

## HILLHEAD HOUSING ASSOCIATION 2000

### Minutes of the Management Committee Meeting held on Wednesday 4 February 2026 at 5.30 p.m.

- Present: J Jamieson (Chair)  
C Taylor  
G Jackson  
P O'Connell  
K McIntyre  
Provost G Renwick (remote)  
Cllr P Marshall (remote)  
M McIntyre (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  
M Wong, Finance & Corporate Services Assistant  
J McCann, Finance Assistant  
P Long, FMD (Item 4)  
R Gray, Tenant

Introductions were made and attendees briefly outlined their roles.  
R Gray, tenant, attended the meeting as an observer and introduced himself.

#### 1. **APOLOGIES**

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

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

There were no deferred items. C Taylor declared an interest in the Glasgow & West of Scotland Forum renewal.

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

##### **Management Committee Meeting 03/12/25**

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 from 3 December 2025.

## **Action Tracker**

Committee noted the updates on outstanding actions. C McKiernan commented that some Committee members had yet to complete the required health and safety training.

M Wong can support Committee members with access to and completion of health and safety training.

## **4. FINANCE REPORTS**

### **i) Management Accounts to 31 December 2025**

P Long referred Committee to the Management Accounts to 31 December 2025 and advised these represented the third quarter of the year.

#### **Statement of Comprehensive Income for the period to 31 December 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. Committee noted that the new development at Fauldhead Road was completed in Q3 and a total of £2.318m has been spent this year and no further costs are expected, beyond the standard retentions.

P Long highlighted the credit rating for Close Brothers has been downgraded by both Moody's & Fitch since the last set of Management Accounts were presented. We have a 95 day notice account with Close Brothers and the account balance is currently £556,805. P Long further noted that the Association's Treasury Management Policy states that deposits should only be held with institutions which have at least one top credit rating from the main rating agencies.

C McKiernan advised that she has a meeting arranged with our Close Brothers account manager for 9 February 2026 and will seek their perspective. It was agreed that the position should be monitored and that if swift action was required an Office Bearer's meeting could be convened at short notice.

## Covenants

P Long referred to the covenant analysis and confirmed that the Association is able to comply with all the financial covenants with the Royal Bank of Scotland. Forecasts confirm that this will also be the case at March 2026.

Committee approved the Management Accounts to 31 December 2025.

## ii) Draft Budget 2026/27

P Long presented the Draft Budget for 2026/27 to the Committee for approval.

### Statement of Comprehensive Income

P Long explained that inflation was 3.6% at the reference date and that the budget uses a proposed rent increase of 5.6% (October CPI + 2%), in line with business plan assumptions. Total rental income, net of voids is £5.135m.

Total turnover for the year will be £5.750m. This consists of rental income, the amortisation of grants, the stage 3 grants, and the welfare rights income. Total operating costs will increase to just over £4.746m, including a pay award of 5.1% as per the EVH agreement. The Association will therefore have an operating surplus of £1.004m in the year.

It was noted that interest receipts are expected to decrease due to lower cash balances. Interest income has therefore been forecast and budgeted at £3,800. Interest charges will be £807,000.

It was noted that pension deficit payments have been reintroduced with effect from 1 April 2026, resulting in additional costs of £27,700 in the year. These payments are expected to continue for at least the next four years and to increase by 3% annually.

P Long confirmed that there will be a projected net surplus of £172,000 at March 2027.

### Statement of Financial Position

It was noted that capital expenditure in the year will amount to £1.120m in respect of boiler and kitchen upgrades and some ad hoc component replacements. The total cost of housing assets after depreciation will be £29.608m. The value of other fixed assets will be £873,000. The Association's opening cash balance at March 2026 will be £1.693m this will decrease to £1.000m by March 2027.

The value of debtors and short-term creditors will take the value of working capital to -£18,000.

### Long Term Liabilities

Long term liabilities will total £11.987m and will include the amount due to the Royal Bank of Scotland after one year £11.647m and the amount repayable to the Scottish Government £340,000. In addition, the value of the pension liability will be £159,000.

The amount of deferred income will be £14.506m

The net assets of the Association will be £3.811m at March 2027 and this will be matched in the reserves.

### Performance Analysis

P Long noted that financial performance remains strong, with a healthy cash balance and continued surpluses. It was highlighted that this position is contingent on adherence to the approved budget. Any expenditure out with budget will be monitored closely over the course of the year.

### Covenants

P Long advised that the Association will be able to comply with all the financial covenants in the loan agreement with the Royal Bank of Scotland with a significant degree of headroom.

