

## Abronhill Housing Association

Meeting of the Office Bearer's held on 19 March 2020 at unit 10 Abronhill Shopping Centre, Cumbernauld.

### Minutes

<b>Present:</b>	I Smith	R Russell	P Broadwith via telephone
	L Black		
<b>In Attendance:</b>	S Macintyre	J Daisley	

	<b>Agenda Item</b>	<b>Action</b>
<b>1.</b>	<p><b>Apologies</b></p> <p>No apologies were received.</p>	
<b>2.</b>	<p><b>Declarations of Interest</b></p> <p>There were no declarations of interest.</p>	
<b>3.</b>	<p><b>3.1 Corona Virus Pandemic – Impact on Abronhill Business</b></p> <p>S Macintyre discussed the report that was emailed to the Office Bearer's. He advised that the office is currently closed to the public although the staff can be contacted by telephone or email. The staff all have the ability to work from home if the office was to close. P Broadwith commented that if the staff can work from home then the office should be closed by the end of the working day today or tomorrow. S Macintyre advised that the closure of the office is a notifiable event to the Scottish Housing Regulator. Our reactive repairs contractor Rodgers and Johnston are still attending all routine repairs but there is a possibility that this could change to emergency repairs only as the impact of the Corona Virus continues. Our Gas Contractor Saltire have advised that gas services will be put back by 2 weeks if a tenant confirms that they are self-isolating. If a tenant reports an emergency repair they may be asked to move to another room within their property. There will be no new lets at present. Rent arrears will be monitored by the housing officers. The Association has sufficient cashflow to meet short and medium term commitments. Decisions normally taken by the Management Committee are delegated to the Director and the Office Bearer's. P Broadwith asked if any decisions made could be emailed to the committee. S Macintyre advised that all decisions made will be formally presented at the next Management Committee meeting. The Office Bearer's agreed to the office being closed.</p>	

4.	<p><b>Scheme of Delegated Authority</b></p> <p>S Macintyre asked the Office Bearer's to approve an interim scheme of delegated authority. A copy of the policy was attached which will go to the next Management Committee meeting for approval. This was approved by the Office Bearer's.</p>	
5.	<p><b>Any Other Business</b></p> <p><b>5.1 Appointment of Internal Auditors</b></p> <p>S Macintyre asked the Office Bearer's to approve the appointment of Quinn Internal Audit Services as the Association's internal audit services provider. The Association received 2 tender submissions. One from Wylie and Bisset and the other from Quinn Internal Audit. Both submissions were very close on price however, Wylie Bisset had caveated their submission with a statement [REDACTED]</p> <p>[REDACTED] Then tender panel scored the submissions in line with the Tender Specification on a 70/30 quality/price ratio. The total scores were:</p> <p>[REDACTED]</p> <p>The Office Bearer's approved the appointment of Quinn Internal Audit.</p> <p><b>5.2 Appointment of Reactive Maintenance Contractor</b></p> <p>S Macintyre advised that 3 companies submitted tenders. They were: Rodgers and Johnston, Turner Property Services and The McDougall Group Ltd. Based on the quality/price score of 60/40% ratio Rodger and Johnston had the highest score. An analysis of the submitted tenders was carried out by Thomson Cost Consultants who noted a correction in the tender submitted by Rodgers and Johnston which increased their tender, however this had no significant bearing on the final outcome. R Russell advised that as part of their tender submission Rodgers and Johnston stated they could give a percentage to charity. R Russell asked if we could find out what charity they support and if we have any input in it. P Broadwith asked how we can monitor this. S Macintyre will enquire and report back. The Office Bearer's approved the appointment of Rodgers and Johnston.</p> <p><b>5.3 Approval of Final Budget</b></p> <p>S Macintyre asked the Office Bearer's to approve the final budget which had been produced by P Long, FMD. The changes to the draft budget are</p>	

	<p>Highlighted on the narrative page. Operating costs for the year will increase by £24k therefore the net surplus for the year will decrease by this amount to £114k. The final budget was approved by the Office Bearer's.</p> <p>S Macintyre asked if anyone had any other business they would like to discuss. R Russell asked about the proposed development at the Woodcutter site and asked if we could get plans/specifications out to the committee. S Macintyre advised that J Mulholland is the agent acting on our behalf as Clyde Valley's Development Manager is leaving the post at the end of June. Planning for the site was approved last year and the board at Clyde Valley have approved that the properties will be acquired by Abronhill Housing Association. The development start date had been brought forward to September 2020 but this is now doubtful due to the current situation with the Corona Virus.</p> <p>L Black advised that the Easter activities that the church were organising have been cancelled.</p> <p>S Macintyre advised that staff salaries for March had been processed awaiting transfer. P Broadwith asked if it could be agreed that staff salaries are secured. This was agreed by the Office Bearer's.</p> <p>P Broadwith asked how the Association is monitoring tenants who have advised they are self-isolating. S Macintyre advised that the Association is keeping a list of tenants and will contact them after two weeks to confirm that they are no longer self-isolating so they can be removed. P Broadwith asked how we are helping vulnerable tenants. S Macintyre advised that A Bell was working on a list of tenants who would come under that category. The Association would only be able to signpost them to other organisations.</p>	
--	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

**Signed as a true record by the Chairperson**

..... **Date** .....

**Copies of committee reports are available on request.**