

Abronhill Housing Association

Remote Meeting of the Management Committee held on Thursday 4 February 2021 via Zoom at 17:00hrs

Minutes

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| Present: | L Black | I Smith | A Smith |
| | C Burns | D Brown | |
| In Attendance: | S Macintyre | J Daisley | F McDonald, FMD |
| | A Moore | | |

| | Agenda Item | Action |
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| 1. | <p>Apologies</p> <p>S Macintyre asked L Black if she would act as Chairperson for the meeting as both P Broadwith and R Russell had submitted apologies.</p> <p>Apologies were received from P Broadwith, R Russell, and W Noon.</p> <p>S Macintyre advised the committee that M McGuire had resigned from the committee with immediate effect. A thank you letter/card will be sent to M McGuire.</p> | |
| 2. | <p>Declarations of Interest</p> <p>There were no declaration of interests.</p> | |
| 3. | <p>3.1 Minutes of previous meeting (held on 17 December 2020)</p> <p>C Burns asked if Cornerstone was the only foodbank in Cumbernauld. D Brown asked if Abronhill Parish Church has a foodbank or if the Association could provide funds from the Community Recoveries Fund to allow them to buy non-perishable food items to distribute locally as it can be difficult for people to travel especially due to the current restrictions. L Black advised that normally any food items collected by the church are given to Cornerstone for distribution. S Macintyre will contact local churches and ask if they require any help/assistance from the fund.</p> <p>Acceptance of the minutes, which, had been circulated in advance, was proposed as a true record of the meeting of 17 December 2020 by C Burns and seconded by D Brown.</p> | |

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| | <p>3.2 Decision List from Meeting held on 17 December 2020</p> <p>S Macintyre advised that the Appraisal of Director would now take place in February 2021.</p> <p>The Draft legal agreement with CVHA would be discussed under item 8.1 Development Report.</p> <p>Digital Community Funding Support would be discussed under item 5.1 Corona Virus Update Report.</p> <p>Any items on the list that have not been completed will remain on the list for the next month along with any further actions agreed at the meeting tonight.</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 Report</p> <p>S Macintyre highlighted the following points on the report:</p> <p>One gas service was completed outwith the 12-month anniversary as the tenant was self-isolating due to Corona Virus. This is a notifiable event to the SHR that will be submitted by S Macintyre.</p> <p>The Association's new Rules have been formally registered with the Financial Conduct Authority (FCA) and a copy has been issued to the Association's Auditors and the Coop Bank.</p> <p>The level 4 lockdown is currently in place until the end of February 2021. A further update from the Scottish Government is expected on 25 February 21. The office remains closed with staff working from home.</p> <p>The communities' recovery fund will be distributed firstly to those tenants who have electric Thermaflow boilers and then the shopping vouchers will be distributed to eligible households.</p> <p>S Macintyre is looking into potential sources of funding for community digital support. Tenant Participation Advisory Service (TPAS) are looking to carry out a mini survey with the Association's tenants to find out how many currently have access to the internet and any barriers they have faced. S Macintyre will also look into digital support for the committee.</p> | |

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| 6. | <p>Correspondence</p> <p>6.1 Glasgow & West of Scotland Forum (GWSF) – Manifesto for Scottish Parliamentary Elections</p> <p>A copy of the manifesto was included for information and it has been circulated to MSPs.</p> <p>6.2 Employers in Voluntary Housing (EVH) Members update for December</p> <p>This was included for the committee’s information.</p> | |
| 7. | <p>Governance</p> <p>7.1 Compliance Checklist Report</p> <p>This report is to provide assurance to the Management Committee that all regulatory and statutory returns for the period to 31 December 2020 have been complied with. S Macintyre advised that there had been a late submission of the Financial Conduct Authority Year End Return. The registers had not been signed as the office has been closed due to Covid restrictions.</p> <p>7.2 Annual Committee Work Plan for 2021</p> <p>S Macintyre has produced an annual work plan for the committee highlighting the key milestones throughout the year.</p> <p>7.3 Charitable Donations Policy</p> <p>S Macintyre discussed the policy, which had been included in the papers. The policy has set the maximum amount paid to any one group at £100. Any donations made will be reported to the members at the Annual General Meeting (AGM) and the budget for charitable donations will be set at around 0.1% of our annual income, for 2021/22 this will be £1000. The policy also includes sponsorship for staff or committee members who are taking part in an event to raise funds. This is separate to the repair contractor’s charity fund that is due to be paid to the Association in March. The committee approved the policy subject to the word sympathetically being removed.</p> | |
| 8. | <p>Strategy/Development</p> <p>8.1 Development Report</p> <p>S Macintyre advised that the date for the sub-committee is Thursday 18 February 2021 at 2pm. It was agreed for S Macintyre to try to re-arrange</p> | |

