

HILLHEAD HOUSING ASSOCIATION 2000

Minutes of the Management Committee Meeting held on Wednesday 1 November 2017 at 6.30 pm in the Association's offices at 2 Meiklehill Road

Present: C Taylor (chairperson) L Scott
M Docherty Cllr S Murray
S Niven Cllr J Jamieson

In Attendance: S Macintyre, Director
M White, Corporate Services Manager
P Long, FMD Financial Services (Agenda Items 1-5)

1. APOLOGIES

Apologies were received from R Smith, and it was noted that D Wilson was currently on leave of absence.

C Taylor also advised that J Shovlin had tendered his resignation from the Management Committee due to health reasons. It was agreed to organise a card and some form of token of appreciation for his contribution over the years.

2. DECLARATIONS OF INTEREST AND DEFERRED ITEMS

There were no declarations of interest.

Committee noted the enclosed policy paper on the Roles and Responsibilities of Committee Members which had been deferred from the October meeting. S Macintyre highlighted that many of the duties within the paper were delegated to staff.

Committee noted that S Niven had intimated he would be willing to take on the position of Treasurer which was currently vacant. This was proposed by C Taylor and seconded by L Scott. S Niven was duly elected as Treasurer.

S Macintyre highlighted that following J Shovlin's resignation, he would require to be removed from the list of authorised signatories. It was therefore agreed to add S Niven as a signatory.

3. MINUTES AND MATTERS ARISING FROM PREVIOUS MEETINGS

Management Committee Meeting held on 4 October 2017

Page 4, Item 4.2: Staff Appraisals

S Macintyre advised that he would present a report at the next Human Resources Sub Committee on the recent appraisals.

Page 4, Item 4.4: Review of Auditors – Alexander Sloan & Co

S Macintyre advised that he would prepare a draft tender report for the next Audit Sub Committee meeting which would be convened once the reports from recent internal audits carried out were received.

Page 4, Item 4.6: Annual Return to the Charter (ARC Return)

S Macintyre advised he would arrange for a workshop session to take place in house to go over the results of the Performance Report developed by Scottish Housing Network.

Page 5, Item 5.3: Braes O'Yetts

S Macintyre advised that Barratts have now lifted their request for a Standard Security to be granted by the Association. It was noted that the development agreement would either be presented at the December Management Committee meeting or a separate special meeting would be convened.

Page 7, Item 5.5: Cycle Project

S Macintyre advised that the application had been completed and submitted to Leader this week, and that this should be presented to their Board later in the month. It was noted that consent had been received from all owners except one, who was currently in hospital. S Macintyre confirmed Leader had accepted this situation.

Page 11, Item 6: Litter Picking

Committee noted that C Taylor and some staff members had taken part in the Canoe Litter pick that day, and that it had been a great success. S Macintyre advised this may well take place again next year, and that he would inform Committee accordingly.

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

Human Resources Sub Committee Meeting held on 24 October 2017

Page 3, Item 4.3: Property Services Team

S Macintyre advised that C Douglas had asked that the Committee decision taken regarding his grade be reviewed, and it was noted that another Human Resources Sub Committee meeting would be convened to discuss this.

4. DIRECTOR'S REPORT

1. Staff Appraisals

It was noted this had already been discussed at Agenda Item 3.

2. Craigdale Housing Association

S Macintyre advised that the 2 Committee Members from Craigdale Housing Association who were due to attend tonight's meeting had been in touch to advise they were unable to attend but would come to a future Management Committee meeting.

3. Scottish Housing Regulator

S Macintyre informed Committee of the review being undertaken in relation to the regulation of Registered Social Landlords and their re-classification as public bodies by the Office of National Statistics. He advised that it mainly referred to technical issues, relating to the certain powers the Regulator would need to lose if RSLs were to be reclassified as private entities. He advised that this would be very unlikely to have any impact on the day to day running of housing associations.

4. Annual Return to the Charter (ARC)

It was noted this had already been discussed.

5. Annual Performance Report for Tenants

S Macintyre advised that distribution of this was going to be slightly later this year, and that he hoped to have a final draft completed by the end of the week.

