

HILLHEAD HOUSING ASSOCIATION 2000

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

Present:

C Taylor	J Shovlin
Cllr S MacDonald	L Scott
D Wilson	M Docherty
R Smith	Cllr J Jamieson
B Devlin	

In Attendance:

- S Macintyre, Director
- G Sherriff, Property Services Agent
- S Tait, Property Services Co-ordinator
- G Fitzpatrick, Finance & Corporate Services Assistant
- F McGovern, Share
- K Tait, Receptionist

C Taylor introduced Fiona McGovern to the meeting and advised that she was here in an observing capacity as she was currently facilitating Governance training for herself and L Scott. C Taylor also welcomed Kieran Tait, Receptionist and introductions were made accordingly. Committee also approved the co-option of B Devlin onto the Management Committee.

1. APOLOGIES

None.

2. DECLARATIONS OF INTEREST AND DEFERRED ITEMS

There were no declarations of interest.

3. MINUTES AND MATTERS ARISING FROM PREVIOUS MEETINGS

Community Garden Sub Committee Meeting 2 December 2016

S Macintyre advised that the next meeting of the Community Garden Sub Committee would be held on Friday 3 February 2017.

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

Management Committee Meeting 7 December 2016

Community Garden Sub Committee Meeting 7 October 2016

Page 1 – Update of User Groups

Cllr J Jamieson enquired if C Taylor had contacted the Job Centre to enquire whether volunteering at the Community Garden could be taken into account when claiming job

seeking allowance and if this project could be included on the approved list. C Taylor advised that she had enquired but the job centre could not confirm if this volunteering could be included. L Scott suggested contacting Coatbridge and S Macintyre agreed that he would first make contact with the Liaison Officer who could assist with this enquiry. S Macintyre also advised that he would speak to M Escreet, Welfare Rights Officer in this regard.

Page 2: Item 5i) – Feasibility Study, Newdyke Rd

Cllr S MacDonald advised that the Traffic Regulation Order at Newdyke Road had been delayed. Discussion took place on services and B Devlin enquired how the Traffic Regulation Order would be enforced. Cllr S MacDonald advised that East Dunbartonshire Council Officers would carry out the enforcement. R Smith enquired about the traffic cones on Newdyke Road and Hillhead Road. S MacDonald advised that he didn't think these works were related to the Order but were more likely to do with works being carried out by Scottish Water.

C Taylor enquired if S Macintyre had been in touch with OSCR about facilitating a talk on governance for community groups at the Community Centre. S Macintyre agreed to follow this up.

Page 4: Item 1.4 Voids & Lettings

L Scott enquired if C Taylor had contacted Rona McKay, MSP with regard to the proposed changes being introduced by the Scottish Government for direct payments of Universal Credit housing costs to landlords. C Taylor advised that she had yet to contact her, however S Macintyre agreed that he would contact her office to find out.

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

Special Management Committee Meeting 13 December 2016

Page 1: item 2 Approval of Loan Agreement

Cllr J Jamieson enquired whether there were any penalties or further fees regarding the termination of the existing loan. S Macintyre advised there were no breakage fees involved however non utilisation fees would continue at same rate with the new loan facility.

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

Audit Committee Meeting 14 December 2016

Page 1: Item 2 Strategic Control

S Macintyre highlighted that job descriptions for Office Bearers would be distributed in due course.

Page 2: item 4 Internal Audit Services for 2017

S Macintyre advised Committee that the Tender documentation has been prepared and invitations to tender would be issued in February 2017 with a Tender Panel meeting in March to review and interview potential service providers. The Minutes of the meeting were approved by Lisa Scott and seconded by Mary Docherty.

Human Resources Sub Committee Meeting 20 December 2016

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

Special Management Committee Meeting 25 January 2017-02-03

Page 2: item 4.ii) Eviction Case No 109

S Macintyre informed Committee that housing staff had carried out further investigations regarding the tenant's whereabouts but to no avail. Following brief discussion Committee agreed to evict.

Tenancy Support Service – Funding for 2017-18

S Macintyre advised that following an unsuccessful initial bid for Big Lottery Funding a resubmission was being made and if successful, would secure funding for a 5 year period from April 2018. It was noted however that whilst the Scottish Government has confirmed continuation funding would be available it would be on a reduced scale and therefore the Association would need to agree the shortfall which would be around £4,000. C Taylor enquired if Antonine Housing Association would be happy to contribute their share of the additional costs. S Macintyre advised that all contributors have to agree to fund the balance.

Following brief discussion Committee agreed to the additional funding. S Macintyre advised he would arrange for the 17/18 budget to be adjusted accordingly.