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| | <p>the meeting for 5pm on 18 February. J Mulholland will attend the meeting to provide an update along with the contractor for the development. The legal agreement will be discussed at the meeting. Clyde Valley Housing Association had provided an outline of the project along with plans for the site. The handover of the properties is now expected to be November 2021.</p> <p>S Macintyre has asked P Long, FMD to include additional staffing resources in the budget for 2021/22 should this be required for the letting of the properties. A letting plan will be brought to the committee at a future date.</p> <p>C Burns enquired about the site visit by committee members. S Macintyre advised that this will depend on current restrictions and the condition of the site. The committee discussed having a local celebrity /councillor attend the site visit for publicity.</p> <p>8.2 Woodcutter Site Briefing Paper</p> <p>Discussed above.</p> | |
| 9. | <p>Staffing</p> <p>S Macintyre advised that committee that due to a bereavement [REDACTED] is currently off on sick leave. [REDACTED] has agreed to continue working full time for as long as necessary to cover this period.</p> | |
| 10. | <p>Finance & Audit</p> <p>10.1 Risk Register Report</p> <p>S Macintyre advised that the risk management register should be reviewed annually to reflect the current situation. S Macintyre had asked W Noon for his opinion on the risk register as this is his area of expertise. W Noon highlighted that the number of risks listed (20) is high for the size of the Association and suggested combining or reducing the number of risks. S Macintyre added that the scoring column could be updated to highlight if the risk has increased or reduced since the previous review.</p> <p>C Burns asked about the control action on the fourth item – build relationships with all political parties. S Macintyre advised that the Association has to remain non-political but has membership with a number of organisations e.g. Scottish Federation of Housing Associations (SFHA), Glasgow and West of Scotland Forum (GWSF), Employers in Voluntary Housing (EVH) whose remit includes lobbying/influencing government on behalf of Housing Associations.</p> | |

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| | The GWSF's manifesto for the 2021 Scottish Parliament Election was included with the committee papers under correspondence. | |
| 11. | <p>Operations</p> <p>11.1 Housing Management Quarterly Report</p> <p>S Macintyre discussed the housing management quarterly report that had been prepared by A Bell, Housing Officer. As at the end of December 2020, the arrears were 7.37% of the Annual Gross Rent (AGR) including voids. The table on page 2 shows that the amount of Housing Benefit technical arrears reduced significantly in November 2020 due to a double payment of housing benefit being received. At the end of December 10.16% of rent arrears was due from housing benefit and 9.27% was due from universal credit. A write off report for former tenant arrears will be brought to the committee in March 21. Any decree for evictions granted by the court cannot be actioned until April 21 at the earliest and this could be further extended. The Association working with the AFTAR service has secured a backdated Housing Benefit payment of over £3k for a tenant. The Association has two cases where rent arrears are over £4k for each property. A decree has been obtained for both cases. There were 8 tenancy terminations during the quarter and 7 lets. Three of the terminations were from tenants who transferred to another property owned by the Association. The number of days to relet properties was 55.71 days that is an improvement over the second quarter. The number of applicants to the waiting list has reduced. It is anticipated that this will increase due to the new housing development at the Woodcutter site. A letting plan is to be considered as transfers from existing stock will create a void property. The new development could attract more applicants onto our waiting list. C Burns asked if we look at age demographics when selecting prospective tenants. S Macintyre advised that the Association take account of the composition of neighbouring properties but that this can be difficult when the Association does not own all the stock in a block of flats.</p> <p>11.2 Maintenance Quarterly Report</p> <p>A Moore presented the quarterly maintenance report. The number of routine repairs has dropped due to the current Covid restrictions. The average time to complete emergency repairs is 1 hour 56 minutes and non-emergency repairs is 4 days. The reactive repairs spend for the quarter is higher than anticipated. The reactive repairs cost for December was £12,111 and void repairs cost were £1,632 which is slightly under budget. The number of reactive repairs carried out for the quarter has reduced. There were 10 void</p> | |

