

**Abrons Hill Housing Association**

Remote Meeting of the Management Committee held on 27 May 2020 via Zoom at 17:00hrs

**Minutes**

<b>Present:</b>	I Smith	R Russell	P Broadwith
	L Black	C Burns	K McMail
	M McGuire	E Irvine	
<b>In Attendance:</b>	S Macintyre	J Daisley	O Gaffney, SHARE
	A Moore (until 1735)		

	<b>Agenda Item</b>	<b>Action</b>
<b>1.</b>	<p><b>Apologies</b></p> <p>No apologies were received.</p>	
<b>2.</b>	<p><b>Declarations of Interest</b></p> <p>S Macintyre declared an interest in item 6.3 Hillhead Housing Association – Increase in Rates for Director Services 2020/21.</p>	
<b>3.</b>	<p><b>3.1 Minutes of previous meeting (held 7 May 2020)</b></p> <p>P Broadwith asked if there was an update on the eviction report page 2 item 11.4. S Macintyre confirmed that the eviction had taken place.</p> <p>Acceptance of the minutes which had been circulated in advance was proposed as a true recording of the meeting of 7 May 2020 by K McMail and seconded by C Burns.</p>	
<b>4.</b>	<p><b>Matters Arising</b></p> <p>A Moore attended the meeting to discuss the increase in R &amp; J's rate. A Moore advised that a copy of the email received from Gregg at R &amp; J had been forwarded onto the committee and asked the committee if they had any further questions. A Moore explained that R &amp; J were currently only dealing with emergency repairs at the present time and it had been agreed that the Association would pay a call out charge for each repair. There could have been a risk to the service if the Association had not agreed. These are unprecedented times and businesses would not have included dealing with a pandemic in their business plan/strategy. C Burns asked if it would be possible for R &amp; J to start work on the current</p>	

	<p>void properties to reduce the callout charge. A Moore advised that he had attended a webinar on void repairs and would be looking into this.</p> <p>Page 1 item 8.1 Business Plan Review – S Macintyre advised committee that they are required to update their personal biographies.</p> <p>Page 2 item 3.2 S Macintyre advised that R &amp; J will give the Association 1.45% of the sum we spend during the year to allow us to support a local charity/organisation.</p> <p>Page 2 item 3.2 Proposed development of Woodcutter Site S Macintyre advised that he had sent a link to the planning site to R Russell &amp; P Broadwith. S Macintyre will ask Clyde Valley to provide an update on the site start date.</p> <p>Page 4 item 6.1 Corona Virus Report S Macintyre advised that rent arrears had increased by £10k since March. This is due to the rent increase of 2.5% in April 2020 and the delay in Universal Credit payments being received.</p> <p>Page 5 Quarterly Maintenance Report S Macintyre advised that the reason that the pre/post inspections was not achieved in December and January was due to the holiday period. The Association had met the performance target of 10% over the course of the year.</p> <p>Woodcutter site – S Macintyre advised that all building activity had been suspended. The easing of restrictions will allow construction sites to open this week with work commencing on current sites on 15 June 2020. S Macintyre will ask Clyde Valley to provide an up to date timeline. Work on the site could start in September 2020 and it is anticipated that it could take a year to complete. F McDonald, FMD will look at refinancing options. An updated rent setting policy will be brought to the committee for approval.</p> <p>R Russell advised that he had a cursory look at the plans for the site and will have a more in depth review, he will then send a report with his comments to S Macintyre.</p> <p>S Macintyre advised that he will invite J Mulholland to the next committee meeting.</p>	
5.	<p><b>5.1 Corona Virus Update</b></p> <p>S Macintyre advised that there were no changes to current working arrangements. The configuration of the office will need to be considered when we can open the office. Screens will be considered at the front</p>	

	<p>reception area; we will need to consider if we can open the office to the public or if we it will be by appointment only. The Association will look at how we can restart the void management program and how allocations can be restarted.</p> <p>The Association is providing a monthly report to the Scottish Housing Regulator (SHR).</p>	
6.	<p><b>6.1 Employers in Voluntary Housing – No update</b></p> <p><b>6.2 Scottish Housing Regulator – No update</b></p> <p><b>6.3 Hillhead Housing Association – Increase in Rates for Director Services 2020/21</b></p> <p>A copy of the letter from Hillhead Housing Association advising of an increase in their rates for Director Services was included in the committee papers.</p> <p><b>6.4 Saltire Notice of Company Takeover by United Capital</b></p> <p>The Association had received a letter from United Capital advising that they had recently taken over Saltire who is the Association’s gas servicing and gas repair contractor. S Macintyre advised that the gas contract is due to be retendered by April next year. P Broadwith raised a concern that the Association does not have a current gas contract and the impact that this could have on costs.</p>	
7.	<p><b>Deferred Agenda Items</b></p> <p><b>7.1 Adoption of New Model Rules</b></p> <p>S Macintyre advised that since the papers had been issued he had received an email from Mark Ewing, TC Young who has advised that the fee for reviewing the new model rules and providing a draft set of rules is [REDACTED]. Following discussion, the committee agreed that a draft set of rules removing the geographical boundary should be brought to the committee. This would allow the Association to attract members and build out with the Abronhill area.</p> <p>L Irvine asked if local councillors had been asked to join the committee. S Macintyre advised that many Association’s co-opt councillors onto the committee.</p>	

	<p><b>7.2 Committee Appraisal – Olwyn Gaffney from SHARE</b></p> <p>O Gaffney, Learning &amp; Development Manager at SHARE attended the committee meeting and gave a short presentation on annual committee member appraisals. A copy of the questionnaire was included with the committee papers. The Scottish Housing Regulator (SHR) expect all governing body members to be subject to annual review to assess their contribution and effectiveness. The assessment will identify strengths and support any development needs. Part of the assessment is observing a committee meeting. The committee were asked to look at the survey and to forward any comments they have on the survey to either S Macintyre or J Daisley by Wednesday 3 June 2020. Once the survey has been finalised O Gaffney will send an email with a link for the survey to be completed online. A paper copy will be available for any members who request this. Once the surveys have been completed one to one meetings will be arranged with the committee. This can be carried out virtually or by telephone and should last around one hour and is important to clarify the answers given in the questionnaire. Following this O Gaffney will present a full report to the committee, provide individual learning statements and a training plan.</p>	
8.	<p><b>Strategy</b></p> <p>No report.</p>	
9.	<p><b>Staffing</b></p> <p>No report.</p>	
10.	<p><b>Finance &amp; Audit</b></p> <p><b>10.1 Tender for External Audit Services</b></p> <p>S Macintyre advised that he is currently working on this and will bring a report to the next committee meeting. A tender panel will be required with the successful company being appointed by late autumn. K McMail advised he would be available for the tender panel.</p>	
11.	<p><b>Operations</b></p> <p><b>11.1 Write Off Report</b></p> <p>The write off report had been prepared for the March meeting which was cancelled due to the pandemic. The report was included with the committee papers for approval. This was agreed by committee.</p> <p><b>11.2 Void Property Report</b></p>	

	<p>The void property report was prepared to provide the committee with more information on the status of the void properties. S Macintyre advised that it will not be until phase 2 that people will be able to move into properties and it is assumed that will be at the end of June. R Russell asked if the Association is prepared for the work to commence in the properties as soon as this is allowed.</p>	
<b>12.</b>	<p><b>Deferred Agenda Items</b></p> <p>No items were deferred.</p>	
<b>13.</b>	<p><b>Any Other Competent Business</b></p> <p>R Russell advise that he had attended a meeting of the Abronhill Planning Group which was attended by the Secretary of the Abronhill Regeneration Group who spoke about grants being available for the Cumbernauld area. R Russell advised that he is does not know when the next meeting is due to take place.</p> <p>The committee discussed the length of the committee meetings, some members feel that meetings lasting more than 2 hours are too long. It was agreed that the next meeting attended by P Long, FMD to discuss finance that S Macintyre would ask P Long to attend the meeting half an hour earlier to discuss the finance in detail for those committee members who would like more information and then he would discuss the highlights at the committee meeting. P Broadwith also advised that timings for each item should be put on the agenda to keep the meeting to a maximum time of 2 hours.</p>	
<b>14.</b>	<p><b>Date of Next Meeting:</b></p> <p>Wednesday 24 June 2020 at 5pm via zoom</p>	

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

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

**Copies of committee reports are available on request.**