

Abronhill Housing Association

Remote Meeting of the Management Committee held on 2 July 2020 via Zoom at 17:00hrs

Minutes

Present:	L Black	R Russell	P Broadwith
	C Burns	M McGuire (joined 17:35)	
In Attendance:	S Macintyre	J Daisley	A Moore

	Agenda Item	Action
1.	<p>Apologies</p> <p>Apologies were received from K McMail & E Irvine.</p>	
2.	<p>Declarations of Interest</p> <p>P Broadwith declared an interest in agenda item 7.3</p>	
3.	<p>3.1 Minutes of previous meeting (held 27 May 2020)</p> <p>Acceptance of the minutes which had been circulated in advance was proposed as a true record of the meeting of 27 May 2020 by C Burns and seconded by R Russell.</p> <p>P Broadwith advised that under matters arising item 3.2 that he had not received a link to the planning site for the Woodcutter development. R Russell advised that you can access this directly through North Lanarkshire Council's website.</p> <p>3.2 Decision List from Meeting held on 27 May 2020</p> <p>S Macintyre discussed this item with the committee. The invitation for J Mulholland to attend the meeting has been deferred until the August committee meeting. S Macintyre has forwarded R Russell's queries regarding the development to J Turnbull who has confirmed that he is waiting to have a post lockdown meeting with the contractor for the site. R Russell asked if we could ask what the cost per square metre is for the development. Committee appraisal forms are due to be completed by Friday 3 July and O Gaffney will contact committee members to carry out one to one discussions. The tender for External Audit Services will be brought to a future meeting.</p>	

	<p>S Macintyre advised that the draft annual accounts and first quarter management accounts will be presented at the August committee meeting. P Long will attend the meeting half an hour early to discuss the finance reports in detail for those committee members who would find this useful.</p>	
4.	<p>Matters Arising</p> <p>There were no matters arising.</p>	
5.	<p>Health & Safety and Cyber Security</p> <p>5.1 Corona Virus Update</p> <p>S Macintyre advised that the Association is submitting monthly returns to the SHR which can be viewed on their website. The next submission is due by 7 July 2020.</p> <p>The Annual Return to the Charter (ARC) which will be discussed under item 7.2 is due to be submitted by 31 July along with the loan portfolio return. The annual accounts will be brought to the August committee meeting for approval.</p> <p>The Association is carrying out void works to properties and applicants are being contacted in advance of offers being issued.</p> <p>A Moore advised that he has spoken to the Director of Rodgers & Johnston and the Association will start carrying out urgent repairs from Monday 6 July 2020. A letter will be issued to tenants to advise them of this. It is anticipated that routine repairs will be able to commence at the end of July. A Moore also advised that the uplift in costs to Rodgers & Johnston will remain in place until all repairs are being passed to them.</p> <p>S Macintyre advised that Scottish Government expect the installation of fire safety devices to be completed by February 2021.</p> <p>S Macintyre advised that we are looking towards opening the office at the end of July with possibly two members of staff in the office with the appropriated safety guidelines in place. A Bell is currently looking at the Health & Safety risk assessments.</p>	
6.	<p>Correspondence</p> <p>There were no items of correspondence.</p>	
7.	<p>Deferred Agenda Items</p> <p>7.1 Adoption of New Model Rules</p> <p>S Macintyre discussed the proposed rule change and adoption of model rules. As agreed by committee the proposed change to the Objects will</p>	

