

**Abronhill Housing Association**

Meeting of the Management Committee held on 20 June 2019 at Unit 10, Abronhill Shopping Centre

**Minutes**

<b>Present:</b>	R Russell	I Smith	C Burns
	E Irvine	L Black	K McMail
	S Boyle		
<b>In Attendance:</b>	C McKiernan, Hillhead HA	P Long, FMD	J Daisley, Finance & Administration Officer

	<b>Agenda Item</b>	<b>Action</b>
1.	<p><b>Apologies</b></p> <p>Apologies were received from P Broadwith and I Johnston.</p>	
2.	<p><b>Declarations of Interest</b></p> <p>There were no declarations of interest.</p>	
3.	<p>3.1 Minutes of previous meeting (held on 16 May 2019)</p> <p>Acceptance of the minutes which had been circulated in advance was proposed as a true recording of the meeting of 16 May 2019 by I Smith and seconded by K McMail.</p>	
4.	<p><b>Matters Arising</b></p> <p><b>Item 4.1 Draft Prevention of fraud and anti bribery policy</b></p> <p>The policy was updated to reflect the changes that were raised at the committee meeting on 16 May 2019. The policy was approved by the committee.</p>	
5.	<p><b>Health &amp; Safety</b></p> <p>A copy of the committee member's responsibilities was issued with the committee papers. R Russell requested an update on Health and Safety Awareness training for committee under item 7 before the document is signed.</p>	
6.	<p><b>Correspondence</b></p> <p><b>Membership of Glasgow &amp; West of Scotland Forum</b></p> <p>C McKiernan explained that the Glasgow &amp; West of Scotland Forum is a</p>	

representative membership organisation for community controlled housing associations and cooperatives. They are unique in championing the work of local community-controlled housing associations. Their role is recognised by elected politicians, the Scottish Government and the Scottish Housing Regulator. They hold regular staff forums which are free to attend.

#### **Membership of Scotland's Housing Network**

C McKiernan advised that Scotland's Housing Network is a benchmarking service which would allow the Association to benchmark performance against other housing associations of a similar size. The network is able to provide additional information which is not available from the Scottish Housing Regulator. They also offer a governance self-assessment toolkit which allows committees to seek the necessary assurance that it complies with the regulatory standards.

Following discussion the committee agreed to join both organisations for a year to see how beneficial they are to the Association.

#### **Employers in Voluntary Housing – Members Report**

The monthly report was issued with the committee papers. If anyone is interested in attending any of the training courses they should contact J Daisley. R Russell asked about a health and safety seminar that EVH are holding on 27 June that he had forwarded on as it could be beneficial for a staff member to attend. C McKiernan will check with S Macintyre.

J Daisley advised the committee on the following correspondence:

EVH are holding their Annual Conference between Friday 22 to Sunday 24 November 2019 at the Fairmont, St Andrews.

TPAS Scotland are holding their Annual Conference Wednesday 4 to Friday 6 December 2019 at the Fairmont, St Andrews.

SFHA are looking for nominations for election to the SFHA board.

Minutes of the last EVH management committee meeting are available on request.

If anyone would like any further information or would like to attend the conferences please contact J Daisley.


K McMail advised that he would like to attend the EVH conference.