6. Christmas and New Year Office Closure

Committee agreed to the proposed opening hours over the Christmas and New Year period and noted the details in relation to the Staff and Committee Lunch on 20 December.

7. Kirkintilloch Citizens Advice Bureau – Nomination for Board Membership

Committee noted that Moira Escreet, Welfare Rights Officer, had been invited to join the Board of CAB as a representative of the Association. Committee subsequently gave their approval to this appointment.

8. SHAPS Pension Committee - New Governance Arrangements

Committee noted the information relating to the consultation carried out by the Pensions Committee with Employers and Members during May 2017 on changes to the government structure. It was noted that following due consideration of the responses received, there had been sufficient interest to warrant the adoption of an Employer Committee and a Scheme Committee.

9. Exit from Strathclyde Pension Scheme

S Macintyre highlighted the end of the Association's membership of this scheme, with no staff members currently now in it.

10. Scottish Waterways Trust Volunteer Event – Canoe Litter Pick

It was noted this item had already been discussed.

11. Health and Safety

S Macintyre advised he would arrange a Health and Safety Sub Committee at the earliest opportunity.

4i) BENCHMARKING REPORT 1 APRIL 2017 TO 30 JUNE 2017

Committee referred to the Milenium Benchmarking Club review of the period to 30 June 2017 and noted the performance against each category. S Macintyre highlighted the increase in rent arrears to 5.18% against the club average of 3.69, however it was noted that the Association was the only organisation to fall within a Full Service Area for the application of Universal Credit.

Committee also noted the included report detailing information on the Association's performance taken from the Scottish Housing Regulator's Website, recording performance across a number of ARC indicators.

4ii) INTERNAL MANAGEMENT PLAN - BUSINESS OBJECTIVES 2017/18

S Macintyre distributed the list of business objectives which had been further updated since the papers had been sent out, and Committee noted the progress against each of the objectives.

Committee referred to Objective 8 in relation to the review of the Allocations Policy and Committee Sub Group. S Macintyre agreed to liaise further with E Sharkey on the progress of this.

Committee referred to the objectives in relation to rent arrears and to monitoring systems for Universal Credit. It was agreed that one of the Welfare Rights Officers would be asked to attend the December Management Committee meeting to provide an update.

S Macintyre highlighted Objective 14 in relation to seeking 2 new Committee Members with expertise in areas of Finance and in Procurement/Development. Committee agreed that S Macintyre should now progress a suitable advertisement in this regard.

In relation to Objective 15 on developing a Value for Money Strategy, S Macintyre advised he was currently awaiting information from Scottish Housing Network.

S Macintyre referred Committee to Objective 16 in relation to the development of a Succession Planning Strategy and enquired whether Committee would wish a separate strategy for Staff and Committee or a joint one. Committee agreed that a joint strategy should be developed.

4iii) RISK MANAGEMENT REPORT S Macintyre advised that this would be deferred until the next Finance & Strategy meeting which would be in February 2018.

5. FINANCE REPORTS

i) Management Accounts to 30 September 2017

P Long presented the Management Accounts for the period to 30 September 2017 and Committee noted the details contained in the summary page.

P Long referred to the Statement of Comprehensive Income and highlighted the turnover and operating costs within the period. He highlighted the gain on Right to Buy sales and indicated that 3 more sales are in the pipeline, with all expected to have settled by the end of the year. Committee noted the interest payments were slightly less due to lower than anticipated borrowings. P Long highlighted the overall surplus of £427,638.

P Long referred to the Income and Expenditure from lettings and to the related analysis. He highlighted the reduction in rent loss from voids and indicated this could be explained by improvements in re-letting performance.

Committee noted that less had been spent on reactive maintenance than estimated at this point. P Long also highlighted the variance relating to major repairs and advised that the large under-spend was mainly due to timing issues.

P Long highlighted the income and expenditure from other activities and referred to the services provided by the Association for which the income and expenditure was matched, meaning no surplus or loss was being made in this respect.

Committee noted the information relating to interest payments, and P Long highlighted that while no interest receipts had been received as at the period end, the Association has placed a 6 month fixed term deposit with Close Brothers Investment Bank, with further short term investment opportunities to be explored.

