

Abronhill Housing Association

Remote Meeting of the Management Committee held on Thursday 24 September 2020 via Zoom at 17:00hrs

Minutes

Present:	L Black	R Russell	P Broadwith
	C Burns	M McGuire	I Smith
	A Smith	W Noon	D Brown
In Attendance:	S Macintyre	J Daisley	P Long, FMD

	Agenda Item	Action
1.	<p>Apologies & Welcome to new members, W Noon, D Brown & A Smith</p> <p>There were no apologies.</p> <p>W Noon introduced himself to the committee. He is a Chartered Accountant. He grew up in Abronhill and still has family living in the area.</p> <p>D Brown currently works for a Housing Association in Glasgow. She lives in Cumbernauld and grew up in Abronhill.</p> <p>A Smith has lived in Abronhill since 2002 and previously served on the Management Committee for a period of two years.</p> <p>Everyone else attending the meeting introduced themselves to the new members and welcomed them on board.</p>	
2.	<p>Declarations of Interest</p> <p>W Noon declared a possible declaration of interest under item 10.2 Tender for External Audit Services 21/22 as he is a Chartered Accountant and his firm may submit a tender.</p>	
3.	<p>3.1 Minutes of previous meeting (held on 20 August 2020)</p> <p>Acceptance of the minutes which had been circulated in advance was proposed as a true record of the meeting of 20 August 2020 by R Russell and seconded by C Burns.</p> <p>3.2 Decision List from Meeting held on 20 August 2020</p> <p>This was issued with the committee papers. S Macintyre advised that the electrical testing should have been included on the decision list. This will be raised under item 4. Matters Arising.</p>	

	<p>3.3 Note of Meeting held on 27 August 2020</p> <p>This was issued with the committee papers. P Broadwith asked if everyone had received their individual learning statements from O Gaffney, SHARE. The committee confirmed that these had been received.</p> <p>3.4 Minutes of Special Management Committee Meeting held on 17 September 2020</p> <p>Acceptance of the minutes which had been circulated in advance was proposed as a true record of the special management committee meeting of 17 September 2020 by P Broadwith and seconded by C Burns.</p>	
4.	<p>Matters Arising</p> <p>S Macintyre advised that the outstanding electrical safety inspections are due to commence at the beginning of October. This is not a notifiable event to the Scottish Housing Regulator (SHR) as it is not a statutory requirement. S Macintyre advised that tradesmen are allowed to attend homes to carry out work. Information is to be issued to tenants and this will include information about the Advice for Tenants and Residents Service (AFTAR) that the Association contributes towards.</p>	
5.	<p>Health & Safety and Cyber Security</p> <p>5.1 Corona Virus Update Report</p> <p>S Macintyre advised the committee that the Annual Assurance Statement should be submitted by 30 November 2020. The Annual Report to tenants should be issued by the end of December 2020. The office remains closed with staff working from home. It is unlikely that the office will open before the end of the year. Void inspections are being carried out and properties are being let. The rent arrears have reduced slightly at the end of August. The technical arrears are currently £32k, more detailed information will be provided in next month's quarterly housing management report.</p>	
6.	<p>Correspondence</p> <p>6.1 Glasgow & West of Scotland Forum – Papers for AGM to be held on 23 September 2020</p> <p>The AGM was attended by S Macintyre, P Broadwith and R Russell.</p>	

	<p>6.2 Employers in Voluntary Housing – September Report</p> <p>This report was issued with the committee papers. P Broadwith asked about the policy for remote working if staff are interested. S Macintyre advised that this would be a contractual change as current terms and conditions of employment state that the main place of work is the Association’s office. S Macintyre agreed to speak to staff and the policy will be brought back to the committee.</p> <p>6.3 Scottish Federation of Housing Associations (SFHA) – Member Representative for Abronhill HA</p> <p>This item was not discussed.</p>	
7.	<p>Governance</p> <p>7.1 Committee Membership Report</p> <p>S Macintyre discussed the report regarding the recent recruitment of committee members. The recently approved rule change means that in future we will be able to promote membership of the Association to a wider geographical area.</p> <p>R Russell commented that the recruitment of new committee members was delegated to a sub-committee. However, the decision on recruitment was not made by the sub-committee. S Macintyre advised that the committee agreed at the July management committee meeting that P Broadwith & S Macintyre would discuss the applications and decide who to co-opt onto the committee.</p> <p>It was agreed that a policy and procedure would be put in place for future recruitment drives.</p> <p>7.2 SFHA Code of Conduct for Committee Members</p> <p>The code of conduct for committee members was included with the papers. J Daisley advised that committee that this is an updated version which the committee are required to read, sign and return along with item 7.3. Annual Register of Interests for Committee Members. This should be completed on an annual basis following the Annual General Meeting (AGM). S Macintyre will email this to committee members in a word format. S Macintyre agreed to check with our solicitors if an electronic signature is acceptable.</p> <p>7.3 Annual Register of Interests for Committee Members</p> <p>This was discussed under item 7.2</p>	