## **5. HOUSING MANAGEMENT REPORTS**

### **Rent Review Consultation**

P McCann presented Committee with a breakdown of the recent rent review consultation carried out by the Association. P McCann reminded members that at the December Management Committee it was agreed the Association would consult tenants on an increase of 5.6% which is October 2025 CPI +2%.

Members sought clarification on three-bedroom rent levels and benchmarking. P McCann confirmed that benchmarking shows rents compare favourably with the Scottish average, taking account of stock profile, and that detailed figures are available in the December report and via the Regulator's website.

Members noted the tenant consultation arrangements for the proposed 5.6% rent increase, including written and online consultation materials, email communications and reminders, drop-in sessions, and additional follow-up activity by staff to encourage responses.

There was a total of 139 responses (15.6%) representing an increase in engagement from the previous year, with 78 (56.1%) of respondents agreeing and 61(43.9%) of respondents disagreeing with the proposal.

Members acknowledged that rent increases were unavoidable in the current financial context, but emphasised the importance of effective communication, transparency, and meaningful tenant involvement in decision-making.

Members agreed that the consultation feedback was valuable and highlighted the need to more clearly demonstrate to tenants how rental income is invested in services, homes, and communities. It was suggested that this could be supported through improved use of targeted communications and proactive messaging to raise awareness of service delivery and investment outcomes.

Following discussion amongst members Committee formally approved the proposed 5.6% rent increase for 2026-27.

**P Long and J McCann left the meeting at this point.**

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

### **6.1 Regulation**

#### **Scottish Housing Regulator (SHR)**

##### Notifiable Events

There are no open or new Notifiable Events.

### **6.2 Governance**

##### Committee Training

The action tracker shows the current position with Committee training.

Members discussed future committee training. C McKiernan noted that while some bite-sized training sessions could be incorporated into regular meetings, there was also potential value in holding a longer training session, either a half day or full-day, later in the year, as had been done previously.

Members indicated support for this approach and noted that a session held towards the end of August had worked well in previous years, following the summer holiday period. Fridays were identified as a suitable option.

Senior staff will progress arrangements and bring proposals forward in early course.

### Committee Diary

Members agreed to cancel the forthcoming HR Sub-Committee meeting and to incorporate this into the next Management Committee meeting.

### Strategic Planning

C McKiernan advised that a draft Strategic Plan had been circulated in advance of the meeting, with paper copies also available.

It was noted that the draft would be presented in full at the March meeting by Alison Smith, at which point members would have the opportunity to provide detailed feedback. Members were invited to submit any initial comments in advance of that meeting to C McKiernan.

Members noted the draft and provided initial positive feedback.

### Kitchen Programme

C McKiernan and S Tait updated members on the kitchen replacement programme, including progress and expenditure to date.

S Tait reported that feedback on the quality of completed works had been positive. Members were advised that the contractor had confirmed plans to increase labour capacity from early to mid-February, with the aim of completing the programme within the current financial year.-February, with the aim of completing the programme within the current financial year.

Members noted that overall expenditure remained within expected levels, although some larger kitchens and properties requiring additional works, including partial rewiring, were scheduled for later phases of the programme. Members were assured that quality standards continued to be monitored and remained satisfactory.

### Staffing

Interviews for two part time posts within Property Services are scheduled to take place next week, and a further update would be provided to the Committee in due course.

### Membership Renewals

The Committee considered the renewal of the Association's memberships with EVH, SFHA, GWSF and SHARE.

Members were assured that the subscriptions represent value for money and are actively utilised by the Association.

The Committee approved the renewal of subscriptions to EVH, SFHA, GWSF and SHARE.

### Tenant Power

Members noted an update on Tenant Power. It was acknowledged that there remain several questions at this stage.

Members were advised that C McKiernan and S Tait had met with representatives from Grampian Housing Association and Muirhouse Housing Association to better understand their experiences. It was also noted that a further meeting, originally scheduled for 29th January, was due to take place on 5th February.

C McKiernan confirmed that further information would be brought back to the Committee once available.

### **6.3 Development**

#### **Fauldhead Road Phase 1 Opening Ceremony**

Members were advised that the Fauldhead opening would take place on Thursday 5th March at 11.00 a.m. All Members were invited to attend.

It was noted that formal invitations would be issued by M White following the meeting, and would include representatives from the SHR, Scottish Government, EDC, project partners, and all tenants at Fauldhead.

#### **Fauldhead Road Phase 2**

Members received an update on the potential Fauldhead Road Phase 2 development.

It was noted that the site comprises a smaller second phase of the wider Fauldhead Road development, with a proposed affordable housing element of 16 units. C McKiernan advised that the Association had been identified as the preferred provider for the affordable housing element, although detailed cost information is still awaited.

