

Abronhill Housing Association

Hybrid Meeting of the Management Committee held on Thursday 30 November 2023
18:00hrs

Minutes

Present:	C Burns Chair	I Smith Secretary	R Russell Vice Chair
	G Watson Member (Remote)		
In Attendance:	S Macintyre	A Bell (minutes)	

	Agenda Item	Action
1.	<p>Apologies</p> <p>Apologies were received from A Peden, W Noon & D Brown</p>	
2.	<p>Welcome to New Members and Declarations of Interest</p> <p>There were no declarations of interest.</p>	
3.	<p>3.1 Minutes of Management Committee Meeting (held on 26 October 2023)</p> <p>Acceptance of the minutes, which had been circulated in advance, was proposed as a true record of the meeting of 26 October 2023 by committee.</p> <p>3.2 Actions/Decision List from Meeting held on 26 October 2023</p> <ul style="list-style-type: none"> • Biography information was circulated for the Author of the asset Management Strategy. • RAAC update provided at item 4.1 below. • Financial Procedures amendment at item 10.1 below. • Acquisitions Policy at item 8.2 bellow. • Allocations Policy is being deferred to the new year due to additional workload caused by the recruitment of the Director Services Provider (see item 9.2 bellow). 	
4.	<p>4.1 Matters Arising</p> <p>Update to RAAC survey. To date there have been 2 properties along with the office surveyed without evidence of RAAC. Surveys scheduled to continue next week. One member asked that we ensure that the floors be included in the survey. The Diretor undertook to pass that on.</p>	

5.	<p>Health & Safety and Cyber Security No report.</p>	
6.	<p>Correspondence</p> <p>6.1 Employers in Voluntary Housing (EVH Monthly Report) Members raised no questions and there were no points of interest highlighted.</p> <p>6.2 SHARE Membership 2024/25</p> <p>Share has intimated a change to their subscription structure. This has a “Corporate Membership” of ██████ which covers Committee training with additional “Individual Membership’s” at ██████ per person required for each staff member attending training in a year.</p> <p>There was some discussion around this as it means a substantial increase on the current fee of ██████</p> <p>It was agreed that the Director would evaluate the likely training needs for the upcoming year in order to evaluate if membership represents value for money as opposed to simply paying the full price for courses on an ad hoc basis.</p>	
7.	<p>Regulatory, Notifiable Events & Governance Matters</p> <p>7.1 Membership Report</p> <p>A new member application has been received from a tenant of the Association. The tenant was previously a member but the membership lapsed through missing the designated number of AGM meetings. The tenant has expressed an interest in committee membership.</p> <p>The application was approved.</p> <p>In the light of the approval of the application the Association membership stands at 39 members.</p> <p>The member whose membership was approved last month had intended to attend the meeting tonight but was unable to do so. They hope to attend next month.</p> <p>7.2 Committee Appraisal – Learning and Development Plan</p> <p>The L&D Plan was discussed. A column with timescales has been added to the plan.</p> <p>Noting that the current plan was provided by SHARE and in the light of the discussion at Item 6.2 above a member asked if</p>	

	<p>SHARE were the only providers of Committee Training. It was confirmed that they are not and that the SFHA and EVH also provide training.</p> <p>There was some discussion about the tone of training with one member pointing out that it needed to be balanced to prevent it from becoming so onerous that it put people off.</p> <p>Another member pointed out the high level of responsibility that committee membership carries and suggested some form of basic knowledge base for new members. They suggested that could be achieved through perhaps mentorship arrangements with existing members.</p> <p>The Director pointed out that it maybe shouldn't be too prescriptive as one of the strengths of the system was the breadth of knowledge that the committee enjoys.</p>	
<p>8.</p>	<p>Strategy/Development</p> <p>8.1 Strategy and Development Report</p> <p>A short biography of the author of the Asset Management Strategy was provided and it was noted that this will be included as a preface to the main document.</p> <p>A key element of the AMS is cost appraisal for the individual properties which is progressing in anticipation of completion by end of January and there has been an additional reference added relating to the office itself as a non-housing asset.</p> <p>8.2 Draft Policy for Acquisitions</p> <p>It had been discussed at a previous meeting that in the light of the Asset Management Strategy incorporating the potential for disposals we should also have an Acquisition Policy due to the potential use of disposal funds towards replacing sold assets.</p> <p>A draft policy was presented which was approved with only a typographical correction in para 3.4.2.</p>	
<p>9.</p>	<p>Staffing</p> <p>9.1 Temporary Maintenance Assistant Role</p> <p>A report outlining the benefits that have accrued from employing the temporary Maintenance Assistant through an Agency was presented. The committee were asked to consider extending the contract to March 2024. After discussion of the upcoming demands related to the Asset Management Strategy Spreadsheet and other</p>	

	<p>investment related functions required of the Maintenance officer it was agreed that it would be useful to extend the contract.</p> <p>9.2 Recruitment of Director Services Provider</p> <p>The Director discussed his written report on the issue explaining that the position had further changed. While the papers had notified committee that only two consultancy firms were resubmitting expressions of interest, one has declined, citing resource issues.</p> <p>There was some discussion about whether to go ahead and assess the other remaining proposal. After some discussion about relative costings it was decided that the Panel would meet with the consultant on Thursday 7th for an interview and to further assess the application.</p>	
10.	<p>Finance & Audit</p> <p>10.1 Finance Procedures – Use of Credit Card</p> <p>At the September meeting it was agreed to amend the draft Financial Procedures to amend the section related to the management and reporting of credit card spending. The committee were presented with the changes and these were approved.</p> <p>The Financial Procedures were approved in light of the amendments.</p>	
11.	<p>Operations</p> <p>11.1 Rent Increase Consultation Report</p> <p>The committee were invited to discuss the different amounts that could be presented to the tenants for the upcoming rent consultation. It had been suggested that an appropriate approach could be to poll on two potential increases namely 5.6% and 6.6%.</p> <p>The discussion ranged over the supplied report giving rent comparisons; RPI and CPI reports and affordability assessments. There was also recognition that last year the Association had implemented a below inflation increase that had impacted on our investment capacity.</p> <p>Due largely to the previous lower than inflation increase there was a minority feeling that a higher than 6.6% increase should be implemented. This view based on comparatively lower Abonhill Housing Association rental levels than some local peers.</p>	

	<p>Committee discussed these issues at some length before agreeing by a majority to consult the tenants based on a proposed increase of 6.6%.</p> <p>11.2 GWSF Rent Survey</p> <p>Committee were presented with the Glasgow & West of Scotland Forum of Housing Associations updated rent increase survey. This shows the organisations who have returned so far looking at increasing in a range from 3% to 7.9% several opting for offering options at different rates</p>	
12.	<p>Deferred Agenda Items</p> <p>There were no deferred agenda items</p>	
13.	<p>Any Other Competent Business</p> <p>There was no AOCB presented</p>	
14.	<p>Date of Next Meeting: 1 February 2024 at 6pm</p>	

Signed as a true record by the Chairperson

..... **Date**

Copies of committee reports are available on request.