7.	<p><b>Governance</b></p> <p><b>7.1 Ethical Conduct and notifiable events</b></p> <p>No new items were raised.</p>	
	<p><b>7.2 Membership Report</b></p> <p>A report was issued with the committee papers to recommend the cancellation of four memberships where the member has not attended the AGM and submitted apologies for the last 5 years. This was agreed by the committee.</p>	
	<p><b>7.3 Annual General Meeting Report</b></p> <p>A report was issued with the committee papers which provides an update on the arrangements for the Annual General Meeting (AGM). It was approved at the meeting that both C Burns and S Boyle would now become casual members up until the AGM when they will be required to stand down along with one third of the committee. They can then stand for election and become full members.</p>	
	<p><b>7.4 Whistleblowing Policy</b></p> <p>A copy of the policy was issued with the committee papers. As the Association does not have an audit committee it was agreed that K McMail would be the nominated person if an individual wanted to appeal the decision. The policy was approved by the committee.</p>	
	<p><b>7.5 Internal Audit</b></p> <p>A proposal and audit plan from Quinn Internal Audit Services Ltd was issued with the committee papers. It is a mandatory requirement for all RSL's to have an internal audit function in place. The internal auditor will review lettings and void management and reactive maintenance. The committee agreed to appoint Quinn Internal Audit Services for one year and then seek to invite tenders for internal audit services later in the year.</p>	
	<p><b>7.6 GDPR Policy</b></p> <p>A copy of the policy was issued with the papers. J Daisley advised that this had previously been issued in April 2018 but had not been approved. Item 8 the Data Protection Officer (DPO) this has to be updated to A Moore. R Russell asked about the shredding of confidential waste. The Association has a cross shredder and shreds items as required. The policy was approved by committee.</p>	

8.	<p><b>Strategy</b></p> <p>No items were raised.</p>	
9.	<p><b>Staffing</b></p> <p>No items were raised.</p>	
10.	<p><b>Finance</b></p> <p><b>10.1 Treasury Management Report</b></p> <p>P Long discussed the treasury management report to 31 March 2019. The Association has two loans with the Co-op bank. The outstanding balance as at 31 March 2019 is £1.33m. The Co-op bank has security over 175 units which have a value of £5.880m. The Association has 47 unencumbered properties. One of the loans has a fixed rate which is due to expire in August 2019. The Association will then have an opportunity to refinance the loan with another provider. The interest currently being paid will automatically reduce when the loan moves from a fixed to a variable rate of interest. Any proposals to refinance will be brought to the committee.</p>	
	<p><b>10.2 Loan Portfolio Return</b></p> <p>P Long discussed the loan portfolio return to the Scottish Housing Regulator (SHR) which confirms the position of loans outstanding and also the covenant performance. The return must be submitted to the SHR by the 30 June 2019. The committee approved the return.</p>	
	<p><b>10.3 Five Year Financial Projections</b></p> <p>P Long discussed the five year financial projection return which has to be submitted to the Scottish Housing Regulator (SHR). The Association was previously exempt from completing this return due to the number of units it owns.</p> <p>The statement of comprehensive income shows the turnover increasing over the five year period. The operating costs fluctuate this is due to major repairs not being carried out in some of the financial years. The amount of interest being paid is reducing every year due to the fixed loan rate ending. A surplus is being forecast for each year.</p> <p>The statement of financial position shows a reduction in the net housing assets. R Russell asked about the proposed new build development. P Long advised that it has not been included in this return as it is too far into the future. If the Association are required to complete the return</p>	

	<p>next year then it might be included.</p> <p>The statement of cashflows show a fluctuating balance over the five year period.</p> <p>Additional information shows an assumption has been made regarding general inflation. K McMail asked if the Association is on target for eliminating the pension deficit. P long advised that it is scheduled to complete by 2022 however, a new valuation will be reported this year which could change this position.</p> <p>The ratios confirm that the projection shows a good financial performance and position.</p> <p>The committee approved the return.</p>	
11.	<p><b>Operations</b></p> <p>No items were raised.</p>	
12.	<p><b>Deferred Agenda Items</b></p> <p>No items were raised.</p>	
13.	<p><b>Any Other Competent Business</b></p> <p>E Irvine advised that North Lanarkshire Council (NLC) are holding a meeting on the Abronhill Community Centre on Monday 24 June 2019 at 7pm to discuss what is going to happen in Abronhill. E Irvine and K McMail will attend the meeting. J Daisley to confirm attendance with Colin Bruce, NLC.</p> <p>C Burns advised that he had recently attended two courses that were being run by SHARE. He will bring copies of the information issued to the next committee meeting.</p>	
14.	<p><b>Date of Next Meeting</b></p> <p>22 August 2019</p>	

Signed as a true record by the Chairperson

  
..... Date 22/8/19  
R. RUSSELL