	<p>7.4 Annual Compliance Checklist Cover Report</p> <p>S Macintyre advised that the report and checklist are to ensure that all regulatory and statutory returns for the period to the end of September have been complied with. A further report will be issued at the end of March 2021. P Broadwith commented that this was a useful document.</p> <p>7.4 Annual Compliance Checklist Report to 30 September 2020</p> <p>See above.</p>	
8.	<p>Strategy/Development</p> <p>8.1 Development Report</p> <p>S Macintyre discussed the report that had been prepared by J Mulholland, Development Advisor who had submitted an apology for the meeting. The report provides an overview of the Woodcutter site. J Mulholland will provide a monthly report on the progress of the development which is due to go on site early October. Following discussion, the following points were raised/discussed.</p> <ul style="list-style-type: none"> • Who is responsible for payment of the additional costs of [REDACTED] under item 2.2 for pre site start fees, Clerk of Works and Development staff. • There is no legal agreement between Clyde Valley Housing Association and Abronhill Housing Association. A draft agreement is to be brought to the next committee meeting • The committee agreed for discussions with potential lenders to take place. • S Macintyre will speak to J Mulholland next week about the possibility of a sub group being set up to look at the development in more detail. 	
9.	<p>Staffing</p> <p>No report.</p>	
10.	<p>Finance & Audit</p> <p>10.1 5 Year Financial Projections to Scottish Housing Regulator</p> <p>P Long, FMD discussed the 5 year financial projections which must be approved by committee and submitted to the Scottish Housing Regulator (SHR) by 30 September 2020.</p> <p>The Statement of Comprehensive Income shows gross rents increasing significantly in year 2 which is due to the new housing development at the Woodcutter site.</p>	

<p>The interest payable is also increasing due to the new loan facility for the new development.</p> <p>There is a healthy net surplus every year.</p> <p>The Statement of Financial Position shows the housing properties – Gross cost or valuation increasing in year 2 due to the cost of the new development.</p> <p>The cash at bank is increasing due to more rental income.</p> <p>The loans due after one year is increasing in year 2 due to the new loan facility.</p> <p>The net assets of the Association are increasing each year.</p> <p>The Statement of Cashflows shows an increase in rental income. It also shows the cost of construction or acquisition of housing properties in year 2.</p> <p>Financing shows the loan drawn down for the new development and repayment of existing loan with the Co-op bank.</p> <p>W Noon asked about the increase in the gross rents in year 2 and year 3. P Long advised this is due to the new development when the Association will acquire an additional 36 units and will have additional rental income. W Noon asked about the charge for depreciation which is not increasing. P long advised that some items will have been fully depreciated. He also asked about the reduction in staff costs. P Long explained that the Association is making payments toward the pension deficit fund until March 2023 when this should then be paid. The SHR wants the figure to be included in the total staff costs.</p> <p>P Long advised that he had included an explanation of the ratios and they show that surpluses are being generated.</p> <p>C Burns advised it would be good for the committee to learn more about how the ratios work to get a good idea of our performance.</p> <p>P Long advised that the budget is set first and then the ratio analysis looks at the performance against the targets set. The loan covenants set are also monitored to ensure we can comply with them.</p> <p>10.2 Tender for External Audit Services</p> <p>S Macintyre advised that regulatory guidance and good practice suggest that external auditors should re-tendered at least every 5 years. Our current external auditors have been in place for longer than this. The new appointment would commence on 1 April 2021 for an initial period of one year with a further 4 year extension period. The committee agreed to advertise in the Scottish Housing News on line channels for a period of 2 weeks commencing on Friday 2 October. A tender panel of 3 committee members will be required to oversee the tenders and</p>	
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	<p>appointment process. P Broadwith asked for item 1.2 appendix 1 to be updated to say that the Association employs 5 members of staff.</p> <p>10.3 Charitable Donations</p> <p>The Association does not have a policy on Charitable Donations. Our reactive repairs contractor R & J Ltd as part of their tender submission agreed to donate a percentage of turnover to charity. It is up to the Association to decide who should receive this donation. The Association also receives request for donations on an ad-hoc basis. C Burns asked why as a charity we are being asked to support other charities. P Broadwith advised that the remit of the Association is to engage with the local community. D Brown advised that sponsoring/donating to a local event/charity would help the Association engage with the community. W Noon suggested that the policy is aligned to the strategy of the Association. A draft policy is to be brought to the committee.</p> <p>10.4 Annual Fraud Statement</p> <p>S Macintyre confirmed that there were no actual or attempted fraud incidences in the year to 30 June 2020. This will be presented on an annual basis.</p>	
11.	<p>Operations</p> <p>No Report.</p>	
12.	<p>Deferred Agenda Items</p> <p>No items were deferred.</p>	
13.	<p>Any Other Competent Business</p> <p>C Burns suggested that a group discussion on information and communication technology could be beneficial to see if there is anything that the Association could assist the committee with to make their role easier. D Brown suggested applying for funding for digital services could be looked into. S Macintyre advised that there is software available however, there will be cost implications and the Association would need to demonstrate the benefit of having this in place. This is to be discussed further at the next meeting.</p> <p>P Broadwith advised that he attended the Scottish Federation of Housing Association's AGM. He also advised that he will be having a meeting with Claire, Chairperson of Hillhead Housing Association regarding Employers</p>	

	<p>in Voluntary Housing (EVH) pay review for staff without consulting members.</p> <p>R Russell advised that he attended the AGM of EVH. He has concerns that he will email to P Broadwith.</p>	
<p>14.</p>	<p>Date of Next Meeting:</p> <p>Thursday 29 October 2020 at 5pm via Zoom</p>	

Signed as a true record by the Chairperson

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Copies of committee reports are available on request.