

## Abronhill Housing Association

Remote Meeting of the Management Committee held on Thursday 24 June 2021 via Zoom at 17:00hrs

### Minutes

<b>Present:</b>	P Broadwith	R Russell	L Black
	I Smith	W Noon	C Burns
	D Brown	R Brownlee	A Smith
<b>In Attendance:</b>	S Macintyre	J Daisley	P Long, FMD
	J Cloherty, SHARE		

	<b>Agenda Item</b>	<b>Action</b>
<b>1.</b>	<p><b>Apologies</b></p> <p>There were no apologies.</p> <p>S Macintyre introduced J Cloherty to the meeting. J Cloherty advised that she would be observing the meeting as part of the committee appraisal process. The timescale for completing the appraisal process is the September meeting of the management committee. The process has not changed from last year and will require a survey to be completed followed by one to one interviews. J Cloherty advised that she would be happy to discuss the process in more detail with new committee members. J Cloherty also advised that the Scottish Housing Regulator expect Associations to carry out committee appraisals.</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 Minutes of previous meetings (Special Management Committee held on 19 May 2021)</b></p> <p>Acceptance of the minutes, which, had been circulated in advance, was proposed as a true record of the meeting of 19 May 2021 by R Russell and seconded by L Black.</p> <p><b>3.2 Minutes of Management Committee (held on 27 May 2021)</b></p> <p>S Macintyre confirmed that A Moore had completed the PAT testing of equipment.</p> <p>S Macintyre advised that the benefit clause from R &amp; J Ltd is [REDACTED] of the value of the contract and for the period to 31 March</p>	

	<p>2021 this equates to [REDACTED]. The benefit clause from James Frew is [REDACTED] of the annual contract value.</p> <p>Item 3.1 P Broadwith asked if there was an update from North Lanarkshire Council (NLC) on the Energy Efficiency Works. S Macintyre advised that there had not been an update and would follow this up next week.</p> <p>Item 3.3 P Broadwith asked if it an apprenticeship with our gas contractor would be possible for next year. D Brown suggested that this is promoted in our newsletter.</p> <p>Item 6 P Broadwith advised that he had not received the link as requested.</p> <p>Item 7.2 Equalities Data Gathering will be discussed under item 4.1</p> <p>Item 11.2 P Broadwith asked if the Fire, Heat Alarm &amp; Carbon Monoxide Detection Contract has restarted. S Macintyre will clarify this with A Moore.</p> <p>Acceptance of the minutes, which, had been circulated in advance, was proposed as a true record of the meeting of 27 May 2021 by D Brown and seconded by C Burns.</p> <p><b>3.3 Actions/Decision List from Meeting held on 27 May 2021</b></p> <p>S Macintyre discussed the actions/decision list. The following items will remain on the list:</p> <ul style="list-style-type: none"> <li>• Staff Job Descriptions – these have been circulated to staff this week. This will be removed once all have been agreed.</li> <li>• North Lanarkshire Council – Participation in Energy Efficiency Works.</li> <li>• Internal Audit Safety Plan – Asbestos policy to be presented at the next committee meeting.</li> <li>• Policy Review Committee – S Macintyre has proposed to have a meeting in August for the review committee to look at the revised policy schedule received from A Quinn, Internal Auditor.</li> </ul>	
4.	<p><b>4.1 Matters Arising</b></p> <p>Following on from last month, S Macintyre discussed the report on Equalities Data Gathering. S Macintyre advised that SFHA have been asked to re-draft the guidance as it has not met with the Scottish Housing Regulators (SHR) approval. A letter received from SHR suggests that the revised guidance will be available by the end of summer. S Macintyre advised that we need to</p>	