	<p>remove the geographical restriction on the locality from which Members of the Association can be elected which will assist in the recruitment of new members. The rules will state that we will operate particularly but not exclusively in the area of Abronhill.</p> <p>P Broadwith asked if item 18.6 third line from bottom where it states: Where the Association is using a loan facility to on lend it must comply with the Regulatory Framework etc. Is this grammatically correct? C Burns asked if item 58.1 4th line says: Such delegation will be set out down in writing. Should this be changed to will be set down in writing? S Macintyre discussed a further rule change to allow the Annual General Meeting (AGM) to take place remotely. R Russell asked how this would work as some members might find it difficult to access the meeting remotely. S Macintyre advised the Association could look at alternative venues to allow social distancing. The rule change is an opportunity to have this included for the future as a safety net but would not be the Association's first choice.</p> <p>The proposed rule change for approved by committee.</p> <p>7.2 Annual Return on the Charter</p> <p>S Macintyre discussed the Annual Return on the Charter (ARC) which is for the period 1 April 2019 to 31 March 2020. This return is due to be submitted to the Scottish Housing Regulator (SHR) by 31 July 2020. A copy of the key trends and PowerPoint presentation was issued with the committee papers. The following points were highlighted:</p> <ul style="list-style-type: none"> • The percentage of members attending the Annual General Meeting (AGM) has dropped. The Association will try to have a physical rather than remote AGM in September 2020. • The number of staff has increased due to A Bell working full time to cover F Stuart's maternity leave. • Percentage of former tenant arrears written off was 0%, the arrears were written off in May 2020 following committee approval. • The number of anti-social complaints has increased. P Broadwith asked why this has increased? S Macintyre advised he will get additional information from the Housing Officer's. P Broadwith asked for this to be included in the decision list for the next meeting. • Tenant satisfaction the percentage of tenants dissatisfied with the quality of their home. R Russell advised that the full return to the SHR states that there are 22 tenants who are dissatisfied with the quality of their home and asked what we can do to improve this. P Broadwith asked for this to be added to the decision list for the next meeting. 	
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	<ul style="list-style-type: none"> • The stock projected at or above Standard Assessment Procedure (SAP)/ National Home Energy Rating (NHER) has reduced due to an improvement in the Energy Efficiency Standard for Social Housing (ESSH) standard. • The number of properties meeting the ESSH standard has improved. A Moore advised that in some instances this was due to a new Energy Performance Certificate (EPC) being carried out on the properties. <p>C Burns commented on the percentage of tenants satisfied with the management of the area they live in which has increased. He suggested that the percentage of money we will receive back from the maintenance contract should go to a community group/organisation in the local area.</p> <p>7.3 Allocation of a Tenancy to a close relative of a committee member</p> <p>P Broadwith declared an interest in this item and was not involved in the discussion or decision. S Macintyre advised that the Association is required to have a Payments & Benefits Policy and any payment or benefit made to either staff, committee or a close relative must be recorded in the Payment & Benefits Register. [REDACTED] step-daughter of P Broadwith has been offered a property with the Association and has confirmed that she is interested in being offered a tenancy subject to a satisfactory viewing. This was approved by committee.</p> <p>7.4 Recruitment of New Committee Members</p> <p>S Macintyre discussed the recruitment of new committee members as the Association currently has 8 committee members which could potentially fall to 7 at the Annual General Meeting (AGM). If the number of committee members falls to 7 or below it can continue to meet for a further 2-month period and it is also a notifiable event to the Scottish Housing Regulator (SHR). P Broadwith asked for clarification as rule 49 states that if the number fall below seven, the committee can continue to act for another two months. S Macintyre will clarify this. It has been suggested that an elected member is asked to join the committee as a co-optee. The committee agreed that the Association should look at all available options and following discussion agreed to form a sub-committee to oversee the recruitment of committee members. S Macintyre will email all members to enquire who would be available. Three members are required to form a sub-committee.</p>	
8.	<p>Strategy</p> <p>No report.</p>	

9.	<p>Staffing</p> <p>No report.</p>	
10.	<p>Finance & Audit</p> <p>10.1 Loan Portfolio Return</p> <p>The Association is required to submit an annual loan return to the Scottish Housing Regulator (SHR) by 31 July 2020. The Association has a loan facility of £2.3m with the Co-operative bank and the amount outstanding is just over £1.1m. The three loan covenants are all being comfortably complied with. This was approved by committee.</p> <p>C Burns asked if the Association could produce a list of abbreviations commonly used in the reports of the Association.</p> <p>R Russell asked about the finances for the development at the Woodcutter site. S Macintyre confirmed that the Co-operative bank are not interested in providing finance to Housing Associations. F MacDonald, FMD has been working on this and a rent setting policy will be brought to a future committee meeting. The offer of grant for the development will be awarded to Clyde Valley and they will pay any stage payments to the contractor. We would have to have finance in place to then pay Clyde Valley for the properties.</p>	
11.	<p>Operations</p> <p>11.1 Policy Review Subgroup</p> <p>S Macintyre asked the committee to delegate authority to a short life sub-committee to consider and recommend approval to the committee of various policies. This was agreed by committee. S Macintyre will email all committee members with a proposed date and time to see who would be available. This will be included as part of the email regarding committee recruitment.</p>	
12.	<p>Deferred Agenda Items</p> <p>No items were deferred.</p>	
13.	<p>Any Other Competent Business</p> <p>S Macintyre advised that Employers in Voluntary Housing (EVH) has put forward a proposal to Unite the Union recommending that there should not be a pay award for staff for 2021. S Macintyre advised that a vote on pay awards would normally be issued to all members but this proposal</p>	

	<p>was only put to the Joint Negotiating Committee (JNC). P Broadwith raised a concern that the pay award had already been agreed and that staff should be paid what was agreed. The Association pays a membership fee to EVH and think should be discussed with them. S Macintyre will circulate a copy of the letter to all committee members.</p>	
<p>14.</p>	<p>Date of Next Meeting: Thursday 20 August 2020 at 5pm</p>	

Signed as a true record by the Chairperson

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Copies of committee reports are available on request.