

**Abronhill Housing Association**

Meeting of the Management Committee held on 19 September 2019 at Unit 10, Abronhill Shopping Centre

**Minutes**

<b>Present:</b>	I. Smith	I. Johnston	P. Broadwith
	E. Irvine	L. Black	K. McMail
	C. Burns		
<b>In Attendance:</b>	C. McKiernan	A. Bell	

	<b>Agenda Item</b>	<b>Action</b>
<b>1.</b>	<p><b>Apologies</b></p> <p>Apologies were received from S. Boyle &amp; R. Russell</p>	
<b>2.</b>	<p><b>Declarations of Interest – Election of Office Bearers</b></p> <p>There were no declarations of interest.</p> <p>P. Broadwith was proposed as Chair by L. Black seconded by I. Smith and elected.</p> <p>R. Russell was proposed as Vice Chair by I. Smith and seconded by P. Broadwith and elected.</p> <p>L. Black was proposed as Treasurer by C. Burns seconded by P. Broadwith and elected.</p> <p>I. Smith was proposed as Secretary by P. Broadwith seconded by I. Johnston and elected.</p>	
	<p><b>2.1 Code of Conduct for Governing Body Members</b></p> <p>Copies of the code of conduct were distributed to those present.</p>	
	<p><b>2.2 Annual Declaration of Interest</b></p> <p>Declarations of Interest forms were distributed to those present. C McKiernan requested that these be returned as soon as possible or brought to the Committee session on 15 October 2019.</p>	
<b>3.</b>	<p><b>3.1 Minutes of previous meeting (held 22 August 2019)</b></p> <p>The minutes of the previous meeting had a correction, P Broadwith was in fact present and was to be added. C. Burns asked about how the information relating to financial accounts, specifically changes to income and expenditure and how to put them into context. C</p>	

	<p>McKiernan explained that Pat Long presented this information to Committee quarterly and that if there were any deviations from projected revenue and costs he would highlight those.</p> <p>P. Broadwith had a question about progress with the high school site and C. McKiernan agreed to ask Stephen McIntyre to report to next meeting.</p> <p>Acceptance of the minutes which had been circulated in advance was proposed as a true recording of the meeting of 22 August 2019 by K. McMail and seconded by I. Smith.</p>	
<b>4.</b>	<p><b>Matters Arising</b></p> <p>Item 6.3 C. McKiernan let committee know that there had been no reply from SFHA regarding late notice preventing nominations for their AGM.</p> <p>Item 7.2 Regulatory Framework Self-Assessment Workshop. Confirmed the session will be on 15<sup>th</sup> October at the Castlecary Hotel. Members should contact J. Daisley about diet requirements or travel issues.</p> <p>Item 7.3, new member enquiry. P. Broadwith and S. McIntyre to meet with Mrs McGuire when S. McIntyre returns from holiday.</p> <p>Item 7.5 Committee appraisal forms are to be brought to the workshop. I. Smith, I. Johnston and K. McMail asked for fresh copies of the forms.</p> <p>Item 9, staffing issue; it was confirmed that F. Stuart will be taking leave owed before her maternity start and A. Bell will start full time on 18<sup>th</sup> November.</p> <p>Item 10, site visit to Clyde Valley HA's site at Mossgiel Drive at 10 am on Monday 14<sup>th</sup> October. S McIntyre &amp; A. Moore are meeting Pamela Humphries, Head of Development &amp; Community Regeneration at North Lanarkshire Council on Monday 14 Oct.</p> <p>Item 11.1, Eviction report. It was relayed that the eviction was cancelled as the tenant had paid the full balance owed as well as the court expenses awarded.</p>	
<b>5.</b>	<p><b>Health &amp; Safety</b></p> <p>5.1 Health &amp; Safety Policy Statement – for signing. Was signed by all members present.</p>	
<b>6.</b>	<p><b>Correspondence</b></p>	

	<p><b>6.1 Employers in Voluntary Housing – Members Report</b></p> <p>The monthly report was issued with the committee papers.</p> <p><b>6.2 Christian’s Against Poverty (CAP) Job Club Awareness Day</b></p> <p>Information was issued with the committee papers.</p>	
	<p><b>Governance</b></p> <p><b>7.1 Committee Member Induction Policy</b></p> <p>P. Broadwith had a few points:</p> <ul style="list-style-type: none"> <li>• “Procedure” to be changed to “Policy &amp; procedure”</li> <li>• At section 3, where it says “agrees to participate” should be altered to reflect that it’s not optional along the lines of “should be carried out as soon as possible”.</li> <li>• There is no mention of mentoring for new inductees but this is in the Committee Member Training Policy, 2 documents to be cross referenced.</li> <li>• Add reference to what is expected of the new member in terms of time commitment and reading papers in advance.</li> <li>• At section 6 remove “training on an ongoing basis” and replace with “Committee Member training Policy”.</li> </ul> <p>Subject to the above changes Committee approved the policy.</p>	
7.	<p><b>7.2 Committee Training Policy</b></p> <p>There was some discussion regarding page 3 paragraph 3. Committee agreed that there may be occasion where it is appropriate for a member to attend more than one conference in a year.</p> <p>At page 3 paragraph 4, Committee would like a fuller description of how the effectiveness of session is evaluated by the Association and an input to that evaluation.</p> <p>Subject to the above changes Committee approved the policy.</p>	
	<p><b>7.3 Freedom of Information – compliance update</b></p> <p>C McKiernan advised Committee that J. Daisley is currently working through the Model Publication Scheme. A further report including a draft publication scheme will be presented at the October meeting for approval. C McKiernan highlighted that there will a need to appoint externally to the role of Data Protection Officer, and advised that S. McIntyre is looking into options which could include hiring a consultant or a shared services with other organisations.</p>	

