

Abronhill Housing Association

Remote Meeting of the Management Committee held on Thursday 25 March 2021
via Zoom at 17:00hrs

Minutes

Present:	P Broadwith	R Russell	L Black
	D Brown	W Noon	C Burns
In Attendance:	S Macintyre	J Daisley	A Moore
	P Long, FMD		

	Agenda Item	Action
1.	<p>Apologies</p> <p>There were no apologies. I Smith and A Smith were unable to join meeting due to technical issues. D Brown had advised she would late in joining the meeting.</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 25 February 2021)</p> <p>R Russell asked for clarification on item 10.1 the figure for former tenants' arrears that says £19. It was noted that this should read £19k.</p> <p>Acceptance of the minutes, which, had been circulated in advance, was proposed as a true record of the meeting of 25 February 2021 by R Russell and seconded by P Broadwith.</p> <p>3.2 Minutes of Development Sub Committee Meeting (held on 18 February 2021)</p> <p>Acceptance of the minutes, which, had been circulated in advance, was proposed as a true record of the meeting of 18 February 2021 by R Russell and seconded by W Noon.</p> <p>3.3 Decision List from Meeting held on 25 February 2021</p> <p>The Appraisal of Director will take place next Wednesday 31 March 2021 at 5pm. S Macintyre will forward a copy of the agreement between Abronhill Housing Association and Hillhead Housing Association to the Office Bearer's.</p>	

4.	<p>Matters Arising</p> <p>Item 3.1 on the committee minutes for 25 February. R Russell had asked for clarification on the adapted properties at the Woodcutter site. S Macintyre confirmed that is not a planning requirement but that it is a Scottish Government funding requirement. R Russell advised he would ask what type of adaptations are being carried out at the next development sub-committee meeting.</p> <p>Item 5 cyber security for committee. S Macintyre advised that the online tutorial scheme could be extended to the committee. Committee members can email J Daisley if they are interested and S Macintyre will have this set up.</p>	
5.	<p>Health & Safety and Cyber Security</p> <p>5.1 Corona Virus Update Report</p> <p>Item 1.1 S Macintyre advised the committee that there are currently no void properties.</p> <p>Item 2.1 The plan published by the Scottish Government on 16 March advises that home working will continue until the end of June 2021.</p>	
6.	<p>Correspondence</p> <p>6.1 Employers in Voluntary Housing (EVH) Members Report</p> <p>This was included for the committee's information. Their AGM will take place on 19 April 2021.</p>	
7.	<p>Governance</p> <p>7.1 Annual Compliance Checklist Report</p> <p>S Macintyre advised that this had been included for the committee's information and had now been completed for this year. This will roll over into the next financial year and will be updated quarterly.</p> <p>7.2 Notifiable Events – Annual Report</p> <p>S Macintyre advised that the Association reported 2 notifiable events to the Scottish Housing Regulator (SHR). They were:</p> <ol style="list-style-type: none"> 1. 27 March 2020 - impact of Coronavirus and Lockdown Restrictions – Suspension of Allocations and closure of the Association's office. (This has remained open throughout the year and when we reported that there had been a gas service failure this was dealt with under this notifiable event. 	