	demonstrate that we are aware of our need to collect data and will provide a further update in August.	
<b>5.</b>	<p><b>Health &amp; Safety and Cyber Security</b></p> <p><b>5.1 Corona Virus Update Report</b></p> <p>S Macintyre advised that the office remains closed and only at level 0 can office work resume. The Scottish Government have advised that level 0 is programmed to apply from the end of July. Glasgow &amp; West of Scotland Housing Forum (GWSF) are seeking guidance from the Scottish Government as housing associations provide a public service.</p> <p>If social distancing is no longer required then staff could return to the office. P Broadwith advised that the majority of staff had indicated they would like to return to the office and any changes would need to be discussed with staff. If the office is open to the public then two staff members would be required to be in the office. The Association may look at an appointment only basis for the public coming into the office.</p> <p>S Macintyre advised that there is funding still to be disbursed from the community recovery fund. It has been agreed with the funder that we can retain this sum in the event that some community activities restart or it can be diverted to vulnerable tenants in the form of Shopping Vouchers and Fuel Vouchers.</p>	
<b>6.</b>	<p><b>Correspondence</b></p> <p><b>6.1 Employers in Voluntary Housing (EVH) Monthly Report</b></p> <p>This was included for the committee's information.</p>	
<b>7.</b>	<p><b>Regulatory, Notifiable Events &amp; Governance Matters</b></p> <p><b>7.1 Committee Member Expenses Policy</b></p> <p>S Macintyre advised that the only changes to the policy were the subsistence allowances for Management Committee members which are paid in line with current EVH rates.</p> <p>The policy was approved by committee.</p> <p><b>7.2 Committee Training</b></p> <p>S Macintyre advised that he had contacted Pauline at SHARE regarding the committee member inductions course available for R Brownlee.</p>	

8.	<p><b>Strategy/Development</b></p> <p>There were no items to report.</p>	
9.	<p><b>Staffing</b></p> <p>There were no items to report.</p>	
10.	<p><b>Finance &amp; Audit</b></p> <p><b>10.1 Treasury Management Report</b></p> <p>P Long discussed the Treasury Management Report to 31 March 2021. This is an internal report for the Management Committee. Table 1 of the report shows that a total of £2.3m was borrowed in two loans from the Cooperative Bank (Coop) in 1999. It also show that the balance outstanding for both loans as at the 31 March is £929,641.</p> <p>Table 2 of the report details the number of units that are held by the bank as security for the loans. 175 properties are held as security with a value of £5.880m. All financial covenants have been complied with.</p> <p>The Association earned interest in the year of £506. This represents an average return of 0.07% on all funds.</p> <p>The projected cash flow position for 2021/22 is £566,000 which is a decrease in the year partly due to a high level of capital expenditure in the year.</p> <p>The Association will repay in full the outstanding loan with the Coop, which will be funded by a new loan from the Bank of Scotland (BOS). BOS will also provide funds to assist with the acquisition of 36 new properties at the Woodcutter site.</p> <p>R Russell asked if the Coop bank would release the secured properties. P Long confirmed that yes they would. BOS would have properties held as security for their loan. The agreement with the BOS allows properties to be released from security every 3 years.</p> <p><b>10.2 Annual Loan Return</b></p> <p>P Long discussed the annual loan return which is due to be submitted to the Scottish Housing Regulator (SHR) by the 30 June 2021. This was approved by committee.</p> <p><b>10.3 Five Year Financial Projections</b></p> <p>P Long discussed the five-year financial projections return which is due to be submitted to the SHR by 30 June 2021. A copy of the return was issued with the committee papers along with a narrative report and report on the ratios and how they are calculated.</p>	

