

Abronhill Housing Association

Hybrid Meeting of the Management Committee held on Thursday 21 March 2024
18:00hrs at Abronhill Housing Association's Office

Minutes

Present:	C Burns Chair	I Smith Secretary	D Brown Member (Remotely)
	A Peden Member	R Russell Vice Chair	
Observers:	C Docherty	A Thomson	
In Attendance:	A Murphy Director	J Daisley Finance and Administration Officer (minutes)	

	Agenda Item	Action
1.	Apologies An apology was received from G Watson.	
2.	Chairperson's Welcome The Chair welcomed everyone to the meeting and introduced C Docherty and A Thomson who have both applied to become Committee Members and had been invited along to observe the meeting tonight. It is hoped that they will become co-opted members after the meeting.	
3.	Declarations of Interest Declarations of interest were declared for item 6.1 Pay Ballot.	
4.	3.1 Minutes of Management Committee Meeting (held on 29 February 2024) and 3.2 Decision/Action List from Meeting held on 29 February 2024. Acceptance of the minutes and the Decision/Action list, which had been circulated in advance, were proposed as a true record of the meeting of 29 February 2024 by the Committee. 3.3 Matters Arising There were no matters arising.	
5.	External Agents/Staff Invites/Observers C Docherty and A Thomson were invited to observe the meeting tonight before agreeing to join the Committee.	

6.	<p>Director & Governance Report</p> <p>6.1 Directors report covers Staffing, Operations, H&S and Governance Matters</p> <p>6.1 Appendix A – Pay Ballot</p> <p>The Directors report was discussed and the following items were highlighted:</p> <p>Section 2 – Governance Matters: Staff will start completing The Annual Return of the Charter (ARC) early April. Scottish Housing Networks (SHN) will carry out a validation of the ARC. This will provide assurance to the Association.</p> <p>The SHR published findings of Report of RSL’s finances. It indicated that RSL’s strength weakening due to having less financial headroom.</p> <p>Section 3 – Employer Matters: Committee were asked to approve the offer of 6% as per the attached EVH ballot. The Association had increased the budget for salaries by 6%. The ballot is to be returned to EVH by midday on 28/03/24. This was approved by committee.</p> <p>The Director confirmed that C Douglas has accepted the position of part-time Maintenance Assistant Administrator and thanked the committee for the opportunity.</p> <p>Section 4 – IT & Digital Matters: The Association is looking at having a dedicated Committee Members page with secure access via the Website.</p> <p>A committee member asked that emailed documents are in a pdf format as otherwise they cannot open the file. The Director is researching IT equipment for committee members, Support and training will be provided.</p> <p>As part of the cyber security insurance renewal M2 Technical Services have been asked to provide a cost to carry out a penetration scan of the IT. Depending on cost further quotes might be required.</p> <p>Section 5 – Escalated Complaints/Key Comms: Rent increase letters were sent out to all customers on 16 February 2024. The job centre have been assisting tenants with rent increase.</p> <p>Section 6 – Correspondence: A committee member asked about the Councillor enquiry regarding a housing application and support points award. The Director confirmed that the applicant had not provided the appropriate evidence to the Association.</p> <p>Comments from committee were sought on the Directors report. The purpose of the report is to cut down on the number of documents being sent out to the committee. If the committee can request a copy of any of the documents summarised within the report.</p> <p>6.2 Subscriptions and Professional Fees 2024 report</p> <p>6.2 Appendix 1 – Subscription Details</p>	
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	<p>The Director discussed the report with committee. One provider has significantly increased their costs for the year. The Association can opt for an individual membership instead of the corporate membership, which has a lower fee. This would give the Association access to any event notices.</p> <p>It was recommended to committee that the committee appraisal be carried out in-house for 2024/25. This has been discussed with the Chair and Vice Chair who have agreed</p> <p>If approved by committee there would be a saving of £4500 from the budget. A Murphy is also sourcing other training providers. This was approved by committee.</p> <p>A Committee member commented that the costs for the Advice for Tenants and Residents (AFTAR) project had not been included. A Murphy advised that the cost for this service is partially funded and not a subscription. A welfare advisor comes to the office on Fridays to provide advice to tenants/residents. The feedback is very positive. A committee member asked if information about the service is on the website and advised that this would be checked. New tenants are advised of the service as part of the sign up process.</p> <p>6.3 Allocations Policy Review</p> <p>The Director discussed the allocations consultation report. The consultation report is required to be brought to the committee before the allocations policy. In the summer of 2023 a survey was sent out to all customers including tenants, tenants with transfer applications and applicants. 45 customers responded to the survey and the Association held 2 workshops. The questions and results of the survey are included within the report.</p> <p>A formal meeting was held with staff and they have recommended that medical assessment forms are assessed in-house Any appeals would then go the external provider. The current policy states that all completed medical forms are medically assessment.</p> <p>The Director also commented on updating customer communications in relation to medical adaptations.</p> <p>The current allocations policy allocates 25% of properties to applicants, 25% to tenants seeking a transfer, 25% to NLC section 5 homeless applicants and 25% to NLC non-homeless applicants. The Association will request the section 5 referral from NLC to show that the Association is supporting homeless applicants.</p> <p>A copy of the draft Allocations Policy will be sent to committee members with housing experience for comment/review before being presented to the full committee.</p> <p>This was approved by Committee.</p>	
7.	<p>Strategy/Development Report</p> <p>7.1 Update Report</p>	

	<p>A quarterly report and action plan will be brought to committee on a quarterly basis.</p> <p>The Sidey window and door project is due to be onsite summer 2024.</p> <p>The kitchen drawings have been completed and sent to the cost consultant. Tender documents are due to be returned by the end of March.</p> <p>Tender documents for 11 bathrooms are due to be returned from the Cost Consultant at the end of March.</p> <p>The report was approved by Committee.</p> <p>7.2 Business Planning Session Arrangements and Agenda</p> <p>An Agenda for the Business Planning Session was emailed to committee members. Pre-reading material will be issued to committee with questions for committee members to think over prior to the session. A staff session will be held on 8 April and their feedback will be included in the session.</p> <p>Transport can be arrange if required.</p> <p>The committee agreed for the second tea break to be removed.</p> <p>The committee can contact the Director if they have any questions.</p>	
8.	<p>Finance & Audits</p> <p>8.1 Staff Annual Leave 2023/24</p> <p>A total of 7days and 0.5 hours of annual leave have been unused and will be carried forward to the next financial year. No staff member is carrying forward more than the permitted 5 days.</p> <p>The report was approved by Committee.</p> <p>8.2 External Audit Plan</p> <p>The external auditor have sent their audit planning document which includes the audit timetable. The presentation of the audit findings and final financial statements will be presented at the August Committee meeting and the auditor will also attend the Association's AGM in September. The cost of the audit is within the budget for 2024/25.</p>	
9.	<p>Performance Reporting</p> <ul style="list-style-type: none"> • Quarter 4 reports are due at the April meeting. 	
10.	<p>Memberships</p> <p>10.1 Membership Report</p>	

	Two memberships have been cancelled. One at the request of the member and the other as the member has moved into full time residential care. The current number of members is 34. A table of members was included in the report as suggested by a committee member.	
11.	Correspondence This item was included under item 6.1 Directors Report. A Summary of correspondence was included in the report. If a committee member can request to see any of the correspondence items in full.	
12.	Deferred Agenda Items <ul style="list-style-type: none"> • None from 29 February 	
13.	Any Other Competent Business If a committee members would like an item added to the Agenda they can raise it under this item or email or phone the Director direct. A planner will also be attached to the agenda for items coming in the future. Abbreviation explanations will be included within the papers from April. A Committee member advised that there is planning application in principal for the Forest Road site. A number of years ago the Association was included in the Social Housing Investment Programme (SHIP) for this site. The committee member asked if the Association could clarify its position as the S Macintyre previously advised that the Association was no longer included in the SHIP for this development.	
14.	Close of Meeting Date of Next Meeting: 25 April 2024 at 6pm	

Signed as a true record by the Chairperson

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Copies of committee reports are available on request.