	<p>2. 22 January 2021 – registration of New Model Rules and associated Rule Change. This notifiable event has been closed by the SHR.</p> <p>It has been agreed to amend the Notifiable Events Policy to note that the Chairperson would be advised in advance by staff prior to a Notifiable Event being reported to the SHR and the committee.</p> <p>7.3 Committee Training</p> <p>P Broadwith advised that the Association had asked SHARE to run a training session on “Questions You Should Be Asking Your Tenants” for the committee. In order to make the training session viable 5 committee members would be required to attend. Five members agreed to attend the training and this will take place on 24 May 2021 at 5pm.</p>	
8.	<p>Strategy/Development</p> <p>8.1 Business Plan – Review of SWOT Analysis</p> <p>The committee were asked to review the SWOT analysis of the current business plan which was approved in November 2018 and covers a 3-year period to 31 March 2021. This will be included in an updated Business Plan and brought back to committee. The following changes were discussed:</p> <ul style="list-style-type: none"> • Strengths Remove item 9 staffing arrangement with Garrion People’s Housing Co-operative and Forgewood Housing Co-operative. Item 10 Development Opportunity move this to Opportunity. • Weaknesses Remove item 1 Change of Staff Arrangement Add Committee numbers and committee skills. Item 6 change to Low level of tenant engagement Item 3 Impact of Welfare Reform and Universal Credit it was discussed if this should be moved to another section. • Threats Remove item 6 Losing Control. Item 8 change to Breach of Loan Covenants. Item 10 change to Compliance with SHR regulatory framework. Remove item 11 Reputation. Remove item 13 Rent Affordability. Change item 15 to Impact of Brexit. Remove item 17 Profile of Committee. Add additional item – Pandemic. • Opportunities Change item 1 to Improve Tenant Engagement by digital means. Remove item 4 Senior Service arrangement 	

	<p>Change item 5 to Training & Development for staff and committee. Change item 7 to New Build Change item 8 to Add Value for Money – Social Value Toolkit. Remove item 10 Shopping Centre Investment. Add North Lanarkshire Council community hub proposal. Add Working with Community Organisations. Add Community Engagement.</p> <p>8.2 Woodcutter Site – Monthly Contractor’s Report</p> <p>This report was issued to the committee by email on 24 March 2021 for information. It will be discussed at the next development sub-committee meeting.</p>	
<p>9.</p>	<p>Staffing</p> <p>9.1 Staff Annual Leave Report</p> <p>The committee agreed that unused staff annual leave for 2020-2021 could be carried forward into 2021-2022.</p> <p>9.2 Staff Appraisal Report</p> <p>S Macintyre discussed the report that was issued with the committee papers. It has been agreed that staff job descriptions will be put in place and agreed with staff. One of the main issues for staff has been the challenges experienced due to the ongoing pandemic and staff adapting to a new way of working. One staff member has requested to take out membership of the Chartered Institute of Housing. The EVH terms and conditions allow this cost to be refunded to staff by the Employer. P Broadwith asked that the job descriptions for staff are added to the actions list and that staff appraisals are added to the calendar of events to ensure that they are completed.</p>	
<p>10.</p>	<p>Finance & Audit</p> <p>10.1 Revised Budget 21/22</p> <p>P Long discussed the revised budget for 2021-22. The revised budget has taken into account changes that have occurred since the draft budget was presented to the committee at the last committee meeting. The changes include planned maintenance works carried over from the previous year, changes to the timing of the drawdown of the new loan and associated costs, delayed additional rental income and change to some expenditure headings. The statement of operating income shows that there will</p>	

	<p>be an operating deficit of £61,800 and net deficit of £133,000. The income & expenditure on page 2 shows the changes in income and expenditure. The statement of comprehensive income show the changes in budget for cyclical and major repairs with works being carried over from the last financial year. The value of the net assets of the Association is £2.5m. Capital expenditure has increased as £155,000 is being carried forward from last year and this will be monitored throughout the year. The cash flow shows the cash balance has reduced to £566,147. This is a healthy cash balance and the ratios show a good performance and all financial covenants can be complied with.</p> <p>P Long discussed the proposed plan from North Lanarkshire Council (NLC) regarding the EESSH works. (see item 11.2)</p> <p>R Russell asked if the professional fees of £83k could be included in the loan. P Long advised that the professional fees would be paid from the cash reserves as there would be no interest added. R Russell asked if the Association would have to report the deficit to the Scottish Housing Regulator (SHR) as a notifiable event. P Long advised that it is not a notifiable event. The Association is making a larger surplus than budgeted this year and are carrying over expenditure into the current year.</p> <p>W Noon asked about the significant increase in planned maintenance. P Long advised that projects that were not completed this year are being carried forward. This includes new boilers and new smoke and heat alarms.</p> <p>The cost of the professional fees for the new loan includes an arrangement fee, legal fees and conveyancing fees. The unique stock of the Association means that 27 titles need to be conveyed which has increased the cost. P Long advised that the Association would have incurred the costs regardless of the chosen lender. If the Association were to refinance in the future we would be able to calculate the costs more accurately as we would be aware of the number of titles. P Long advised he would ask F McDonald to draft a document for committee outlining the costs in more detail.</p>	
<p>11.</p>	<p>Operations</p> <p>11.1 Tender Report for Gas Servicing Contract</p> <p>A copy of the report had been emailed to committee members. A Moore advised that the gas servicing and repairs contract had been advertised on Public Contracts Scotland website, highlighting that a preferred bidder would be appointed following an assessment of quality/price award criteria at a 60/40% ratio. The contract period is for an initial 3-year period with an option to extend by 4 further 12-month periods. Six submissions (one incomplete) were received. The tender panel was made up of one staff member from Abronhill Housing Association and one from Hillhead Housing Association. Due to the ongoing Covid situation, it was not deemed practical to involve committee members.</p>	