4(i). DIRECTOR'S REPORT

1. Business Plan

Committee noted the Loan refinancing had now been completed and financial performance would continue to be monitored in line with current financial policies and procedures as well as compliance with new loan covenants.

2. Regulation Plan

Committee noted that a copy of the updated Association's Regulation Plan would be circulated to Members when received.

3. Scottish Housing Network – Annual Performance Presentation

Committee noted that a briefing session would be held on Wednesday 8 February 2017 at 2.00pm.

4. Scottish Housing Regulator – Thematic Study Governance and Financial Management

Committee noted that the Association was required to complete a questionnaire in order for the Regulator to develop a paper on Thematic Study. S Macintyre agreed to keep Committee updated on this matter.

5. Policy Committee Meeting

S Macintyre highlighted that a further Policy Meeting would be held on Wednesday, 15 February and asked members to submit any comments they may have should they be unable to attend.

6. Tenancy Support Service – Funding for 2017/18

Committee noted that this had already been discussed under Agenda Item 3.

4(ii) Internal Management Plan – Business Objectives 2016-17

Committee referred to the previously distributed report detailing the progress each of the key business objectives for 2016/17.

D Wilson referred to objective number 8 and S Macintyre advised that due to the Christmas period as well as Universal Credit (UC), arrears had increased from £82,000 to £114,000. He further advised that the Association was still waiting on the UC payment to come through and highlighted that direct payments to the landlord were crucial to the Association. D Wilson highlighted that this was a main risk to the business and suggested a risk assessment be carried out. Discussion took place on budgeting issues for tenants and S Macintyre highlighted that the remit of the post recently appointed to Kelly Wallace was to work with tenants on Universal Credit and with the Welfare Rights Officers helping tenants with Universal Credit applications and identification verifications. S Macintyre also highlighted the iPad in reception and laptops in the interview rooms which could be used by tenants. D Wilson suggested M Bissett attend the next meeting to update Committee on this issue. S Macintyre agreed to invite her. S Macintyre also advised that the Business Plan allowed for an increase in arrears over the short and medium term.

Following further brief discussion S Macintyre agreed to include a report for the next meeting.

5(i) DEVELOPMENT REPORT

1. Grant Planning Target 2016/17

The contents of the Development Report were noted by Committee.

2. Phase 5 – Office and Housing

The contents of the Development Report were noted by Committee.

3. Eldon House – 66 & 74 Townhead

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

Following discussion, it was agreed that G Sherriff should determine from EDC if the project could be re-included within the SHIP and if the additional “top up” funding previously approved by the Council would still be available. It was further agreed that Cllr MacDonald would be copied in on the e-mail to EDC regarding these points. In the event that the Council confirm their continued support of the project, then it was agreed that a “back-to-back” agreement with CCG would be acceptable in principle after CCG, along with the current owners of the block had resolved the issues with Environmental Health in order to secure planning consent.

4. Braes O’ Yetts

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

G Sherriff confirmed that since writing the report, a further meeting had taken place between EDC Planning and Barratts and that planning consent was expected to be received, mid-February 2017 under delegated powers i.e. no need for the project to be considered by the Planning Board. G Sherriff confirmed that the agreed layout supported 122 units in total and that the housing mix/type/tenure remained the same for the Association as previously outlined i.e. 22 units for rent and 8 for shared equity.

Committee noted that as yet, no feedback had been received from BTO regarding the proposed Contract and that G Sherriff had chased the solicitors again for comments.

The issue of a tender submission being made to Scottish Government no later than 1 March 2017 was discussed. G Sherriff highlighted the importance of these units being approved this financial year to SG and it was therefore highly likely that the tender would require being submitted based on maximum costs that would be acceptable to SG but before the final costs and specification had been agreed with Barratts, and certainly before the contract had been signed. It was acknowledged by Committee that this position was through no fault or delays caused by the Association. G Sherriff added that whilst the funding was being secured to meet the timescales required by the funder, no contract would be signed that reflected higher costs than the approved tender sum, and a specification that was completely acceptable to the Association.

In response to Cllr MacDonald, G Sherriff confirmed that she had requested a programme from Barratts to reflect 1) site start 2) overall completion for the whole site and 3) when completion of the Association’s units were expected as part of the build programme. It was also confirmed that this information would form part of the agreed contract.

5. Feasibility Study – Newdyke Road

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

The issue of the depth of the existing services was discussed, including that in the event of services requiring to be diverted to accommodate the works, this could prove cost prohibitive to the project. In response to Committee, Cllr MacDonald confirmed that the Council would still go ahead with the TRO (traffic regulation order).