P Long referred to the Statement of Financial Position and highlighted the fixed assets totalling just over £25M. He advised that the miscellaneous payables referred to payments due in relation to major repairs etc.

Committee noted the liabilities regarding pensions and P Long advised that, with regard to Scottish Housing Association Pension Scheme the past pension deficit payments, £45,000 were due to be paid this year. He further advised that once all paperwork was finalised, the pension liability in relation to Strathclyde Pension Scheme would be removed from the accounts.

P Long highlighted the total net assets being higher than assumed but advised this was mainly due to timing issues.

The comments relating to the Statement of Financial Position were noted by Committee, and P Long highlighted the additional information at rent arrears in relation to Universal Credit arrears. Following some discussion, S Macintyre agreed to clarify with E Sharkey whether this related to money due from tenants or money due to be paid from Department of Work & Pensions.

Committee noted the details within the Cashflow Statement to 30 September and also the Management Expenses and the variances therein. P Long highlighted the higher than estimated costs relating to finance services and explained this was largely due to the expenditure involved in preparing the Antonine Housing Association bid. He also highlighted the higher insurance costs as a result of recent property fires within the stock.

Committee noted the details within the Ratio Analysis and Covenant Analysis pages.

In closing, P Long confirmed that the management accounts figures were fairly close to what has been budgeted at this stage for most areas and, where they were not, there were reasonable explanations for the variances.

Committee subsequently approved the Management Accounts to 30 September 2017.

6. POLICY REVIEW - IT SECURITY POLICY

L Scott asked if it was possible to defer this item until the next Management Committee meeting in order to give it full consideration. This was agreed.

7. COMPLAINTS

M White referred Committee to the previously distributed report detailing the complaints received by the Association between 1 April and 30 September, as well as the benchmarking performance in this regard.

There followed some discussion on the complaints received, and M Docherty referred to one regarding parking issues. She enquired as to the current position regarding the Newdyke Road situation. S Macintyre advised that the Council had contacted the Association at the end of September with various items for consideration. It was noted that while the Council were paying for the feasibility study, further clarification regarding costs were yet to be confirmed.

8. COMMITTEE TRAINING

M White referred Committee to recent training events attended as well as forthcoming events. She asked that Committee contact the office should they wish to attend any course.

M White also referred to recent discussions on the new General Data Protection Regulations which are being implemented in May 2018. She advised that in response to Committee's request for training in this regard, Share had been contacted and a trainer was available to provide an in house session on Wednesday 8 November 2017 at 6 pm. It was agreed that this be arranged, and that committee members not present tonight would be informed.

M White advised that she had now received the report from the recent internal audit on data protection and that Reasonable Assurance had been awarded. She advised that further details on the recommendations would be reported to the Audit Sub Committee.

C Taylor asked if the possibility of running an in house training session on equalities could be looked at, and this was agreed.

9. ANY OTHER BUSINESS

i) Eviction Cases No. 112 & 114

Committee referred to the previously distributed report containing details of the above cases.

Case No. 112

S Macintyre highlighted the details of the above case and the related case notes. It was noted that the tenant has only had a clear rent account on three brief occasions over the past 4½ years and is now in arrears of over £2000 as well as incurring court expenses for previous action. S Macintyre also advised that the Association has now had to force entry to cap the gas supply.

Following discussion, Committee gave approval to evict should the tenant not keep to the arrangement made in court.

Case No 114

S Macintyre highlighted the details of the above case and the related case notes. There followed some discussion on the circumstances surrounding the succession of this tenancy.

Following discussion, Committee gave approval to evict.

ii) Membership

M White advised Committee that, following the Annual General Meeting in September, 14 share certificates had had to be cancelled as a result of Rule 11.1.3 whereby membership will cease following failure to attend or submit apologies for 5 consecutive meetings.

It was noted that staff and committee would continue to encourage membership.

8. DATE OF NEXT MEETING

6 December 2017 at 6.30pm.

Minuted by: M White, Corporate Services Manager
16 November 2017

Chairperson's Signature:

Date: