 was noted by Committee.

The Minutes of the meeting were approved by L Scott and seconded by M Docherty.

Office Bearers' Meeting 31 May 2017

Committee noted the discussion from the meeting in relation to the outline proposal to Antonine Housing Association, and S Macintyre agreed to provide updates on the progress of this accordingly.

The Minutes of the meeting were approved by L Scott and seconded by M Docherty.

4. SCOTTISH HOUSING REGULATOR RETURNS

i) Annual Return of the Charter 2016/17

S Macintyre referred Committee to the completed return on the Charter for the year ending 31 March 2017 and advised that, as agreed at the meeting on 3 May 2017, delegated authority had been given to the Office Bearers to approve the Return.

It was noted that a meeting of the Office Bearers had subsequently taken place on 30 May and following approval of the Return it had been submitted to the Regulator.

S Macintyre referred to the completed Return for Energy Efficiency in Scottish Social Housing (ESSH) and advised that this too had been approved by the Office Bearers and submitted to the Regulator.

There followed some discussion on this Return and the properties currently in abeyance. G Sherriff also highlighted that new guidance on the ESSH was expected in 2018.

Committee noted and approved the contents of both Returns accordingly.

ii) Final Loan Portfolio Return

G Watson referred Committee to the above Return and advised this was due to be submitted to the Regulator by the end of June.

There followed some brief discussion on the contents of the Return, and Committee advised that the format could be difficult to follow. G Watson explained the format of this Return is laid out by the Regulator; however he agreed to look at the possibility of including an additional page for in-house explanation for future returns.

Committee subsequently approved the Loan Portfolio Return to 31 March 2017.

iii) 5 Year Financial Projections to the Scottish Housing Regulator

G Watson referred to the above Return and explained to Committee that Year 1 reflected the budget assumptions, whereas Years 2-5 were based on Business Plan assumptions.

G Watson highlighted the information on gross rents, and referred Committee to the additional information on units detailed on Page 7 of the Return.

Committee noted the increased income projected in Year 3 and G Watson confirmed this was mainly due to the forthcoming Braes o'Yetts project.

G Watson highlighted the move from deficit to surplus in relation to operating costs and confirmed this was a consequence of the completion of the major repairs programme.

G Watson referred to the projections with regard to current assets, and G Watson advised that in relation to net rental receivables, a cautionary approach had been taken with projections, due to the anticipated impact on rent collection connected with the ongoing welfare reform.

Committee referred to the net assets projections and noted the Association was moving into a more positive situation in this regard. Cllr McDonald enquired as to why the pension liability was showing as a nil figure in each year, and G Watson agreed to clarify this with FMD and report back to the Committee.

G Watson referred to the statement of cashflows and advised this showed details of expenditure and how it is financed. He highlighted that these were merely projections at this time and could be subject to change over time.

Committee noted the ratio information, and G Watson advised that the Association was now in an improved financial position to enable repayment of interest due. He highlighted the note advising ratio calculations not being available for Years 1-2, but that this would be resolved next year.

Committee subsequently approved the 5 Year Financial Projections to the Regulator and G Watson advised this would be submitted along with the Loan Portfolio Return.

5 DIRECTOR'S REPORT

1) Antonine Housing Association

Cllr S MacDonald declared an interest in this item.

S Macintyre confirmed that the Association's proposal had now been submitted and Committee referred to the enclosed copy of the full submission.

Committee noted that the Regulator had been made aware of the Association's submission via its Notifiable Events portal.

2) Wider Role Strategy - Our Strategic Context

S Macintyre referred Committee to the enclosed Strategic Context document prepared by Community Links. He explained that this information was required when seeking funding, and advised that it seeks to ensure the Association's wider role activities link into the broader local authority wide and national agendas for both social and physical regeneration.

3) Committee Strategy Day

S Macintyre referred to the above day which had taken place in Smiths Hotel on 19 May. It was noted that due to time constraints, members had been unable to spend any time on the Committee Effectiveness Review.

Following some discussion, it was agreed that a separate meeting be convened in order for Committee to complete the review. S Macintyre agreed to arrange this for Wednesday 28 June.

4) Annual Return of the Charter (ARC) and Energy Efficiency in Scottish Social Housing (EESH) Returns

It was noted this had already been discussed under Agenda Item 4.

5) SHARE AGM 29 June 2017

S Macintyre advised that an invitation had been received to attend SHARE's AGM on 29 June at NG Homes. He asked that Committee members let him know if they wished to attend.

6 PROPERTY SERVICES REPORT

i) Maintenance Report

Reactive Repairs Contract – Rodgers & Johnston

The contents of the Maintenance Report were discussed and noted by the Committee.

Committee noted the average length of time to complete [\(Indicators 11 and 12\)](#) for both emergency and non-emergency repairs. G Sherriff confirmed that the Scottish Average would become known later in the year.

It was further noted that the number of reactive repairs carried out throughout the year had fallen by 7.5% from the previous year.

G Sherriff confirmed that the total expenditure for voids of £174,000 included the fire damaged house at 9 Hardmuir Gardens which cost nearly £50,000 to make good and that this amount was settled by the insurers.

With regard to the condition of some of the voids, D Wilson suggested that annual house visits be introduced and requested if the Association carries out PTIs i.e. pre-end of tenancy inspections. G Sherriff confirmed that such inspections were carried out.

