

Abronhill Housing Association

Meeting of the Management Committee held on 24 October 2019 at Unit 10, Abronhill Shopping Centre

Minutes

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| Present: | I Smith | R Russell | P Broadwith |
| | S Boyle | L Black | K McMail |
| | C Burns | | |
| In Attendance: | S Macintyre | J Daisley | N Aderinto, Quinn Internal Audit |

| | Agenda Item | Action |
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| 1. | <p>Apologies</p> <p>Apologies were received from E Irvine.</p> | |
| 2. | <p>Declarations of Interest</p> <p>There were no declarations of interest.</p> | |
| | <p>2.2 Annual Declaration of Interest</p> <p>The Annual Declaration of Interest form was issued at the last meeting committee members were reminded that they need to complete and return to J Daisley.</p> <p>K McMail asked if he should declare that he owns property in Abronhill which is rented out. S Macintyre advised that this should be declared only if the Association were carrying out works or discussing works at a block where the property is situated.</p> | |
| | <p>2.1 Code of Conduct for Governing Body Members</p> <p>The Code of Conduct for Governing Body Members was issued at the last meeting and should be read, signed and returned to J Daisley.</p> | |
| 3. | <p>3.1 Minutes of previous meeting (held 19 September 2019)</p> <p>R Russell asked about item 10 under matters arising in the previous minutes. It says that visit to Clyde Valley Housing Association's site at Mossgiel Drive was on Monday 14 October; it was on Friday the 11 October but was subsequently cancelled.</p> <p>Acceptance of the minutes which had been circulated in advance was proposed as a true recording of the meeting of 19 September 2019 by P</p> | |

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| | Broadwith and seconded by Sarah Boyle. | |
| 4. | <p>Matters Arising</p> <p>Item 7.3 under matters arising P Broadwith and S Macintyre to arrange meeting with Mrs McGuire who has expressed an interest in joining the Management Committee. The previous date was unsuitable.</p> <p>Item 10 under matters arising S Macintyre and A Moore met with P Humphries, Head of Development & Community Regeneration at North Lanarkshire Council (NLC). P Humphries confirmed that Abronhill HA has been included within the Strategic Housing Investment Programme (SHIP) for the Woodcutter site and that there is an opportunity for further stock at the Growth Area at Forest Road. NLC are keen to explore working together in the mixed tenure blocks where NLC and Abronhill HA own properties. NLC are also looking at Abronhill being a possible pilot area for a community hub. They are taking reports to their budget meeting in November. S Macintyre advised that the Des Murray, Chief Executive of NLC is attending the next Lanarkshire Housing meeting.</p> <p>R Russell asked about the High School Site which has been zoned for housing. NLC acknowledged the close proximity to the Association however, they have the own development programme to deliver.</p> <p>Item 8.1 Business Continuity Strategy. S Macintyre will bring this back to the committee following his meeting with M2 next week.</p> <p>Item 11.4 Tenants Satisfaction Survey. S Macintyre advised that this is currently ongoing and that the results will be brought to the November committee meeting.</p> <p>Item 11.5 Website. S Macintyre advised that the staff had received training on the website and are currently working on it. It is due to go live on 31 October 2019.</p> | New meeting date to be arranged. |
| 5. | <p>Health & Safety</p> <p>The Health & Safety Policy Statement was signed by S Boyle and R Russell.</p> | |

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| <p>6.</p> | <p>Correspondence</p> <p>6.1 Employers in Voluntary Housing – Members Report</p> <p>The monthly report was issued with the committee papers.</p> <p>6.2 Glasgow & West of Scotland Housing Associations</p> <p>Information was issued with the committee papers.</p> <p>6.3 SHARE Committee Training Calendar – January to March</p> <p>Information was issued with the committee papers. S Macintyre advised that if anyone is interested in attending any of the courses they should contact J Daisley. P Broadwith asked about the cancellation policy. J Daisley will check and confirm.</p> | <p>J Daisley to check cancellation policy with SHARE.</p> |
| | <p>Governance</p> <p>7.1 Governance Statement</p> <p>S Macintyre has drafted an Assurance Statement for the committee to approve. An action plan has also been included for the seven standards. The committee approved the governance statement and this was signed by P Broadwith.</p> | |
| | <p>7.2 Committee Member Role Descriptions</p> <p>A copy of the SFHA’s model guide for committee member’s role descriptions was included with the committee papers. S Macintyre had completed the table at section 6 which gives an annual estimated time commitment for committee members. The guide also included role descriptions for office bearers. The following amendments should be made to the model descriptions:</p> <ul style="list-style-type: none"> • Item 2.1 bullet point 2 under the Role Description for the Chair should be amended to say – to develop and maintain a constructive and positive working relationship with the Director and senior staff. • Item 4.1 in the Role Description of the Vice Chair should be removed as it relates to the role of the Chair. <p>The model role descriptions were approved by the committee.</p> | |
| | <p>7.3 Internal Audit Report – Repairs & Maintenance</p> <p>N Aderinto, Quinn Internal Audit carried out an internal audit on the Association’s reactive repairs process to ensure the Association is providing an efficient and effective repairs service and which provides</p> | |

