

Abronhill Housing Association

Remote Meeting of the Management Committee held on Thursday 24 February 2022
via Zoom at 17:00hrs

Minutes

Present:	C Burns	R Russell	I Smith
	D Brown	W Noon	A Smith
	P Broadwith		
In Attendance:	S Macintyre	J Daisley	

	Agenda Item	Action
1.	<p>Apologies</p> <p>An apology was received from J Kelly.</p>	
2.	<p>Declarations of Interest</p> <p>There were no declarations of interest.</p>	
3.	<p>3.1 Minutes of Management Committee (held on 3 February 2022)</p> <p>W Noon challenged the finance section of the minutes in relation to the planned maintenance budget against actual performance. P Long had highlighted the significant underspend in the planned maintenance budget.</p> <p>Acceptance of the minutes, which had been circulated in advance, was proposed as a true record of the meeting of 3 February 2022 by I Smith and seconded by W Noon.</p> <p>3.2 Actions/Decision List from Meeting held on 3 February 2022</p> <p>The committee agreed to remove the North Lanarkshire Council (NLC) – Participation in Energy Efficiency Works from the actions/decision list until further information is received from NLC.</p> <p>Policy Reviews – S Macintyre advised that J Daisley will contact committee with a range of dates and times for a sub-committee to review the policies.</p> <p>Woodcutter site visit will be deferred until March 2022.</p> <p>Business Continuity/Disaster Recovery – S Macintyre will incorporate information received from M2 Technical Services into the plan and it will be brought to committee in March 2022.</p>	

	<p>Pre and Post Inspections – S Macintyre confirmed that the repairs policy does outline the criteria for pre and post inspections and he advised the Committee that in order to make up any shortfall in targets being met, A Moore would select a range of jobs in order to meet this target; however during this period i.e. Quarter 3 he hadn't been able to do so.</p>	
<p>4.</p>	<p>4.1 Matters Arising</p> <p>S Macintyre advised that North Lanarkshire Council (NLC) are holding a meeting on Tuesday 1 March 2022 at the Abronhill Community Centre regarding the Abronhill Community Hub and asked if any committee members would like to attend on behalf of the Association. R Russell advised that he had completed the survey that had been forwarded on and would like to attend the meeting. C Burns also completed the survey and would also like to attend the meeting. An update will be brought to the March committee meeting.</p>	
<p>5.</p>	<p>Health & Safety and Cyber Security</p> <p>5.1 Corona Virus Update Report</p> <p>S Macintyre advised that he had included a table with the Association's quarterly performance and compared it with the Scottish Average. Two properties in the last quarter took in excess of 30 days to re-let. This was due to properties being refused by applicants, penetrating dampness which required to be surveyed and then rectified and also a flood from a property above.</p> <p>S Macintyre will check the date of the Health and Safety audit with F Stuart who is the Health and Safety Administrator.</p> <p>The office will be open to the public week commencing the 28 February. The rota is working well and the office remains closed on Monday and Fridays.</p> <p>The Cumbernauld Foodbank received £275 from the Community Recovery Fund and copy of their response was included in the report.</p> <p>The Social Housing Fuel Support Fund – the Association has received a grant of £11,000. Letters will be issued next week to tenants with Thermaflow boilers and a news release will be published on Scottish Federation of Housing Associations website. W Noon asked how the balance of the fund will be dispersed. S Macintyre advised that the Association has set up an account with CHARIS to allow vouchers to be issued to tenants. Housing Officers have a good knowledge of tenants who will benefit from this fund.</p>	

<p>6.</p>	<p>Correspondence</p> <p>6.1 Glasgow and West of Scotland Forum (GWSF) Affiliation Fee 22/23</p> <p>Information on renewing the Association’s membership was included with the committee papers and S Macintyre recommended that the Association renews their membership. This was agreed by committee.</p> <p>6.2 Employers in Voluntary Housing (EVH) – February Members Report</p> <p>The February 2022 update was included with the committee papers. R Russell asked if the Association has received the Health and Safety updates. S Macintyre advised that F Stuart who is the Health and Safety administrator had received the updates. S Macintyre will include any changes on the Corona Virus update report item 5.1 for March 2022.</p>	
<p>7.</p>	<p>Regulatory, Notifiable Events & Governance Matters</p> <p>7.1 Succession Planning</p> <p>S Macintyre advised that C Burns is shadowing P Broadwith. P Broadwith suggested that he and C Burns have a meeting before the next committee meeting in March. S Macintyre invited C Burns to attend a committee meeting at Hillhead Housing Association to see how their meetings are conducted. C Burns agreed this would be good research.</p> <p>7.2 Assurance Statement Action Plan – update</p> <p>S Macintyre advised that good progress is being made on the action points. The stock condition survey is near completion and the Quantity Surveyor will look at costs for the longer term objectives. R Russell asked if the consultant who is carrying out an audit of the stock will receive a copy of the stock condition survey. S Macintyre confirmed that they would along with any other information they require.</p> <p>P Broadwith asked about the meeting with S Macintyre and J Kelly. S Macintyre advised that this is a follow up meeting following J Kelly’s induction when she joined the committee.</p> <p>7.3 Committee Work Plan 2022 revised</p> <p>S Macintyre has updated the training column to include the training suggested by SHARE following committee appraisals. The committee meeting dates have also been highlighted. P Broadwith highlighted the February training on becoming an office bearer and</p>	

	advised committee to contact S Macintyre or J Daisley if interested.	
8.	<p>Strategy/Development</p> <p>8.1 Strategy and Development Report</p> <p>S Macintyre asked if the committee would prefer to defer this item until March. P Broadwith commented that the objectives had been agreed at the Strategy Day held in December 2021. R Russell asked if the names of all those who attended the Strategy Day could be included in the report. R Russell asked about tenant participation. S Macintyre advised that a tenant satisfaction survey is due to be carried out this year. W Noon suggested that the report be brought back to the March committee meeting to ensure that list of actions on appendix 4 are complete and can be included in the business plan. S Macintyre will redraft the report to include the names of the attendees and the actions on appendix 4 will be presented to committee on a quarterly or six monthly basis to ensure actions are completed. The 30-year business plan will be updated following the stock condition survey. The management accounts to the 31 March 2022 will be presented at the April committee meeting and the business plan will be presented at the May committee meeting for committee approval. P Broadwith asked for this to be added to the Work Plan item 7.3</p>	
9.	<p>Staffing</p> <p>No Report</p>	
10.	<p>Finance & Audit</p> <p>10.1 Write Off Report</p> <p>W Noon asked if the write off report is policy based as there are a number of items for 2019/20 which are only now being written off. S Macintyre advised that there is a process for pursuing the debt before it is recommended for write off. W Noon asked if the policy gives clear guidance on when debts should be written off and if the recent internal audit on rent arrears provides guidance. P Broadwith commented that the majority of the amount being written off is for a couple of cases. Following further discussion, the committee approved the write off and asked that a write off policy is added to the actions list to be brought to the committee for approval.</p>	
11.	<p>Operations</p> <p>No Report</p>	

12.	Deferred Agenda Items No items were deferred.	
13.	Any Other Competent Business S Macintyre advised that Director appraisal is due to be carried out by the end of March 2022. This will be carried out by the Chair and Vice Chair and also C Burns who is shadowing the Chair. Date to be agreed.	
14.	Date of Next Meeting: 24 March 2022 at 5pm via zoom	

Signed as a true record by the Chairperson

..... **Date**

Copies of committee reports are available on request.