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| <p>properties during the quarter and average spend on void properties for the period is £1,154 per property.</p> <p>One property had an overdue gas service due to Covid-19 issues. This will be reported to the Scottish Housing Regulator (SHR). No external gas servicing audits are currently being carried out, as these are not considered essential work.</p> <p>The percentage of repairs carried out in quarter 3 completed right first time has dropped to 90% due to repairs taking longer to complete due to Covid-19 restrictions.</p> <p>Pre and Post inspections are being limited and tenants have been asked to provide photographs of damage to limit the need to visit occupied properties.</p> <p>Electrical testing is currently on hold due to the current restrictions.</p> <p>The Association has carried out 2 medical adaptations that were deemed as being urgent by North Lanarkshire Council's Occupational Therapist. Three further referrals have been placed on hold until restrictions on repairs have been lifted.</p> <p>Tenant satisfaction surveys have not been issued in quarter three. A letter will be issued to tenants who have had a repair completed in the last 12 months in March to gauge their satisfaction level.</p> <p>There is no change to the number of properties that do not meet the Scottish Housing Quality Standards (SHQS) or EESSH for the quarter.</p> <p>The fire, heat and carbon monoxide detection contract is currently on hold and the deadline for this to be completed has been extended by the Scottish Government to February 2022.</p> <p>C Burns asked about the increase in repairs on page 2 of the report. A Moore advised this was due to restrictions being lifted and a full repairs service being carried out.</p> <p>C Burns asked about the gas service audit. A Moore advised that 10% of gas services are audited.</p> <p>C Burns asked about medical adaptations as some of the new development will be adapted. S Macintyre advised that it is a requirement of the planning department that a number of properties are adapted. The Association cannot apply for grant for the adaptations as Clyde Valley Housing Association are building the properties. D Brown commented that medical adaptations are carried out to make living in your current property easier.</p> <p>A Moore discussed the tender report for the replacement of the Thermaflow boilers. Tender documents were issued to 5 contractors on 18 December 2020 and 4 were returned on Friday 22 January 2021. The tenders were opened last week. Of the four tenders received one was considerably lower in price than the others and was in line with what the Association has paid previously to have a boiler replaced. Ian Thomson from Thomson Cost Consultants noted any errors in the tender submissions and recommended the appointment of James Few. R Russell asked if there were any concerns regarding the costs. A Moore</p> | |
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| | <p>advised that a march-in survey is carried out in each property to identify any additional works that might be required before the contract commences.</p> <p>This was approved by committee.</p> | |
| 12. | <p>Deferred Agenda Items</p> <p>No items were deferred.</p> | |
| 13. | <p>Any Other Competent Business</p> <p>13.1 Bank of Scotland Report</p> <p>Following the meeting on 27 January 2021 where the committee agreed with the recommendation of Bank of Scotland (BOS) as preferred funder. F McDonald advised the committee that he had advised BOS that option 2 of their terms is the preferred option which is £1m repaid over 10 years and £2.1m repaid over 25 years and that an element of the debt will be fixed.</p> <p>F McDonald advised that the financial model has been updated to reflect the rent consultation recommendation of 1.7% rent increase and an assumption has been made that the Association fixes the £2.1m debt for 15 years at an assumed rate of 2.5%. This results in the year 30 cash balance increasing by just under £1.1m.</p> <p>BOS have confirmed that a selection of the stock to be secured is a matter for the Association. TC Young have been contacted regarding this transaction and will advise on this matter dependant on title details.</p> <p>A copy of BOS's terms were included with the report for information. All loan and associated documents will be brought to the committee in due course for approval and signing.</p> <p>The committee approved the recommendations.</p> <p>13.2 Other Competent Business</p> <p>C Burns asked if a meeting has been arranged with North Lanarkshire Council (NLC) to discuss communal repairs. S Macintyre advised that he has contacted NLC with dates for a meeting with himself and A Moore.</p> <p>S Macintyre discussed the vacancy on the Management Committee following the resignation of M McGuire. There is a member of the Association who has expressed an interest in joining and this will be followed up next week.</p> | |

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| 14. | Date of Next Meeting: 25 February 2021 at 5PM via Zoom Thursday 25 February 2021 at 5pm via Zoom | |
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Signed as a true record by the Chairperson

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Copies of committee reports are available on request.