

## HJALTLAND HOUSING ASSOCIATION LTD

### MINUTES OF A MEETING OF THE MANAGEMENT COMMITTEE HELD AT 6 NORTH NESS (OR BY ZOOM ON REQUEST) ON THURSDAY 22<sup>ND</sup> JUNE 2023 AT 6.00PM

Present: Colin Nicholson **(CN)** (Chair)  
Theo Smith **(TS)**  
Neil Manson **(NM)**  
Lucy Lawson **(LL)** (Via Zoom)  
Andrew Lyall **(AL)**  
Pam Shead **(PS)** (Via Zoom)  
Emma Perring **(EP)**  
Bob McGeady **(BM)**  
Lorna Willis **(LW)** (Via Zoom)  
Jeff Goddard **(JG)**  
Karen Eunson **(KE)**

In Attendance: Bryan Leask **(BL)** (Chief Executive)  
Ian Bray **(IB)** (Head of Customer Services)  
Kim Laidlaw **(KL)** (Corporate Services Officer)  
Marianne Gardner (Housing Admin Assistant – Minutes)

#### 1 APOLOGIES

Apologies were received from Agnes Tallack, Irene Hambleton, Paul Leask & Susan Gray. Jim Anderson did not attend.

Before the meeting began, Colin welcomed Emma to Committee, and everyone introduced themselves.

#### 2 DECLARATION OF INTEREST

There were no declarations of interest.

#### 3 APPROVAL OF MINUTES

##### 3.1 Management Committee – 25/05/2023 (ALL)

CN presented the minutes for the meeting held on 25<sup>th</sup> May 2023. The minutes were **APPROVED** on a motion by BM, seconded by KE.

**APPROVED**

##### 3.2 Draft Hjaltland Trading Minutes – 25/05/2023

Members **NOTED** the minutes from the Hjaltland Trading meeting on 25<sup>th</sup> May 2023.

**NOTED**

#### 4 MATTERS ARISING

There were no matters arising to be discussed.

#### 5 ADMINISTRATION

##### 5.1 Chief Executive Report (All)

BL began by presenting the CEO Report to Members which focussed on a research report published this week by Age Scotland and Stirling University – Making Adaptation Work for Older People. The main aim of the report was to highlight what is needed to assist older people to live independently in their own homes for longer and the steps needed to make progress. BL gave further detail

on the projected ageing population of Shetland and explained that there will an inevitably increasing demand for housing or housing support for older people in the next 10-20 years. He assured Members that this is something we are currently doing with the Hjaltland Trading and the One Stop Shop but that further discussions will be had with the NHS and IJB going forward. As the Association develops, the needs of future tenants must be considered.

Members **NOTED** the report.

**NOTED**

## 5.2 Use of Seal (1 & 3)

There have been no uses of the seal during the period.

Members **NOTED** the report.

**NOTED**

## 5.3 Health & Safety Report (2 & 4)

BL continued by providing Members with an update on health and safety, an assurance in the Association's activities for health and safety for April & May 2023. Highlights included the recently enacted Building Safety Act 2022 which has made large changes to the law in England and Wales in relation to construction projects, health and safety regulation and leaseholder rights. Although many aspects of the Act do not extend to Scotland, some do, and their impact is likely to be significant. BL also touched on the Tenant Safety section of the report and gave more information on the investigation and how the new changes in legislation could have affected us.

Members **NOTED** the report.

**NOTED**

## 5.4 Performance Standards

BL shared the Performance Standard 22/23 report with Members and went through each of the five headings in greater detail. The targets were set within the agreed Business Plan from last year and we are sitting in a good position. All but a few indicators were well within target and BL is happy with overall position across the board.

The ARC was submitted to the Regulator at the end of May and the first benchmark publication was released this week. A peer group comparison report will be brought to the next Operations Committee meeting.

Members **NOTED** the report.

**NOTED**

# 6 HOUSING & CUSTOMER SERVICES

## 6.1 Housing Management Update (Verbal)

IB gave Members a verbal update from the Housing Management Team. Highlights of his report were:

- HACT Debt Write Off - 6 weeks ago, we were invited to a webinar hosted by HACT (Housing Associations Charitable Trust) whereby they were inviting bids from RSL's to help eradicate the energy debt of tenants with debt greater than £500. Within 3 days, the fund closed, however we managed to secure £29,000 worth of debt write off for 12 different households – 10 of which were families with children. The speed of which our staff were able to identify the families in need is a good reflection of our working relationships with our tenants.

- We are nearly at the end of quarter 1 for reporting so will feed back findings from that at the next meeting. However, 62 repairs surveys received this quarter already and reporting 100% satisfaction levels. We've also had 19 relets with an average of 5.5 days turnover and just over 350 repairs done, averaging at 7 days.

Members **NOTED** the report.

**NOTED**

## **INVESTMENT & ASSET MANAGEMENT**

- 7.1** Staneyhill Update Report (3,4)
- 7.1.1** Staneyhill Appendix A - Compliance Report
- 7.1.2** Staneyhill Appendix B - Tender Report
- 7.1.3** Staneyhill Appendix C - Moderation Meeting
- 7.1.4** Staneyhill Appendix D - HIF Application
- 7.1.5** Staneyhill Appendix E - Viability Report

*Specific information in this section has been removed as it has been deemed to be commercially sensitive and is therefore, not available to the public at this time.*

Member's **NOTED** all appendices and **APPROVED** the report and gave consent for BL to accept the grant offer and award the contract on a motion proposed by JG and seconded by NM.

**APPROVED**

## **8 FINANCE & CORPORATE SERVICES**

### **8.1 Loan Portfolio Return**

The Loan Portfolio was shared with Members. It shows clearly which loans we have with which banks. And although the Finance & Audit Sub-Committee get a lot more detailed information, it is worth sharing with Members to show we are complying with all the covenants. There are now fewer loans as a few have been consolidated and longer-term loans now coming to an end.

Members were asked for their authorisation to pass information on to the regulator. Members **APPROVED** the report on a motion proposed by JG and seconded by LL.

**APPROVED**

## **9 AOB**

There was no other business discussed.

## **10 DATES FOR YOUR DIARY**

- 10.1 Management Committee (Policy & Strategy)**  
Thursday 20<sup>th</sup> July 2023 @ 6pm
- 10.2 Finance & Audit Sub Committee**  
Thursday 3<sup>rd</sup> August 2023 @ 1pm
- 10.3 Annual General Meeting**  
Thursday 24<sup>th</sup> August 2023 @ 6pm
- 10.4 Management Committee**  
Thursday 24<sup>th</sup> August 2023 @ 6.15pm

The meeting closed at 19:30

..... Chairman