

## HILLHEAD HOUSING ASSOCIATION 2000

### Minutes of the Management Committee Meeting held on Wednesday 4 October 2017 at 6.30 pm in the Association's offices at 2 Meiklehill Road

**Present:**

C Taylor	L Scott
M Docherty	Cllr S Murray
R Smith	S Niven

**In Attendance:**

- S Macintyre, Director
- M White, Corporate Services Manager
- G Sherriff, Property Services Agent (Agenda Items 1,2 and 5)
- M Cameron, Craigdale Housing Association
- M Welsh, Craigdale Housing Association

S Macintyre advised he would take the first items of business until the election of Chairperson had taken place.

S Macintyre introduced Morag Cameron and Margaret Welsh, Chairperson and Treasurer from Craigdale Housing Association, and introductions were made accordingly.

#### 1. APOLOGIES

Apologies were received from J Shovlin and D Wilson. S Macintyre advised that D Wilson had submitted a request for leave of absence for a period of 3 months as a result of work commitments. This was approved by Committee. It was noted that D Wilson had requested he continues to receive committee papers during this time and this was also agreed.

S Macintyre advised that Councillor John Jamieson had intimated he would wish to be co-opted onto the Management Committee. His co-option was subsequently approved.

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

There were no declarations of interest and no deferred items.

##### **Election of Office Bearers - Rule 59.1 to 59.10**

S Macintyre referred to the Committee's requirement to elect Office Bearers at the first meeting of the Management Committee after the Annual General Meeting. He also highlighted to the fact that due to C Taylor having in excess of 9 years committee membership, her eligibility for continuing to be a member had been reaffirmed at the Management Committee meeting on 2 August 2017, in accordance with Rule 43.11.

### Chairperson

L Scott nominated C Taylor for the role of Chairperson, and this was seconded by M Docherty.

C Taylor subsequently took over as Chairperson.

### Vice Chairperson

C Taylor nominated L Scott for the role of Vice Chairperson and this was seconded by S Niven.

### Secretary

L Scott nominated M Docherty for the role of Secretary and this was seconded by C Taylor.

### Treasurer

It was noted that this position remained vacant. Committee noted that although this was a position previously held by Cllr Jamieson, an office bearer position could not be filled by a co-optee.

## **Membership of Sub Committees**

S Macintyre asked members to consider which sub committees they wished to serve on, and the following was agreed:

### Human Resources Sub Committee

C Taylor, J Shovlin, R Smith, L Scott and M Docherty.

### Health & Safety Sub Committee

C Taylor, J Shovlin, Cllr J Jamieson, L Scott, M Docherty and R Smith

### Audit Sub Committee

J Shovlin, Cllr J Jamieson, C Taylor, D Wilson, M Docherty, L Scott, S Niven

### Community Garden Sub Committee

J Shovlin, C Taylor, L Scott, D Campbell, I Cowie, P Fox, G Stevenson

R Smith advised that he was unsure whether he would be able to commit to serve on this committee, he would be happy for papers to be forwarded to him.

It was noted that the next meeting was due to take place on 27 October at 10.30 am.

### Policy Review Sub Committee

It was noted that this sub committee was open to all members and meets as and when required.

It was noted that the guide on the Roles and Responsibilities of Committee Members and Office Bearers had not been included with the report, and S Macintyre agreed to provide this to Committee at the next meeting.

It was agreed to take Agenda Item 5 prior to dealing with the rest of the business on the Agenda.

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

#### **Community Garden Sub Committee Meeting held on 25 August 2017**

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

#### **Management Committee Meeting held on 30 August 2017**

##### **Page 1, Item 3: Matters Arising – Joint Integration Health & Social Care Board**

S Macintyre stated that the meeting with Susan Manion had been cancelled and another date had yet to be arranged.

##### **Page 8, Item 6.2.3: Universal Credit**

S Niven enquired as to whether there was a further update on issues related to Universal Credit. S Macintyre advised that Scottish Government had confirmed any new claimants would now have the option of payments being made to landlords, as well as an option of receiving payments in 2 parts. He further advised that these options would not be available to existing claimants until January 2018.

S Macintyre highlighted however the problems being encountered with the timing of payments as well as with the process of advanced payments.

Committee noted that the Welfare Rights Officers would review the information provided by Scottish Government in order to provide the best advice to tenants.

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

### **4. DIRECTOR'S REPORT**

#### **1. Annual General Meeting - Complaint**

Committee noted that an anonymous complaint had been received by the Scottish Housing Regulator (SHR) stating that the Association had not followed the correct procedure when giving Members notice of the forthcoming AGM held on 20 September 2017.

S Macintyre confirmed that staff had investigated the complaint, with advice being sought from the Association's Solicitors. Committee noted the element of the process which had been overlooked since the change to the Model Rules in relation to postal votes. It was further noted however that the validity of the affected Annual General Meetings had not been affected.

It was noted that the AGM procedures had subsequently been revised, and that a response had been submitted to the Regulator who had confirmed the response and action taken was satisfactory and no Notifiable Event would be required.

## **2. Staff Appraisals**

Committee noted that Management Team appraisals were currently taking place, following which a date for S Macintyre's appraisal can be confirmed.

## **3. Craigdale Housing Association**

It was noted that following attendance by the above Association's Chairperson and Treasurer, the Vice Chair and Secretary would be attending the November Management Committee meeting. Committee noted that these Committee Members were attending in an observing capacity as part of their own governance development process.

## **4. Review of Auditors – Alexander Sloan & Co**

Committee noted performance issues over recent years and agreed that the Association arranges for a Tender of Audit Services to take place in time for the new financial year commencing April 2018. It was further agreed that the Audit Committee oversees this process and consider how it would wish to approach the task at its next meeting.

## **5. Scottish Housing Regulator Financial Returns**

Committee noted that the Association's annual financial returns had been successfully approved and uploaded on the SHR Portal, meeting the deadline of 30 September.

## **6. Annual Return for the Charter (ARC Return)**

S Macintyre highlighted that the Regulator had now published the National Statistics relating to the ARC return, and advised that a report on the Association's performance across all the Charter areas would be included within the reports for the November Management Committee meeting. He referred Committee to the attached Landlord Report which gave a side by side comparison with Antonine Housing Association and East Dunbartonshire Council.

## **7. Annual Performance Report for Tenants**

Committee noted that a draft of the above report had been presented to the Customer Care Working Group for consideration, and S Macintyre highlighted that the Group had requested that this year's report includes a section on 'Managing our Neighbourhood', specifically containing details on what the Association has spent on environmental works, play park repairs and other estate based issues.

## **5. PROPERTY SERVICES REPORT**

### **i) Development Report**

#### **1. Grant Planning Target (GPT) – 2017/18**

The contents of the Development Report were noted by Committee. G Sherriff added that the mid-year review meeting was due to be held with Scottish Government and EDC the following week, at which time, the available grant awarded for Braes O' Yetts would be discussed (see below for details). G Sherriff also confirmed that a recent, further claim had been submitted for Stage 3 works. Actual spend for these works is now 0.023 versus the available budget of 0.049.

#### **2. Phase 5 – Office and Housing**

The contents of the Development Report were noted by Committee. G Sherriff confirmed that since writing the report the Contractor had confirmed his attendance for 2 of the defects the following week and week after.

#### **3. Braes O' Yetts**

The contents of the Development Report were noted by Committee. G Sherriff confirmed for Committee that the funding approved by Scottish Government was exactly in line with the requested figures and that the figure verbally agreed with Barratts was approximately £10,000 less than the amount assumed and approved within the tender submission. G Sherriff confirmed that the cost due to Barratt was £3.786 versus an amount of £3.796 as part of the overall costs. G Sherriff explained that the total anticipated cost of £3.993 included legal fees, Employer's Agent's fees, development and clerk of works allowances and land valuation fees i.e. all costs attributable to the project, but not due to be paid to Barratts.

Regarding the shared equity housing, G Sherriff confirmed that EDC had experience of selling this type of tenure (successfully) elsewhere within East Dunbartonshire and had confirmed their willingness to assist the Association, at the appropriate time, with the sale of the units.

Regarding the build programme, G Sherriff confirmed that Barratts were now on site in relation to the grouting works and aiming for a "full site start" in November 2017 regarding the under-building and sub-structure works to the houses. G Sherriff added that taking account of the build programme now issued by Barratts, no units would be ready for hand-over until 19/20 (19 units) with the last 11 units due off-site 20/21. G Sherriff outlined how this programme, along with the revised Golden Brick contract would have a greatly reduced effect on spend implications for 17/18 which required being fully quantified and discussed with Scottish Government the following week.

In terms of the actual contract i.e. now a Golden Brick contract, there are several issues ongoing as follows:

- Barratts request for a Standard Security to be granted by the Association to them in relation to the Association's 30 units.

Considerable discussion followed regarding this request and the fact that the request was considered highly unusual not only by the Association but by the Association's solicitor, BTO. After discussion, it was agreed unanimously that this request was unacceptable and that the Association was not prepared to grant consent.

- The proposed specification is almost agreed ensuring that the specification complies with the Association's standard specification. Other than the fact upvc doors and windows will be provided, opposed to timber, all other issues have been resolved.
- Details of collateral warranties are awaited from Barratt's designers.
- NHBC will be provided for a period of 10 years following completion of the units.
- Procedures in relation to snagging and hand-over require being agreed.

G Sherriff confirmed that a meeting would now take place between the Association, Finance Consultant, Employer's Agent and Solicitor to discuss all relevant matters, including, but not restricted to the contract, build programme and costs. It was agreed that once all issues had been satisfactorily addressed and agreed, a special meeting of the Management Committee would be called if the contract required signing ahead of the next Management Committee meeting due to take place in November.

#### **4. Estate Based Regeneration Strategy**

The contents of the Development Report were noted by Committee.

Following discussion, the Committee agreed unanimously with the 2-phased approach. Regarding the appointment of the consultants for the fencing programme and in response to S Niven's question, G Sherriff confirmed that the individual fees that would become due to Grant Murray Architects, Hypostyle Architects and Thomson Cost Consultants would be well below the Scottish Procurement Regulations threshold of £50,000 (per supplier). G Sherriff added however, that fee quotes would be sought from each of the practices to ensure that the Association was satisfied with the fee levels being proposed and that in terms of the Architects, this could only be established following initial visits to gardens to determine the scale of work involved. G Sherriff also added that both firms of Architects were already familiar with the area and the stock and challenges. G Sherriff confirmed that the initial surveys carried out "at risk" had identified the need for many of the gardens being brought up to a standard to enable surveys to take place in the interests of health and safety. Taking this in to account too, Committee agreed to the appointment of the consultants, subject to satisfactory fee quotes.

#### **5. Wider Role Projects**

##### **Community Garden**

The contents of the Development Report were noted by Committee. G Sherriff confirmed that 2 Halloween events were planned: one for Happy Days Nursery and one for the general public.

## **Community Litter Pick**

The contents of the Development Report were noted by Committee. Committee noted that they were happy with attendance at the first event.

## **Planting – Entrance to Waverley Crescent**

The contents of the Development Report were noted by Committee. G Sherriff confirmed that the date for the event would be discussed and agreed at the next Garden sub-committee meeting due to be held at the end of the month.

## **Cycle Project**

The contents of the Development Report were noted by Committee.

G Sherriff confirmed that whilst the application to Sustrans had been fairly time consuming, it had been relatively straightforward and what should have been expected for such funding. The application to LEADER on the other hand had been extremely time consuming and confusing and the level of funding that LEADER may approve is still not clear.

G Sherriff added that the land in question was in the ownership of various parties as follows:

- 1) Scottish Canals
- 2) EDC
- 3) Archdiocese
- 4) 4 individual siblings
- 5) HHA

Written consent is required from all parties for LEADER to even consider the application. The cut-off date for obtaining the necessary permissions is 1 November. To date, approval has been granted in writing from Scottish Canals. Whilst there has been dialogue with EDC, as yet, they have not confirmed their approval in writing. A meeting has taken place with a rep from the Archdiocese on site and whilst the rep is supportive of the project, he requires approval from his board and he has outlined the timing could be an issue. One of the 4 siblings appears to be willing to grant permission but cannot speak on behalf of her sister and brothers, one of whom is estranged from the other 3. Whilst it is understood that approval would always be required, it did not become clear from LEADER until relatively late on in the process that such approvals were required for the funding to be considered opposed to pre-site start.

It is also necessary for planning approval to be in place prior to LEADER considering the request for funding which is again, an unusual requirement. Whilst the planning application was submitted some 2 months ago, due to the location of the development, there has been a need to carry out a habitat survey and for Heritage Environment Scotland (HES) to be involved due to the location of the path to the Antonine Wall and the canal itself which is deemed to be an historic monument. It has taken some time for a meeting to take place on site with HES, now due to take place on 17 October. Meanwhile, the Planning Officer has confirmed his support of the project, subject to comments received from HES on the 17<sup>th</sup>.

## **Art Roots Fund**

The contents of the Development Report were noted by Committee. G Sherriff confirmed that she had been requested to provide some additional information, which she had done and awaited to hear further.

### **ii) Maintenance Report**

#### **1. Reactive Repairs Contract – Rodgers & Johnston**

The contents of the Maintenance Report were discussed and noted by the Committee, including the Association's performance in terms of response times compared to the Scottish Average now published by The Regulator.

Regarding void costs to date, G Sherriff confirmed that SHN would be requested to confirm the average cost across the sector at the annual review meeting, due to be held at the end of the month.

#### **2. Gas Services Maintenance Contract – James Frew**

The contents of the Maintenance Report were discussed and noted by the Committee. G Sherriff confirmed that there were legitimate reasons that were not of concern regarding the late repairs. Committee noted that response times during 16/17 achieved by the Association were excellent compared to the Scottish Average.

It was noted that there were no issues in terms of gas servicing with valid CP12s in place for all required properties during Q1.

#### **3. Repairs Right First Time – Indicator 13**

The contents of the Maintenance Report were discussed and noted by the Committee. G Sherriff confirmed that the Committee would be updated again, following the annual meeting with SHN.

#### **4. Average Number of Reactive Repairs completed per occupied property – Indicator C13**

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

#### **5. Pre and Post Inspections**

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

G Sherriff added that an initial review of inspections during Q2 had taken place bearing in mind the changes to the staffing structure that were implemented at the beginning of July and that the initial review suggested there were no issues in terms of the service being provided in relation to inspections.

#### **6. Landscape Maintenance Contract – Priory Bridge Landscaping**

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

The timing of the payments to the Contractor to date was discussed with Committee who acknowledged that the final cost for the year would balance out in future quarters.

## **7. Cyclical Works**

### **Electrical Testing**

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

### **Carbon Monoxide Detector Testing**

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.

## **8. Stage 3 Medical Adaptations – Indicator 22**

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

G Sherriff referred Committee to the Development Report in terms of spend to date, which now totalled approximately £23,000 taking account of the Q2 claim.

## **9. Insurance Claims**

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

G Sherriff confirmed that the Contractor had not been able to commence with the works at one of the properties as the tenant had yet to move their furniture/belongings that had not been damaged by the fire. G Sherriff added that subject to the tenant moving their belongings to allow works to commence w/c 16 October 2017, the Contractor was aiming to complete both properties by Christmas.

## **10. Tenant Satisfaction Survey – Indicator 16**

The contents of the Maintenance Report were discussed and noted by the Committee, including the Association's performance compared to the Scottish Average.

## **11. Repairs Appointments Kept – Indicator 14**

The contents of the Maintenance Report were discussed and noted by the Committee, including the Association's performance compared to the Scottish Average.

## **12. Phase 11 Refurbishment Works**

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

## **13. Remedial Works – Phase 6 Windows**

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

In response to Committee, G Sherriff confirmed that the full extent of the problem had yet to be determined, including the reason for the defect occurring. In this respect, G Sherriff confirmed that a further review meeting to discuss the issue was due to take place soon.

#### **14. 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.

#### **15. EESSH**

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

G Sherriff confirmed that windows had been measured and were ordered for the 2 additional properties and would be fitted soon.

#### **16. Maintenance Services**

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

G Sherriff confirmed that a meeting was due to take place with the individuals affected within the Property Services team in relation to services to be provided to Linthouse HA and that a report would be prepared for the HR sub-committee to consider. Committee stated that additional services should only be considered assuming that this does not have a negative impact on HHA.

#### **17. Appointment of Estates Officer**

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

G Sherriff added that the Estates Inspector had confirmed that the new officer was working very well alongside him and was keen to learn and provide a good service.

### **6. ANY OTHER BUSINESS**

#### Acquisition of 3 bedroom semi detached property

S Macintyre advised that the owner occupier of the above property had approached the Association with a view to selling. It was noted that there was a high demand for this type of property, however S Macintyre highlighted that unlike with the mortgage to rent process, the Association would not receive grant funding and would need to use its own resources.

It was noted that the home report carried out in 2012 had placed a value of £95,000 on the property. S Macintyre advised that a repairs survey had been carried out and although exact costs were yet to be received, an assumption of just under £5000 had been allowed for.

Committee gave an in principal agreement to this being processed further, with a view to conclusion before the end of the financial year.

#### General Data Protection Regulations (GDPR)

S Niven highlighted the above regulations coming into effect in May 2018, and enquired as to what measures the Association was taking in this regard to ensure compliance. M White advised she was currently attending various GDPR events, and was keeping staff up to date. S Niven agreed to also forward any information he received on the Regulations.

It was also agreed that an in house session for Committee would be useful, and M White advised she would look into this.

### Grace

R Smith advised that an event would be taking place to celebrate Grace's 5 year anniversary on 7 November, and that representation from the Association would be welcomed.

### Litter Picking / Dumping

There followed some discussion on the above, and on the recent litter picking exercise carried out. Cllr Murray advised that Peter Mathieson (East Dunbartonshire Council) had suggested there may be a possibility of a tractor and trailer being used for the purpose of a Community Clean Up.

S Macintyre also advised that Lisa Sneddon from Scottish Waterways Trust had also been in touch to advise of a Canoe Litter Pick at the end of October. He agreed to update Committee with any further details on this.

## **8. DATE OF NEXT MEETING**

1 November 2017 at 6.30pm.

Minuted by: M White, Corporate Services Manager  
18 October 2017

Chairperson's Signature: .....

Date: .....