

## HJALTLAND HOUSING ASSOCIATION LTD

### MINUTES OF A MEETING OF THE MANAGEMENT COMMITTEE HELD AT HJALTLAND OFFICES – 6 NORTH NESS AND VIA ZOOM ON THURSDAY 27<sup>th</sup> JUNE 2024 AT 6.00 P.M.

Present: Colin Nicholson (**CN**) (Chair)  
Andrew Lyall (**AL**)  
Emma Perring (**EP**)  
Jeff Goddard (**JG**)  
Neil Manson (**NM**)  
Pamela Shead (**PS**) – via ZOOM  
Karen Eunson (**KE**)  
Jim Anderson (**JA**)  
Agnes Tallack (**AT**)  
Lucy Lawson (**LL**) – via ZOOM  
Sally Thomas (**ST**) – (Chief Executive) Scottish Federation of Housing Associations (SFHA)

In Attendance: Bryan Leask (**BL**) (Chief Executive)  
Ian Bray (**IB**) (Head of Housing & Customer Services)  
Paul Leask (**PL**) (Head of Investment & Asset Management)  
Susan Gray (**SG**) (Head of Finance & Corporate Services)  
Kim Laidlaw (**KL**) (Corporate Services Officer)  
Elizabeth Sinclair (**ES**) (Health & Safety Manager)  
Jennifer Tait (**JT**) (Housing Admin Assistant)

#### 1 APOLOGIES

Apologies were received from Bob McGeady and Theo Smith

Colin opened the meeting introducing and welcoming Sally to the meeting, with everyone introducing themselves.

#### 2 DECLARATION OF INTEREST

The Chair asked for any declarations of conflict of interest in the evening's business, there were no declarations made.

#### 3 APPROVAL OF MINUTES

##### 3.1 Management Committee Meeting 28<sup>th</sup> March 2024

CN went through the minutes of the Committee meeting held on 30<sup>th</sup> May 2004. NM requested that the word 'shelf' be removed from page 5, item 7.3, paragraph 2. Members **APPROVED** the minutes on a motion by KE, seconded by JA.

**APPROVED**

##### 3.2 Draft Hjaltland Trading Ltd Minutes 23<sup>rd</sup> May 2024

After a short discussion, Members **NOTED** the report.

**NOTED**

#### 4 MATTERS ARISING

There were no matters arising.

#### 5 ADMINISTRATION

##### 5.1 Use of Seal

There have been ten uses of the seal during the period related to the Shared Equity properties at Berryview.

Members **NOTED** the report.

**NOTED**

## 5.2 Health & Safety Report

ES provided Members with an update stating that this and future health and safety reports have been redesigned to provide the Management Committee with specific topic led information and assurance per meeting thus creating shorter more concise reports.

Reports will be provided as follows:

- March - Tenant Health & Safety and Vulnerable Adults Health & Safety
- May - Contractor Health & Safety
- June - Employee Health & Safety and Volunteer / Visitor Health & Safety
- August - Cyber Safety
- October - Building Health & Safety
- December - Health & Safety Strategy

The only thing of note was that the LEV (dust extraction) test has returned as a failure. Notes from the tester stated that the LEV was functioning correctly however the light beam test shows the machines were projecting dust in the inhalable area and this was a manufacturer fault. DLO's will now wear face fitted facemasks when using the LEV until a solution is sourced.

JG asked if DLO workers were permitted to wear hoodies as there had been a recent news report where a worker died after getting their hoodie caught in machinery. ES assured that hoodies were not permitted and not worn. After a short discussion, Members **NOTED** the report.

**NOTED**

## 5.3 Performance Standards

BL took over providing Members with an update on the performance standards. All within where they should be. Key points were:

- Reduction in development
- Relet times well within peer group and national averages
- Staff sickness – very low stats which shows HHA's commitment to health and wellbeing of staff
- Debt per unit has come down

NM gave congratulations for good performance across the board.

Members **NOTED** the report

**NOTED**

## 5.4 Rule Compliance Report

BL continued stating that this report confirms that all minutes of general meetings, governing body and sub-committee meetings have been approved and that the Shareholders' Registers and Seal Register have been accurately maintained.

Members **NOTED** the report

**NOTED**

## 5.5 Contractors Report

BL presented Members with a report, seeking Management Committee approval to add one contractor to the approved list of Contractors.

After a brief discussion, Members **APPROVED** the addition of the contractor to the approved list on a motion by JG, seconded by NM. **APPROVED**

## 5.6 Connected Person Allocation

IB presented this report confirming that whilst the staff member is employed within the Housing Management Team, they have not had any involvement with the pointing or

assessment of the application form itself, will not be involved in the allocation process and will not have day to day involvement with the prospective tenant.

This report was **APPROVED** on a motion from AT and seconded by EP.