Gas Services Maintenance Contract – James Frew

The contents of the Maintenance Report were discussed and noted by the Committee.

Committee noted that the average time to complete [\(Indicators 11 and 12\)](#) appeared extremely favourable to last year's Scottish Average.

Repairs Right First Time – Indicator 13

The contents of the Maintenance Report were discussed and noted by the Committee.

G Sherriff drew Committee's attention to the fact that whilst technical guidance had not changed since the previous year, recent comments received at SHN forums had altered the Association's interpretation of the guidance. G Sherriff added that it was felt that the guidance was not as clear as it should be and was very much open to interpretation and hopefully was something that would be addressed by the Housing Regulator for future returns.

Average Number of Reactive Repairs completed per occupied property – Indicator C13

The contents of the Maintenance Report were discussed and noted by the Committee.

Pre and Post Inspections

The contents of the Maintenance Report were discussed and noted by the Committee.

Landscape Maintenance Contract – Priory Bridge Landscaping

The contents of the Maintenance Report were discussed and noted by the Committee.

G Sherriff confirmed that since writing the report, brown tail moths had been identified in some of the trees at Meiklehill Road and Cleddans Road. G Sherriff confirmed that advice had been sought from both Environmental Health and the landscaping maintenance contractor and that the trees in question would be pruned and sprayed with insecticide later in the year. Meanwhile G Sherriff confirmed that Priory Bridge would carry out an inspection of all trees in the estate. Following discussion, it was agreed that an article would be placed in the newsletter with a photograph of the infected trees asking tenants to be vigilant and to draw to the Association's attention, any other trees suffering from the infestation. In response to Committee, G Sherriff confirmed that if the moths were to touch human skin, this could cause irritation.

Cyclical Works

Electrical Testing

The contents of the Maintenance Report were discussed and noted by the Committee.

G Sherriff confirmed that 113 properties were due to receive electrical inspections during 17/18.

Carbon Monoxide Detector Checks

The contents of the Maintenance Report were discussed and noted by the Committee.

Smoke Alarm Testing

The contents of the Maintenance Report were discussed and noted by the Committee.

Stage 3 Medical Adaptations – Indicator 22

Insurance Claims

The contents of the Maintenance Report were discussed and noted by the Committee.

G Sherriff confirmed that since writing the report, a further fire had occurred at 83 Friars Croft. Claims for both fires are now with the insurers. G Sherriff added that the insurers, Aviva were slow in progressing and processing claims.

Tenant Satisfaction Survey – Indicator 16

The contents of the Maintenance Report were discussed and noted by the Committee.

Repairs Appointments Kept – Indicator 14

The contents of the Maintenance Report were discussed and noted by the Committee.

Phase 10 Refurbishment Works

The contents of the Maintenance Report were discussed and noted by the Committee.

Phase 11 Refurbishment Works

The contents of the Maintenance Report were discussed and noted by the Committee.

Community Growing Project

The contents of the Maintenance Report were discussed and noted by the Committee.

G Sherriff confirmed that the next sub-committee meeting was due to take place on 23 June.

Scottish Housing Quality Standards – Indicators C24 – 29 inclusive and 7 and 8

The contents of the Maintenance Report were discussed and noted by the Committee.

EESH

The contents of the Maintenance Report were discussed and noted by the Committee.

Maintenance Services

The contents of the Maintenance Report were discussed and noted by the Committee.

ii) Development Report

Grant Planning Target (GPT) 2017/18

The contents of the Development Report were discussed and noted by the Committee.

Phase 5 – Office and Housing

The contents of the Development Report were discussed and noted by the Committee.

Eldon House – 66 & 74 Townhead

The contents of the Development Report were discussed and noted by the Committee.

Braes O'Yetts

The contents of the Development Report were discussed and noted by the Committee.

In response to Committee, G Sherriff confirmed that Craig Douglas would be clerking the Association's units, like other projects, to ensure that the agreed specification was being adhered to and that standards in relation to workmanship were satisfactory.

Feasibility Study – Newdyke Road

The contents of the Development Report were discussed and noted by the Committee.

Following considerable discussion, the Committee voted on whether to continue to progress with the project. The majority of the Committee did not consider this a viable option taking account of the results of the radar survey and as such, the Association would not progress the project any further.

St Agatha's Primary School

The contents of the Development Report were discussed and noted by the Committee.

Cycle Path

The contents of the Development Report were discussed and noted by the Committee.

G Sherriff confirmed that M Savage, on behalf of the Association, would be in attendance at the Association's stand for the Gala Day.

Estate Based Regeneration Strategy

The contents of the Development Report were discussed and noted by the Committee.

Following discussion, it was agreed to set-up a working party in order to progress with the regeneration strategy. C Taylor, L Scott and M Docherty agreed to form part of the working group. S Niven and Cllr Murray also confirmed that they too would attend meetings if available, but that this may prove difficult due to their work commitments.

iii) Clerk of Works Report

The contents of the Clerk of Works report were noted by Committee.

7. ANY OTHER BUSINESS

S Macintyre advised that a meeting of the Human Resources Sub Committee would be convened during week commencing 19 June 2017.

8. DATE OF NEXT MEETING

2 August 2017 (Finance & Strategy)

Minuted by: M White, Corporate Services Manager
G Sherriff, Property Services Agent

19 June 2017

Chairperson's Signature:

Date: