

Abronhill Housing Association

Hybrid Meeting of the Management Committee held on Thursday 25 April 2024
18:00hrs at Abronhill Housing Association's Office

Minutes

Present:	C Burns Chair	I Smith Secretary	D Brown (Remotely) Treasurer
	A Peden Member	R Russell Vice Chair	J Kelly (Remotely) Member
	C Docherty Co-optee	A Thomson Co-optee	
In Attendance:	A Murphy Director	J Daisley (minutes) Finance/Administration Officer	P Long (FMD Finance)

	Agenda Item	Action
1.	<p>Apologies</p> <p>An apology was received from G Watson and A Peden.</p>	
2.	<p>Chairperson's Welcome</p> <p>The Chairperson welcomed everyone to the meeting and officially welcomed the two new members A Thomson and C Docherty. P Long, FMD was welcomed to present the 5 year projected finances and the quarterly management account.</p>	
3.	<p>Declarations of Interest/Gifts & Hospitality</p> <p>There were no declarations of interest.</p> <p>Committee are reminded to raise any offers of gifts or hospitality with staff.</p>	
4.	<p>3.1 Minutes of Management Committee Meeting (held on 21 March 2024)</p> <p>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 21 March 2024 by Committee.</p> <p>A committee member asked for a further explanation on item 5 – Escalated Complaints/Key Comms regarding the job centre assisting tenants with their rent increase. This was confirmed as correct as they have been assisting tenants with their Universal Credit claims.</p>	

	<p>A note of correction to the minutes of 29 February 2024 is required. Item 8.3 External Health & Safety Audit – the minute states that ACS advised that we do not need DSE Training or PAT testing for home working. This is a requirement and laptops are PAT tested annually.</p> <p>3.2 Decision/Action List from Meeting held on 21 March 2024</p> <p>There are no outstanding items as all are addressed either within the director's report or on the agenda.</p> <p>3.3 Matters Arising</p> <p>There were no matters arising.</p>	
5.	<p>External Agents/Staff Invite</p> <p>FMD Five Year Projected Finance (FYFP)</p> <p>P Long presented the FYFP to the committee. The report must be submitted annually by the 31 May to the Scottish Housing Regulator (SHR).</p> <p>The FYFP are based on an annual rent increase of CPI (consumer price index) plus 2% until year 5.</p> <p>The FYFP demonstrates that the Association is financially viable over the 5 year period.</p> <p>The FYFP will be reviewed again next year and assumptions changed.</p> <p>The report is in a template prepared by SHR and the Association inputs the figures directly onto the SHR portal.</p> <p>A ratio analysis was included along with the report to show how the figures are calculated and to provide an explanation of significant differences.</p> <p>Committee queried the decrease in planned maintenance costs when income is increasing. This is due to cashflow and delivery of the planned works programme.</p> <p>The report was approved by Committee.</p> <p>Quarter 4 Management Accounts</p> <p>P Long presented the Management Accounts to 31 March 2024. The income and expenditure analysis shows that major repairs have been significantly underspent. This is due to the window and doors replacement contract costs being transferred to the balance sheet under capital expenditure.</p> <p>All transactions for the year end have not yet been accounted for and the final financial accounts will be presented to the committee in August.</p> <p>The Association can comply with the 3 financial covenants with a good degree of headroom.</p>	

	<p>Committee queried why the properties are depreciating. P Long explained that it is the cost of the properties that is depreciating and it is a non-cash item.</p>	
<p>6.</p>	<p>Director & Governance Report</p> <p>6.1 Directors report covers Staffing, Operations, H&S and Governance Matters</p> <p>Committee discussed what the Association must do as part of the engagement plan issued by the SHR.</p> <p>It was agreed that a sub-committee will meet to oversee the transfer of engagement (TOE) and report back to the full committee on a monthly basis. Part of their remit will be to re-examine the options appraisal to provide a better understanding of the process. The committee approved the budget for transfer of engagement work and has been included in the budget for this process.</p> <p>The Association require funding to improve properties and is under pressure to keep rent affordable. If the Association only increased rents by CPI then there would be cashflow problems for the Association by year 3. Costs continue to increase, the cost for the kitchen replacement contract has increased by 27% since last year.</p> <p>The committee discussed consolidating property ownership and to investigate if funding is available through the affordable housing supply programme. They also discussed pursuing the Scottish Housing Investment Programme (SHIP) by speaking to NLC about the Association's role in the community.</p> <p>The Association needs to be attractive to prospective partners. Committee were asked if they would be interested in taking part in a digital tablet pilot. The Association will purchase 3 tablets and those taking part in the pilot would receive their papers electronically only. They would be provided with an Abronhill email address to access their papers. Those who are interested should let staff know.</p> <p>Correspondence – insurance costs have increased by £10k. Staff will meet with an estate agent to obtain a valuation for the property at Hazel Road. The valuation will be lower than reported as this was based on a terraced property and not a flat.</p> <p>A comparison of costs for the business strategy day was provided for committee's information.</p> <p>The report was approved by Committee.</p> <p>6.2 Allocations Policy</p> <p>Committee were advised that housing officers are reviewing the policy following input/comments from committee members who are employed in the sector and it will be brought back to committee for approval.</p>	<p>Purchase of 3 tablets by Director</p> <p>Disposal Report for May 25 for Hazel Road</p> <p>Allocations Policy for</p>

	<p>A member asked if we are obliged to house applicants who have been nominated to the Association from North Lanarkshire Council (NLC). The Association requests nominations and section 5 referrals from NLC and are frequently advised that they are unable to provide us with nominations.</p>	<p>May Agenda</p>
7.	<p>Strategy/Development Report</p> <p>7.1 Monthly Report (please note this is part of the Maintenance quarterly report item 9)</p>	<p>This item will be for strategy/BP and TOE updates from May/June</p>
8.	<p>Finance & Audits</p> <p>8.1 Fire Risk Assessment</p> <p>There was one recommendation following the fire risk assessment for awareness training for staff, this has been scheduled to take place as part of the staff training pilot.</p> <p>8.2 IT Testing</p> <p>Our IT provider has provided a competitive cost to the Association to carry out the testing of our IT systems. This would be carried out by a third party IT contractor. This was approved by Committee.</p>	<p>Director to give M2 go ahead for testing to be carried out.</p>
9.	<p>Performance Reporting</p> <p>9.1 Quarter 4 Performance Report</p> <p>A summary of the key performance indicators for the period was provided with comparisons to the previous three quarters. The Annual Return on the Charter (ARC) will be presented to the committee at the May meeting. Committee discussed reducing the target of 28 days for void average days to re-let. Committee discussed the outstanding Electrical Installation Condition Reports (EICRs) and remedial works as they had previously discussed forcing access to properties to have this work completed. Dampness/Condensation – there are no timescales included in the report. The policy should have timescales stating how long the Association will take to inspect dampness/condensation issues in our properties. This should be recorded and reported to committee. Committee also discussed the level of detail regarding the works carried out which they felt should not be included as part of the report.</p>	<p>Bring 24/25 KPI targets back to Committee</p> <p>Update Committee on forced access for no access EICRs and also timescales for Damp and Mould</p>

	The increase in our SHQS by nearly 16% is due to the EICR works being completed.	
10.	Memberships No Membership Report for April	
11.	Correspondence <ul style="list-style-type: none"> • For Information • For Decision/Discussion <p>A request for sponsorship has been received from Carbrain Football Club. A member of staff and a committee member declared an interest in this item. Committee members discussed how this request relates to Abronhill and the community. The Association has a donations policy in place. The committee need to discuss the criteria for donating and have a plan in place.</p>	Director to look into the criteria for donations from policy and feed back to Committee
12.	Deferred Agenda Items 12.1 Business Planning Session – Verbal Update Notes of the vision, value and mission statement will be issued to Committee in May. The draft business plan will be brought to the May meeting and the final business plan will presented in June.	
13.	Any Other Competent Business Two committee members will be representing the Association at the EVH annual conference in May and will be asked to complete a feedback questionnaire after they have been.	
14.	Close of Meeting Date of Next Meeting: 30 May 2024 at 6pm	

Signed as a true record by the Chairperson

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Copies of committee reports are available on request.