	<p>Two of the submissions scored highly and the committee are asked to approve the appointment of James Frew who are currently the gas contractor for Hillhead Housing Association and who also have been approved as Abronhill Housing Association's contractor for the Thermaflow boiler replacement contract. D Brown advised that they might be able to provide community benefits to the Association. A Moore will discuss this at the pre-start meeting. The appointment of James Frew was approved by committee.</p> <p>11.2 North Lanarkshire Council – Energy Efficiency Works</p> <p>A Moore discussed the report that was issued with the committee papers. The Association has received a proposal from North Lanarkshire Council (NLC) to carry out energy efficiency works in Abronhill in blocks of multi tenure housing that includes 45 properties owned by the Association in South Abronhill, this is 20% of the stock. The Association's contribution to the costs would be in the region of £324k or £7,200 per unit. No grant assistance is available to the Association and this would be unaffordable in the event the Association had to cover this cost in one year. NLC have proposed a payment option that would allow the Association to spread the contribution over 5 years that is approximately £64,800 per year. The Association is already committed to a substantial programme of major repairs in 21/22. A Moore advised that NLC would need to carry out the works to the whole block and could carry out a tenant management scheme to obtain a majority agreement. W Noon asked if £324k was the full cost. A Moore advised this cost did not include VAT. P Broadwith asked if the VAT could be reflected in future costs brought to the committee. The committee would also like to see a breakdown of the costs from NLC along with a copy of the tender report. W Noon asked if NLC would be able to relax their terms as if the Association's contribution needed to be funded over 5 years it could cause cash flow issues. The committee were asked to give an in principal agreement to the Association's participation subject to a satisfactory and affordable payment arrangement being reached with NLC. This was approved by committee.</p> <p>It was also agreed for P Long and F McDonald, FMD to look at the figures and costs which have been allocated to ESSH works in the financial projections.</p> <p>11.3 Former Tenants Arrears Write-Off Report</p> <p>The committee approved the Former Tenants Arrears write-off report.</p>	
12.	<p>Deferred Agenda Items</p> <p>No items were deferred.</p>	

<p>13.</p>	<p>Any Other Competent Business</p> <p>S Macintyre advised that the potential committee member that he had contacted had not responded and so he has written to another potential committee member who is already a tenant member of the Association and could fill a casual vacancy.</p> <p>R Russell advised that he attended the presentation by NLC regarding community hubs. They are looking at the Abronhill High School site and amalgamating primary schools, library, community centre and health centre. NLC have a commitment to replace all schools built pre 1996. It was noted that the Association could have a presence in the community hub. S Macintyre confirmed it would be worth exploring how we could be involved.</p>	
<p>14.</p>	<p>Date of Next Meeting: 29 April 2021 at 5pm via zoom</p>	

Signed as a true record by the Chairperson

..... **Date**

Copies of committee reports are available on request.