

## Abronhill Housing Association

Hybrid Meeting of the Management Committee held on Thursday 29 February 2024  
18:00hrs at Abronhill Housing Association's Office

### Minutes

<b>Present:</b>	C Burns Chair	I Smith Secretary	D Brown (remotely) Treasurer
	A Peden Member	J Kelly (remotely) Member	G Watson (remotely) Member
<b>In Attendance:</b>	A Murphy Director	N Aderinto (Quinn Internal Audit Services)	J Daisley Finance & Administration Officer (minutes)

	<b>Agenda Item</b>	<b>Action</b>
<b>1.</b>	<b>Apologies</b>  An apology was received from R Russell.	
<b>2.</b>	<b>Chairperson's Welcome</b>  The Chairperson welcomed everyone to the meeting and advised that a guest would be joining the meeting from Quinn Internal Audit Services for item 5.	
<b>3.</b>	<b>Declarations of Interest</b>  There were no declarations of interest declared. The Chairperson advised that there is no decision yet to approve the EVH pay negotiations. Any committee members working for other housing associations who are members of EVH would be required to declare an interest when this is brought to committee for approval.	
<b>4.</b>	3.1 Minutes of Management Committee Meeting (held on 8 February 2024) and 3.2 Decision/Action List from Meeting held on 8 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 8 February 2024 by committee.  3.3 Matters Arising  There were no matters arising.	

<p><b>5.</b></p>	<p><b>Internal Audit Plan 24/25 from Quinn’s Internal Auditor</b></p> <p>The internal auditor presented the internal audit plan for 2024/25. The three areas to be audited are:</p> <ul style="list-style-type: none"> <li>• Payments and Payroll</li> <li>• Void Management</li> <li>• Business Planning</li> </ul> <p>The Director commented on the summary of the internal audit (Page 7) and advised that the Association’s focus should be on business planning. An area that is being audited this year. There are several areas under Governance still to be audited which will be audited over 5 years. The Association might increase the number of areas being audited by an additional one each year commencing 2025/26.</p> <p><b>Internal Audit – Tenants Safety Report</b></p> <p>The internal auditor presented the Tenants Safety Report. The audit was given a high level of assurance. There are 8 recommendations, 6 are priority three and 2 are priority two. The 2 priority two recommendations are about the asbestos policy and asbestos register and should be looked at first. The report will be discussed with the Maintenance Officer re the recommendations and an update will be brought back to Committee.</p> <p>The internal auditor confirmed that the Association has Asbestos and Gas procedures in place. However, there is a requirement to have an overarching policy in place. The auditor was thanked for his presentation and left the meeting.</p>	
<p><b>6.</b></p>	<p><b>Director &amp; Governance Report</b></p> <p><b>6.1 Directors report covers Staffing, Operations, H&amp;S and Governance Matters</b></p> <p>A new agenda had been issued for the meeting, which included a meeting planner for the year ahead. The Directors report provides an update on the following items:</p> <ul style="list-style-type: none"> <li>• Governance Matters (covering items i.e., Regulation, Committee Training, Committee Membership)</li> <li>• Employer Matters (staffing training and general H&amp;S)</li> <li>• IT &amp; Digital Matters</li> <li>• Escalated Complaints and Communication Matters</li> </ul> <p>The Director discussed changing the way the correspondence is relayed to committee. A correspondence register would be included in the Directors report with an executive summary for</p>	