<p>The statement of comprehensive income shows that the rental income is increasing as is the turnover due to the new development at the Woodcutter site. The operating costs are fluctuating over the 5-year period. There is an operating surplus every year except for year 1 due to the planned maintenance programme. The net surplus is fluctuating over the 5-year period. The statement of financial position shows that the net assets are increasing then decreasing due to depreciation. The cash balances are stable. Loans repayable are higher in year 1 due to the new loan and then decreasing. The net assets are increasing over the 5-year period.</p> <p>Additional information shows the increase in properties due to the 36 new build properties.</p> <p>All financial covenants will be complied with and this will be monitored during the year.</p> <p>The ratios help the SHR see how the Association is performing. P Long advised it is a good financial performance over the 5-year period.</p> <p>P Long confirmed that headroom is how much scope you have to make the covenant.</p> <p>W Noon asked about the increase in value of properties over the 5-year period. P Long advised it is due to investment in the properties of new components.</p> <p>W Noon asked about the reactive and planned maintenance costs over the 5-year period. P Long advised that the new properties should not require any major repairs or reactive repairs in the early years.</p> <p>W Noon asked how much one void property would cost to bring back to a lettable standard. S Macintyre advised it would depend on the condition of the property once the keys had been returned. The last quarterly report showed the average cost to be around £1100.</p> <p>W Noon asked about the planned maintenance budget for the 5-year period. P Long advised that it has been based on the 30-year budget.</p> <p>The five-year financial projections were approved by the committee.</p> <p><b>10.4 Annual Fraud Statement</b></p> <p>S Macintyre advised that no frauds were attempted during the year to May 2021.</p> <p>R Russell asked how the Association monitors tenants sub-letting. S Macintyre advised that that the Association has a separate policy that would deal with this and that tenants are required to seek permission to sub-let their property. If a tenant was sub-letting without seeking the correct permission and a benefit claim was made it could highlight an issue or if a neighbour raised an issue this would be investigated.</p>	
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11.	<p><b>Operations</b></p> <p><b>11.1 Draft Letting Plan for Woodcutter Site</b></p> <p>S Macintyre discussed the letting plan for the Woodcutter Site. The Association is looking to increase the number of housing list applicants and reduce the number of NLC nominations for the 36 properties.</p> <p>The Association has potentially one family who may be suitable for one of the adapted properties and housing officers have made contact with other housing associations to identify potential applicants who require an adapted property.</p> <p>The housing officers will identify potential tenants for the development over the summer.</p> <p>Information regarding the development will be included in our newsletter.</p> <p>The committee discussed the proportion of lets from the four categories and enquired if there was scope for movement. S Macintyre advised that the properties will be let based on demand. S Macintyre advised that he would need to provide additional information to the committee in order to change the plan. The committee approved the letting plan.</p> <p><b>11.2 Legionella Policy</b></p> <p>S Macintyre advised that none of the Association's properties is on legionella list.</p> <p>P Broadwith asked how under item 5.2 Roles and Responsibilities how S Macintyre could be both Duty Holder and Deputy Responsible Person. S Macintyre advised that the Health &amp; Safety Audit is being carried out next week and will seek their advice on this matter.</p> <p>P Broadwith asked if the policy could be updated in the Association's format.</p> <p>The policy was approved subject to clarification on item 5.2</p> <p><b>11.3 Gas Servicing Policy</b></p> <p>S Macintyre advised that A Moore had reviewed and updated the policy.</p> <p>The policy was approved by committee.</p>	
12.	<p><b>Deferred Agenda Items</b></p> <p>No items were deferred.</p>	
13.	<p><b>Any Other Competent Business</b></p> <p>D Brown asked if we could promote the community recovery fund in our newsletter as it has yet to be printed.</p>	

	<p>S Macintyre advised that he would contact the PTA's of local primary schools to see if there are any summer activities for children that we could assist in funding.</p> <p>P Broadwith asked if S Macintyre had contacted the Cumbernauld Resilience Group to see if we could help them.</p> <p>The Cumbernauld Foodbank were going to provide details of local organisations who are looking into digital exclusion.</p> <p>R Brownlee advised that he would be unable to make the meeting on 19 August 2021.</p> <p>P Broadwith advised the committee that tonight was Linda Black's final committee meeting following her decision to resign. P Broadwith thanked Linda on behalf the committee and staff for her long service. L Black thanked everyone for the gifts and card she had received from the Association.</p>	
<p><b>14.</b></p>	<p><b>Date of Next Meeting: 19 August 2021 at 5pm via zoom</b></p>	

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

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

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