**APPROVED**

## **6 HOUSING & CUSTOMER SERVICE**

### **6.1 Housing Management Update**

IB presented the Management Committee with some further detail on the performance during 2023/24. Members were provided with a high-level review of the reporting year as part of the Annual Return on the Charter, which was presented to members in May. This report focused on:

- Housing demand and application review at year-end

Members inquired if the demand/numbers of applications had changed much with IB replying that numbers were quite steady. BL said it would be very interesting to see the demand for Walls and if there would be an influx of applications like we had for Berryview when the scheme goes live.

EP stated that there is a detailed analysis of population about to come out which would be worth having a look at. There was a discussion on the demographic of age of applicants who present as homeless.

- Repairs summary breakdown

Very good report

- Housing Support

£45,000 was distributed last winter to support vulnerable tenants and the feedback from tenants was very powerful, but unfortunately this is not in place for the upcoming year.

Members asked if there was any correlation between the energy debt payments and the age of the properties with IB stating that it was a complete mix of old and new properties. IB confirmed that the voucher scheme is available again for energy poverty/debt.

After discussion, Members **NOTED** the report.

**NOTED**

## **7 INVESTMENT & ASSET MANAGEMENT**

### **7.1 Development Report**

PL presented this report stating that everything is within the Business Plan parameters for spend.

*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.*

Members **NOTED** the report

**NOTED**

### **7.2 Staneyhill Update Report**

PL continued with giving an update on Staneyhill. Project currently on budget and on time.

*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.*

After a robust discussion, Members **NOTED** the report

**NOTED**

**8**

## **FINANCE & CORPORATE SERVICES**

### **8.1 Loan Portfolio Return**

SG took over, summarising the position of monies borrowed and that this report needs to be filed with the regulator before 30<sup>th</sup> June 2024.

After a short discussion, Members **APPROVED** the report for submission on a motion from JG and seconded by JA.

**APPROVED**

**9**

## **POLICIES & STRATEGIES**

### **9.1 Policy Update Report**

BL followed on and presented Members with a report, seeking approval for various Administration, Development, Financial, Housing, Maintenance and Health and Safety Policies.

BL commented that there were only a few minor changes of note.

Members **APPROVED** the policies on a motion by AT and seconded by EP.

**APPROVED**

#### **9.1.1 Budget Holders & Limits of Authority**

Date review and procurement procedure limits increased due to the increase in material costs.

Previously **APPROVED** in Item 9.1.

**APPROVED**

#### **9.1.2 Mutual Exchange Policy**

Date review and minor amendments to wording.

Previously **APPROVED** in Item 9.1.

**APPROVED**

#### **9.1.3 Bad Debts Policy**

Date review with minor change.

Previously **APPROVED** in Item 9.1.

**APPROVED**

**10**

## **SFHA Sally Thomas Update**

Sally presented a general sector update with a national picture across Scotland in regard to issues and activities of SFHA stating that SFHA has a national overview and presence and works closely with the Government. Sally congratulated BL and the HHA team for being great contributors to SFHA and one of the most engaged organisations. She also welcomed KE on to the SFHA board.

Sally gave a bigger backdrop and wider context highlighting some of the main issues including;

- Conflicts in the world
- Climate emergency
- Acute inflation
- Cost of living crisis – poverty and homelessness
- Political instability
- Housing emergency declared by Scottish Government

A robust discussion was held touching on frustrations with Government fixating on targets and policies without a plan in place, legislation which makes it harder and harder to build houses, no clarity what the Government is actually doing despite the

fact that it has declared a housing emergency and housing has not been mentioned at cabinet level, and energy prices and poverty/debt.  
CN thanked Sally for a very informative report, and thanked Members for a very worthwhile discussion.

11 **Committee 9-Year Rule 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.*

Members **APPROVED** AT to stand for re-election at the AGM on a motion by KE, seconded by NM.

**APPROVED**

12 **AOB**

AOB was discussed before Item 11 due to confidentiality.  
JG informed attendees that this would be the last meeting he would be attending. He thanked everyone saying that he had been to 200 meetings over his 23 years on the committee and that when he first joined there were 320 houses and there's now 880. KL contributed that over his 23 years serving he has been Chair, Vice Chair twice and Treasurer four times. CN thanked JG for his 23 years of service.

13 **DATES FOR YOUR DIARY**

- 13.1 Audit & Risk Sub-committee – **Thursday 18<sup>th</sup> July 2024 @ 5:30pm**
- 13.2 Finance Sub-committee – **Wednesday 7<sup>th</sup> August 2024 @ 1pm**
- 13.3 Annual General Meeting – **Thursday 22<sup>nd</sup> August 2024 @ 6pm**
- 13.4 Management Committee – **Thursday 22<sup>nd</sup> August 2024 @ 6.15pm**

The meeting closed at 7.50pm

.....Chairman