6. St Agatha’s Primary School

G Sherriff confirmed that no feedback to the bid had yet been received from the Council's agents DM Hall.

7. Cycle Path

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

In terms of indicative costs, G Sherriff confirmed that the total project costs were circa £600,000. It was noted that in the event the funding bid were to be successful the Association would still need to find 50% of the costs from other sources.

5(ii) MAINTENANCE REPORT

1. Reactive Repairs Contract – Rodgers & Johnston

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

Committee noted that the Contractor continued to perform well and target response times remained well in excess of the Scottish Average for 15/16.

With regard to “emergency” repairs, following discussion, it was agreed to introduce a 4th category for repairs that were not deemed to be an “emergency” but required actioning sooner than “urgent” repairs.

The Committee agreed unanimously to the recommendation to extend the Contractor's contract by a further year.

The issue of voids was discussed, including costs expended to date. Committee noted that there had been a few voids (with one in particular) that had resulted in considerable expenditure to date. With regard to the Service Improvement Panel, S Tait confirmed that panel members would be invited back to view void properties once the works had been carried out and that the void costs associated with these properties would be presented to the panel for consideration. It was agreed thereafter, the next stage would be for members of the panel to then discuss the property with the new tenants after they had moved in.

It was further agreed that visits for the committee would be arranged to void properties as well.

2. Gas Services Maintenance Contract – James Frew

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

S Tait drew to Committee's attention that all gas services are up-to-date.

3. Repairs Right First Time

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

4. Average Number of Reactive Repairs completed per occupied property

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

5. Pre and Post Inspections

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

6. Landscape Maintenance Contract – Priory Bridge Landscaping

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

7. Cyclical Works

Electrical Testing

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

S Tait confirmed that Rodgers & Johnston had managed to carry out some further checks over the weekend.

Carbon Monoxide Detector checks

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

8. Stage 3 Medical Adaptations

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

The likelihood of an under-spend this year was drawn to Committee's attention. The Councillors indicated that this was the situation within EDC too.

9. Insurance Claims

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

S Tait pointed out that the figure quoted at this part of the report, included for rental loss as well as the works cost to restore the property.

With regard to the play park at Ivanhoe Drive, following discussion, it was agreed that contact would be made with EDC to determine if a remote CCTV camera could be fitted to one of the lampposts.

10. Tenant Satisfaction Surveys

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

Committee noted that 97% of tenants during Q2 were satisfied with the service and 95% satisfied during Q3. S Tait confirmed that any dissatisfaction had been followed up resulting in some tenants withdrawing their dissatisfaction and that the Complaints Register was updated accordingly.

11. Repairs Appointment Kept

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

Committee were pleased to note that 99% of repairs were kept on average during the first 3 quarters.

12. Phase 9 Refurbishment Works

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

13. Phase 10 Refurbishment Works

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

14. Phase 11 Refurbishment Works

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

15. Friars Croft

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

16. Community Growing Project

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

G Sherriff confirmed that since writing the report, Lairdland Primary School had contacted the Community Growing Co-ordinator requesting a meeting to discuss the possibility of them attending the garden one session per week.

The proposal to expand the project was discussed with Committee. It was agreed unanimously to progress with the expansion as detailed within the “Environmental Improvements Report.”

17. Scottish Housing Quality Standards

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

18. EESSH

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

It was noted that work regarding the properties meeting the EESSH standard was ongoing and that the deadline for compliance was December 2020.

19. Internal Audit

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

20. Maintenance Services

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

S Macintyre confirmed that along with G Sherriff, he was due to meet J Mulholland, Special Manager at Antonine in the near future to discuss longer term options.

In response to B Devlin, S Macintyre confirmed that the rates currently charged for maintenance services covered direct staff costs only, but if services were to be provided for an extended period then the level of chargeable costs would be reviewed.

5(iii) CLERK OF WORKS REPORT

G Sherriff confirmed that CCG, the Main Contractor for Phase 11, remained on programme for completing the works by 10 February 2017.

With regard to Phase 5 new build, a programme is now awaited from the Main Contractor, Cruden Building & Renewals Ltd outlining timescales for completing defects at Sites 5A and 5C.

6. ANY OTHER BUSINESS

Committee Training

S Macintyre informed Committee that Share were running a workshop on Practical Governance – Transparency on 28 February and that they should contact G Fitzpatrick if interested in attending.

7. DATE OF NEXT MEETING

1 March 2017 (Housing Management).

Minuted by: G Fitzpatrick, Finance & Corporate Services Assistant
G Sherriff, Property Services Agent (Item 5)

Chairperson's Signature:

Date: