

Abronhill Housing Association

Remote Meeting of the Management Committee held on Thursday 17 December 2020 via Zoom at 17:00hrs

Minutes

Present:	L Black	R Russell	I Smith
	C Burns	M McGuire	D Brown
	A Smith	W Noon	P Broadwith
In Attendance:	S Macintyre	J Daisley	

	Agenda Item	Action
1.	<p>Apologies</p> <p>There were no apologies.</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 26 November 2020)</p> <p>The following items were raised from the minutes of the meeting on 26 November 2020:</p> <p>Page 1 item 8.1 Development Report the sub-committee will oversee all aspects of the development. The Committee agreed that R Russell, W Noon, D Brown, I Smith and P Broadwith would form a sub-committee.</p> <p>Page 2 item 5 Annual Report to tenants, S Macintyre advised that they are currently being printed and will be posted to tenants before Christmas.</p> <p>Page 2 item 6.1 Glasgow & West of Scotland Forum (GWSF) S Macintyre advised that he attended the open meeting on 10 December 2020. The forum discussed the effects of corona virus on housing associations and then 4 sub-groups discussed poverty, rents, allocations and governance.</p> <p>Page 3 Funding for community projects, D Brown advised that this was specific to last month's committee meeting but that she would like to get involved in future discussions regarding available funding. It was agreed that this be added to the actions list.</p> <p>Page 3 item 7.2 P Broadwith advised that the committee minutes are not in date order on the website. This is to be included in the actions list.</p>	

	<p>Page 4 Item 8.1 R Russell had raised queries regarding the development, which S Macintyre had forwarded to J Duncan at Clyde Valley. No response has been received. This is to be included in the actions list.</p> <p>Page 4 item 9 Draft Flexible & Homeworking Policy, S Macintyre advised that the office would not be vacant for long periods, as minimum of 2 members of staff are required to be in the office in order for it to be open to the public.</p> <p>Acceptance of the minutes, which, had been circulated in advance, was proposed as a true record of the meeting of 26 November 2020 by R Russell and seconded by C Burns.</p> <p>3.2 Decision List from Meeting held on 26 November 2020</p> <p>North Lanarkshire Council – Liaison – S Macintyre advised that he and A Moore were due to have a meeting with NLC last week, which was cancelled at short notice. NLC are looking to carry out a programme of communal repair works, which the Association could be involved with. A new meeting date will be sought.</p>	
<p>4.</p>	<p>Matters Arising</p> <p>S Macintyre advised that all matters arising have been covered under item 3.1 and 3.2.</p>	
<p>5.</p>	<p>Health & Safety and Cyber Security</p> <p>5.1 Corona Virus Update Report</p> <p>S Macintyre advised that the arrears have reduced due to the receipt of two housing benefit payments in November. The technical arrears will however, start to increase again between December 20 and March 21. There has been an increase in net arrears. The quarterly update to committee in January will provide more information. W Noon asked what the percentage of arrears was pre Corona Virus. S Macintyre advised they would normally be below 5%.</p> <p>S Macintyre advised that A Moore is working hard to turn around the void properties as quickly as possible. R Russell asked if the two new tenancy terminations are abandonments. S Macintyre advised that they are not and that tenants are required to give 28 days' notice. A pre termination inspection would normally be carried out but this is more difficult now due to restrictions. Former tenants can be recharged for repairs the Association has to carry out after termination. Tenants are advised of the amount of rent due to be paid up until the date of termination. P Broadwith asked if the reasons for termination could now</p>	

	<p>be included in the quarterly report. M McGuire asked if we have a new tenant ready to move in once the property has been vacated. S Macintyre advised that the Housing Officers would be selecting potential tenants and liaising with them to see if they are interested in the property prior to the termination date. Contractors will shut down over Christmas and New Year although emergency repairs will be carried out.</p> <p>The office remains closed and this will continue probably until Spring 2021.</p> <p>S Macintyre advised that the Association has applied for £18,330 of funding to SCVO for approval and is waiting to hear if the application has been successful. The funding if successful will be used to help a number of community organisations as well as cash support for our tenants with families and vulnerable adults and those tenants who use Thermaflow boilers. M McGuire asked if Cornerstone and the Cumbernauld Foodbank was the same place. S Macintyre advised that this is the case and they currently assist around 35 families per week from the Abronhill area. It was noted that there might be an opportunity for the Association to apply for a digital community fund grant to assist those in the community who are digitally excluded. This is to be included on the actions list.</p>	
<p>6.</p>	<p>Correspondence</p> <p>6.1 Glasgow & West of Scotland Forum (GWSF)</p> <p>A copy of GWSF's annual report was included with the committee papers. P Broadwith asked if we could have a copy of their report on member's use of social media.</p> <p>6.2 Employers in Voluntary Housing (EVH)</p> <p>S Macintyre advised that EVH had provided an update on the annual wage negotiations advising that CPI in October was 0.7% and 0.3% in November, which is below the floor of the agreed pay deal of 1.25%. They have reverted to annual wage negotiations with the union and will keep members updated.</p>	
<p>7.</p>	<p>Governance</p> <p>7.1 Committee Training</p> <p>P Broadwith asked committee members for their views regarding committee training. R Russell commented that O Gaffney from SHARE had provided committee members with individual learning statements following their appraisal which committee should read and then move forward. S Macintyre will send a copy of O Gaffney's report to W Noon,</p>	

	<p>D Brown and A Smith who were not part of the appraisal process. There is a training budget for committee members. The committee agreed that training is important and S Macintyre will put together information on training providers including links to their websites.</p> <p>R Russell discussed the committee training policy and the committee agreed for the policy to be updated to remove the word “educated” form the purpose of the policy on page 2.</p> <p>W Noon left the meeting.</p> <p>P Broadwith discussed the learning and development plan and asked if the following items could be added to the actions list:</p> <ul style="list-style-type: none"> • Session on strategy day • Session on demographic overview • Risk Management Session • Induction follow up <p>S Macintyre advised that Community Links could provide a summary report on the community of Abronhill if the committee thought it would be useful. There would be a fee for this service. It was agreed that this could be useful.</p> <p>The target date for the actions list will be March 2021.</p> <p>7.2 Committee Member Recruitment</p> <p>S Macintyre advised that this report was being brought to committee following D Brown and W Noon joining the committee. The SFHA have a guidance on Succession Planning and Committee Member Recruitment Guidance, which, was included with the report and can be adopted by the Association. R Russell asked for the application form to be attached to the guidance. The Chair of the Association or other Office Bearer and the Senior Officer who would be the Director for Abronhill Housing Association should carry out the interview. Item 4.1 remove mutual co-op.</p> <p>The committee agreed to adopt the guidance subject to these amendments.</p>	
8.	<p>Strategy/Development</p> <p>8.1 Development Report</p> <p>S Macintyre advised that he had no further update. A draft legal agreement is to be distributed to committee members.</p> <p>R Russell advised that there had been work carried out on the site. However, there is no sign at the development. S Macintyre advised that we had not formally communicated our involvement in the development</p>	

	<p>with our tenants. When the sign goes up this could be used as publicity to advertise our involvement. The committee will also need to agree a lettings plan for the development. It was agreed to include a news article in our next newsletter, which, will be distributed March/April 2021.</p> <p>D Brown advised it is important to be prepared for an influx in enquires/applications.</p>	
9.	<p>Staffing</p> <p>9.1 Staff Appraisal Policy</p> <p>S Macintyre asked the committee to approve the staff appraisal policy, which was included in the committee papers. The last round of staff appraisal was carried out in 2017. Staff job descriptions have not be reviewed and may need to be updated to reflect current roles. P Broadwith asked why it had not been carried out and for this to be included in the actions list.</p> <p>Item 3.6 P Broadwith asked how this would work, as the appraising manager and director are the same person. S Macintyre will consult with other smaller organisations on how they manage this.</p> <p>P Broadwith also suggested an anonymous survey of staff be completed at the same time and will ask SHARE for a sample of a survey. S Macintyre to ask staff if they would find this beneficial.</p>	
10.	<p>Finance & Audit</p> <p>10.1 Refinancing – Revised set of 30 years Financial Projections</p> <p>P Broadwith advised that he had a discussion with S Macintyre regarding this agenda item and it was agreed to defer this item until January 2021. A committee will meet in early January to review the finance documents. The paper copy of the documents has been issued to committee members.</p>	
11.	<p>Operations</p> <p>11.1 Rent Increase Consultation Report</p> <p>The report was issued with the committee papers and S Macintyre advised committee that the rent increase proposal for 2021/22 for 1.7%, which is CPI plus 1%, which is in line with our current business plan. R Russell asked if he knew what percentage North Lanarkshire Council are proposing to increase their rents by? S Macintyre advised that he did not know but would find out. P Broadwith advised that in his view he did not have enough information to make a decision as only one option was being presented to committee. He noted that some housing associations</p>	

	<p>are freezing their rents for the year or are only increasing rents by CPI. If the Association were to freeze rents or apply CPI, only how would this effect the projections going forward for the business plan? Would it affect our planned maintenance programme for the year 2021/22? S Macintyre advised that there is a limited time to consult with tenants, as we have to give them one months' notice of any increase to rents.</p> <p>The committee agreed to have a further committee meeting in January 2021 and invite FMD to discuss this in more detail along with the longer-term projections.</p> <p>11.2 Eviction Report</p> <p>S Macintyre advised that he had spoken to the Housing Officer and that there had been no change in the situation since the report had been prepared. The recommendation is to consider enforcing the decree at any time during the next 6 months if the tenant defaults on a rent payment during this period. This was agreed by committee.</p>	
12.	<p>Deferred Agenda Items</p> <p>No items were deferred.</p>	
13.	<p>Any Other Competent Business</p> <p>13.1 Christmas Hampers/Vouchers</p> <p>Following discussion with the committee, it was agreed to postpone the Christmas lunch and have a lunch as part of the strategy day as soon as this is allowed.</p>	
14.	<p>Date of Next Meeting:</p> <p>Thursday 28 January 2021 at 5pm via Zoom</p> <p>R Russell & P Broadwith indicated that they might not be able to attend on this date.</p>	

Signed as a true record by the Chairperson

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Copies of committee reports are available on request.