	<p>information. Any items that require a decision by the committee would be included with the committee papers.</p> <p>Committee commented that the new Agenda layout makes it clear what items require committee approval. Committee liked that guests are invited to present their item first and they can then leave the meeting.</p> <p>Committee discussed making the post of Maintenance Assistant Part-Time, which is currently being provided by an agency into a fixed two-year term contract employed directly by the Association. The fixed term could be extended if required. The agency's release fee would be offset against recruitment fees and Directors time in selecting and interviewing for the position. The role has been included in the budget for 2024/25. This was approved by committee.</p> <p><b>6.2 Adjustment to Opening Hours for Staff Training/Meetings</b> <b>6.2 Appendix 1</b></p> <p>The Director asked committee to approve a series of half days during 2024/25 for staff training and development. A committee member agreed with the staff training/development but asked if the dates could be structured so that tenants were aware when it would take place. A Wednesday morning is the optimum time for staff attendance. Two members of staff job share and work an alternative Wednesday so the date could not be the same week every month. Communications would be sent out to tenants in advance with a list of the dates. The answering machine would have a message advising tenants that the office was closed for staff training. Training would finish at 12 noon allowing staff to check telephone and email messages before lunch. If approved alternative dates will be considered. The committee agreed to a pilot between April – October 2024 with an evaluation to be completed after the 6-month pilot. This was approved by committee.</p>	
7.	<p><b>7.1 Strategy/Development Report</b></p> <p>Following the meeting on 8 February 2024, the Association indicated to NLC that it would be willing to join in with a bid with the provision of all appropriate consents being received. NLC emailed a request that the Association send a letter of intent (LOI) confirming our match funding of ██████ (after grant) that they could include along with the funding bid. The funding bid raised several queries requiring clarification by NLC and due to the complex issues in getting the project delivered the Association could not issue a LOI at this stage. A letter was</p>	

	<p>issued asking for further clarification but stated that we remain interested in the project.</p> <p>The Association would like the title deeds reviewed as several blocks are being merged into one block under the bid and NLC will not commit to the payment being made in 2025/26.</p> <p>The Director will highlight the works with the SHR when she meets with them.</p>	
<p><b>8.</b></p>	<p><b>Finance &amp; Audits</b></p> <p><b>8.1 Update on Finance Narrative &amp; 24/25 Budget Adjustments</b></p> <p>Following the presentation of the draft budget at the last meeting several changes have been incorporated into the revised budget. The changes include an increase in the pay award to 6% and increase in Director costs and an increase in overheads. Any further adjustments can be noted under variances. The budget was approved by committee.</p> <p><b>8.2 Bad Debt Write-Off Report</b></p> <p>The committee were asked to approve the bad debt write off totalling £5785.51. This is significantly below the bad debt provision for 2023/24 of £19,300.</p> <p>The rechargeable repairs debtors will be looked at in July.</p> <p>A committee member asked about one right off, which was due to issues with repairs. The property is now void due to ongoing sewage problems. Staff will contact the contractor who carried out the camera survey to discuss their findings. A chemical flush of the pipes was not successful. The association need to consider if disposal is the best option with a caveat due to the ongoing issues. A committee member commented that there is a lot of detail included in the report that the committee do not require. The report had been streamlined before it was issued and future reports will be streamlined further before issue.</p> <p>Committee approved the bad debt write off.</p> <p><b>8.3 External Health &amp; Safety Audit</b></p> <p>The Health and Safety Audit report was discussed. The Health &amp; Safety Administrator is very good at keeping H&amp;S records up to date and had challenged a number of items on the original report which had been accepted and amended. The fire risk at the office will be raised as it is not compliant with Fire regulations, as the use of non surge protected extensions are being used as well as trailing cables. There needs to be an understanding why this issue was not picked up as part of the audit. The last fire risk assessment will be checked to see if it had been noted. Our IT Support provider has been asked to provide a price for this work</p>	

	<p>however, given the likely cost, the work will probably be carried out in house with purchase of the correct extensions.</p> <p>A committee member commented that the report does not give a score or percentage or any comparison to the last audit.</p> <p>As part of the audit the Association was asked about home working and were advised that although staff do not regularly work from home they do on some occasions. ACS advised that if it is not regular practice then DSE training and PAT testing of equipment is not required, this would be part of the conversation with EVH at the arranged meeting with the Director.</p> <p>Note of correction: - DSE Training and PAT testing is required for home working and staff laptops are PAT tested annually.</p>	
9.	<p><b>Performance Reporting</b></p> <ul style="list-style-type: none"> <li>• Quarter 4 reports are due at the April meeting.</li> </ul>	
10.	<p><b>Memberships</b></p> <p><b>10.1 Membership Report</b></p> <p>J Daisley presented the membership report and asked committee to approve 2 new membership applications received. Both applicants have both expressed an interest in joining the management committee.</p> <p>The Committee were asked to approve the cancellation of 6 memberships due to non attendance with no apologies for the last five AGM's and this was approved.</p> <p>Following the approval and cancellation of these memberships, the number of memberships will be 36.</p> <p>A committee member asked if future reports could include a table with the opening number of shares, the number of shares issued and cancelled and a total.</p> <p>The committee approved the membership report.</p>	
11.	<p><b>Correspondence</b></p> <ul style="list-style-type: none"> <li>• For information – Items 1, 2, 3, 5, 7. 8</li> </ul> <p>The following items were enclosed for committee's information:</p> <ol style="list-style-type: none"> <li>1. SHR – Tenant Participation and Gypsy/Traveller Thematic Review</li> <li>2. Freedom of Information Request regarding Pest Infestations</li> <li>3. SHR – New Regulatory Framework and statutory guidance (This was included in the Director's report)</li> <li>5. SFHA impact report 2023/24 (a report on the Association's subscriptions will be brought to the March meeting)</li> </ol>	

	<p>7. GWSF – open meeting 20 March 2024 A no-nonsense look at the real prospects for retrofit (the Director is attending)</p> <p>8.GWSF – 27 March 2024 Asset Management and Maintenance Forum (A staff member is attending)</p> <ul style="list-style-type: none"> <li>• For Decision/Discussion – items 4, 6, 9, 10, 11</li> </ul> <p>4. SHN – Tour of Connect Modular on 7 March 2024. Committee to email the Director or Finance/Admin Officer if they wish to attend</p> <p>6 &amp; 10. EVH Pay negotiations update – EVH will meet with ACAS and UNITE to progress discussions through the conciliation service on Tuesday 5 March 2024.</p> <p>9. GWSF – Draft Response to Scottish Government Consultation on a new Social Housing Net Zero Standard. The issue of mixed tenure stock is mentioned in the report. A presentation will be brought to the strategy session using the data provided by Changeworks with reconfigured costs to reflect current prices.</p> <p>11. Our current - Gas Servicing and Maintenance Contract – the initial three year fixed price term is nearing completion (31 March 2024). The contract has options to extend it by up to four further years on an annual price review basis. For 2024/25 the contractor is proposing an increase of 19.5%. This increase represents 1.7% of the overall maintenance budget for the year. If the Association were to retender for a new contractor there would be additional costs to the Association and the costs might not necessarily be lower. Our current provider will be contacted to discuss the proposed price increase.</p>	
12.	<p><b>12.1 Business Planning Session - Verbal</b></p> <p>A business planning session was suggested to focus on the action plan for the transfer of engagements (TOE) along with managing targets for SHQS/ESSH and the Association’s Risk Register. Two new committee members application forms have been received and the applicants will be invited to observe the next committee meeting and invited along to the strategy day. The committee agreed by majority that a Saturday morning would be the best option to hold the planning session. Saturday 6 April or Saturday 13 April were agreed as preferred dates and the Association will check availability with Castlecary Hotel. Following the session, the final business plan will be presented at the committee meeting on 25 April 2024.</p>	
13.	<p><b>Deferred Agenda Items</b></p> <ul style="list-style-type: none"> <li>• None from 8 February</li> </ul>	

<b>14.</b>	<b>Any Other Competent Business</b>  A committee member asked for the headed paper template to be amended as the telephone number was incorrect.	
<b>15.</b>	<b>Close of Meeting</b> <b>Date of Next Meeting: 21 March 2024 at 6pm</b>	

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

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

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