Members noted that C McKiernan has requested further information, particularly in relation to costs and viability, and that the pace of activity on the site appears to be accelerating. It was emphasised that the Association would only be able to progress the opportunity if it could be demonstrated to be financially viable.

Members were advised that the proposed housing mix includes two four-bedroom houses, which would help address an identified shortage within the Association's stock. It was also noted that, should the Association be unable to proceed, an alternative housing association partner would likely be sought.

The Committee agreed that C McKiernan and S Tait will continue to investigate the opportunity and to engage C~urb to support this work, with further updates to be provided once additional information becomes available.

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[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Tenancy Sustainment Service – Simon Community Scotland

C McKiernan advised of the background to the procurement of the service and noted that the service is currently operating successfully. C McKiernan sought the Committee's approval to extend the existing contract with Simon Community, rather than undertake a full tender exercise, taking account of previous procurement experience.

The Committee approved the extension of the current contract with Simon Community.

Reactive Repairs Contract – Rogers & Johnston (R&J)

Greg Johnston has informed the Association that he is retiring on 13 February 2026. C McKiernan and S Tait are scheduled to meet with Mr Johnston and the individuals assuming responsibility on Thursday 5th February. The contract will continue to be monitored closely.

### Sector Legal Risk – Information Note

Committee noted the details of a legal case, which had been shared with GWSF by another housing association. The item was noted as an emerging risk within the sector and was presented for members' awareness.

## **7. PERFORMANCE REPORTS**

### **i) Q3: Quarterly Performance Reports**

#### Property Services

S Tait presented the Property Services performance report for Q3.

With regard to damp and mould, S Tait advised that the introduction of additional reporting channels has led to an increase in reported cases, reflecting improved accessibility rather than an increase in severity.

**M White left the meeting at this point.**

#### Housing Management

P McCann presented the Housing Management performance for Q3. A total of 6 properties were let in Q3.

The Welfare Rights Service reported a further strong quarter, achieving approximately £240,000 in financial gains for tenants, with additional benefits secured for the wider community. Members noted positive case studies highlighting significant backdated payments and ongoing income improvements for individual tenants. The update was noted, and it was agreed that additional reporting on welfare gains for non-tenants would be included in future reports.

### **ii) Q3: Tenant & Resident Safety Compliance & Performance**

S Tait presented the Tenant and Resident Safety Compliance and Performance report.

G Jackson requested future reports show the Fauldhead Road elements separately due to the additional safety measures / equipment present within the development.

There was some discussion on common area/closes inspections and fire safety engagement. Estate inspections continue across 29 common areas, with officers engaging with all residents, including private owners and tenants, where issues arise. Challenges were noted in some mixed-tenure blocks and back courts. M McIntyre advised that the Fire Service Community Safety Team can provide additional support with resident engagement where required.

Committee noted the contents of this report.

**M McIntyre left the meeting.**

## **8. Policy Reviews**

### **i) Data Protection Policy & Freedom of Information Policy**

C McKiernan noted that both policies were slightly overdue. This was due to awaiting updated guidance from the organisation's external Data Protection Officer (DPO) following the introduction of new legislation in summer 2025, which impacted both policies.

Revised versions of the Data Protection Policy and Freedom of Information Policy, updated to reflect the new legislative requirements, were presented To the Committee for approval.

The Committee approved both the revised Data Protection Policy and the Freedom of Information Policy.

### **ii) Breach Notification Policy**

Members were advised that a separate Breach Notification Policy currently exists within the policy library.

It was noted that the organisation's external Data Protection Officer (DPO) had recommended that this document is procedural in nature and therefore more appropriately managed at an operational level, rather than as a formal corporate policy.

Members were reminded that all data breaches will continue to be reported to the Committee in line with existing reporting arrangements.

The Committee approved the removal of the Breach Notification Policy from the policy library.

### **Policy on Use of Seal & Authorised Signatories**

The Committee approved the removal of the Policy on Use of Seal & Authorised Signatories from the policy library.

## **9. IT Tender Outcome Report**

S Tait presented a report on the outcome of the recent tender process for the Association's IT and Telephony Services.

The weighting applied during evaluation was discussed, with members noting that quality was appropriately weighted more heavily than cost, reflecting the importance of service reliability and cyber security considerations.

The Committee approved the recommendation to appoint Lugo.

**10. AOB**

There was no other business.

**11. DATE OF NEXT MEETING**

Wednesday 4 March 2026 at 5.30 p.m.

**Minutes prepared by:** M Wong, Finance & Corporate Services Assistant

**Date:** 9<sup>th</sup> February 2026

**Chairperson's Signature:**

**Date:**

*Copies of the above reports are available on request.*