	<p>K. McMail expressed concern over the lack of central government funding to cover the imposed costs of this sort of thing and suggested the association contacted an MSP or perhaps EVH. There followed a discussion about past consultation and there was a feeling that the opportunity to make representation had probably passed.</p> <p>P. Broadwith suggested the matter could be discussed as an agenda item next meeting but it was felt it best to let it go for present and a paper will be presented in October about how we intend to comply</p>	
8.	<p><b>Strategy</b></p> <p><b>8.1 Business Continuity Strategy</b></p> <p>P. Broadwith noted a number of points:</p> <ul style="list-style-type: none"> <li>• Para 2.3 “RSL” should be substituted for typo “RLS”.</li> <li>• That instead of “Council” or “local Authority”, “North Lanarkshire Council” Should be used throughout.</li> <li>• Section 4 about closure due to epidemic should instead simply refer to “illness”.</li> <li>• 4.2 “principle” should read “principal”</li> <li>• Move para 4.6 to para 1.2 where it was felt it better belonged.</li> <li>• In line with para 9 change reference in Appendix 3 to “external agencies” to “stakeholders”.</li> <li>• Para 17 change reference to “depute” to “Director”.</li> </ul> <p>P. Broadwith does not feel that ICT recovery plan is sufficient feeling in particular that yearly backup/ test in 19.4 is inadequate and should be replaced by quarterly for some functions. In summary this needs further discussion and the paper to come back with more detail.</p>	
9.	<p><b>Staffing</b></p> <p>No items were discussed.</p>	
10.	<p><b>Finance</b></p> <p>No items were discussed.</p>	
11.	<p><b>Operations</b></p> <p><b>11.1 Succession Policy</b></p>	

	<p>A brief discussion of how policy reflects legislation change from 1<sup>st</sup> November 2019. Committee approved the policy.</p>	
	<p><b>11.2 Assignment, Sub-letting, lodgers, joint tenancy &amp; mutual exchange policy</b></p> <p>New policy paper was discussed emphasising change to 12 month residence requirement and need to have informed the Association before time in the property is counted. Committee approved the policy.</p>	
	<p><b>11.3 GDPR – Update/IT Security</b></p> <p>Committee notified that a draft policy based on a recently completed one done for Hillhead is being passed to M2 (the association’s IT provider). This will come back for discussion in October.</p>	
	<p><b>11.4 Tenants Satisfaction Survey</b></p> <p>Committee were notified that two quotes had been received [REDACTED] plus VAT from Knowledge Partnership and [REDACTED] plus VAT from Research Resource. As a consequence, Research Resource have been awarded the contract and will do field work on October/ November this year.</p>	
	<p><b>11.5 Website</b></p> <p>The Association has signed up to a consortium pooling together to provide similar websites for individual use. Staff training is scheduled for the first half of October.</p>	
<p><b>12.</b></p>	<p><b>Deferred Agenda Items</b></p> <p>NLC is pursuing an approach of working together with local groups. P. Broadwith attended a session where this community approach was being explored. E. Irvine was cautious that NLC could be trying to offload its responsibilities for budgetary reasons. P. Broadwith felt cautiously optimistic about the first meeting and was going to attend the next one on 1<sup>st</sup> October at 6:30pm. He understood that R. Russell wished to attend but it was left open to the group to volunteer if he was unavailable. K. McMail offered to attend if needed expressing strong positive feelings about the Learning Trust one of the other groups involved.</p>	

<b>13.</b>	<p><b>Any Other Competent Business</b></p> <ul style="list-style-type: none"> <li>• P. Broadwith relayed a query from R Russell asking why the demolition on the Woodcutter had not started yet. Was agreed that S. McIntyre would email R. Russell.</li> <li>• Group asked to note that Community Matters event on 9<sup>th</sup> October coincides with Challenge Poverty week.</li> <li>• North Lanarkshire Council are seeking help with their Poverty Strategy and are looking for help from residents to complete a Survey Monkey. E. Irvine expressed a concern that some people might be reluctant to undertake such a thing as it could mean sharing personal financial details.</li> </ul>	
<b>14.</b>	<p><b>Date of Next Meeting</b></p> <p>24 October 2019</p>	

**Signed as a true record by the Chairperson**

..... **Date** .....