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| | <p>value for money. A copy of the report was issued with the committee papers. N Aderinto discussed the recommendations in the report.</p> <ul style="list-style-type: none"> • Recommendation 1 - is that all policies and procedures should be reviewed and updated every 3 years. • Recommendation 2 - the Association's website should be updated to include information on Association's and Tenants responsibilities, repair timescales, right to repair and rechargeable repairs. • Recommendation 3 - Inspection sheets should be completed for each pre and post inspection and should be retained to aid contractor performance monitoring. • Recommendation 4 - To ensure value for money, all Association contracts should be re-tendered every 3 years. • Recommendation 5 - An approved contractors list should be compiled and maintained by the Association. • Recommendation 6 - The maintenance guidance document should be updated to reflect authorisation levels as stated within the Financial Procedures. • Recommendation 7- The Maintenance Officer should ensure quotations are sought for all works above levels specified within the Financial Procedures. <p>The following comments were made for each of the recommendations:</p> <ul style="list-style-type: none"> • Recommendation 1 - The policies that are out of date will be reviewed by March 2020 to ensure compliance. P Broadwith would like to see a list of policies that need to be reviewed. • Recommendation 2 - S Macintyre advised that the Freedom of Information, Guide to Information will be the basis in determining what information will be included in our website. The maintenance guide to be updated to make clear the repair timescales for completion. • Recommendation 3 - The Association to check that this is included within the Maintenance Guide and that the Maintenance Officer is aware of the procedure and the importance of this being carried out • Recommendation 4 – The Association will be retendering for its reactive maintenance services in a joint procurement with Hillhead Housing Association and will have a new contract in place by 1 April 2020. • Recommendation 5 – A full “approved” contractors list is to be compiled and maintained by the Association. The list should be provided to the management committee as they are required to sign a declaration of interest every year. • Recommendation 6 – The maintenance guide is to be reviewed and updated to ensure the delegated authority levels are the same as the in the Finance Regulations. | |
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| | <ul style="list-style-type: none"> • Recommendation 7 – Quotations for work need to be retained in a register as evidence of value for money. <p>In the summary of findings page 23 5.18 R Russell commented that the committee have been provided quotes for a void property.</p> <p>P Broadwith asked why there are no quotes for the void works under the summary of findings page 23 5.14. S Macintyre advised that this is due to time constraints as getting quotes for work can lead to longer void times.</p> <p>P Broadwith commented that the Association needs to demonstrate value for money.</p> <p>It was also noted that there is only one member of staff carrying out this work. S Macintyre advised that Hillhead HA is available to offer and advice and assistance.</p> <p>A final report will be submitted to the Association, and a follow up visit will take place in February/March next year.</p> | |
| | <p>7.4 Freedom of Information Report</p> <p>A report was issued with the committee papers. From the 11 November 2019 the Association will come under the scope of the Freedom of information Act 2002 (FOISA). The Association has appointed RGDP who will provide Data Protection Officer (DPO) services as well as monitoring GDPR. They are assisting the Association in preparation for FOISA. RGDP have informed the Information Commissioner's Office (ICO) that the Association has appointed them as their DPO.</p> <p>The committee noted that a Guide to Information is being prepared by staff and will be uploaded onto the website by 31 October 2019.</p> | |
| | <p>7.5 Freedom of Information Policy</p> <p>A copy of the model policy was issued with the committee papers. P Broadwith advised that the document does not have a link to the legislation and this should be included. Under section 6 it states that information will be provided electronically. S Macintyre advised that this is the default but information can be provided in other formats. K McMail asked what is considered disproportionate under Section 8.1 Vexatious requests. S Macintyre advised that the Association should have an acceptable actions policy in place which would give guidelines on how to handle these requests.</p> <p>The policy was approved.</p> | |

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| | <p>7.6 Environmental Information Regulations Policy</p> <p>A copy of the model policy was issued with the committee papers. R Russell asked if asbestos should be included under section 2.1 bullet point 2 Substances. S Macintyre advised that he will check this with our DPO.</p> <p>The policy was approved.</p> | <p>S Macintyre to check if asbestos should be included.</p> |
| <p>8.</p> | <p>Strategy</p> <p>No items were raised.</p> | |
| <p>9.</p> | <p>Staffing</p> <p>No items were raised.</p> | |
| <p>10.</p> | <p>10.1 SHAPS Pension Scheme – Report</p> <p>This item was not discussed at the meeting. S Macintyre advised it was for information only.</p> | |
| <p>11.</p> | <p>Operations</p> <p>11.1 Re-appointment of FMD Financial Services Ltd – Finance Advisors</p> <p>S Macintyre advised that the current agreement has expired. The committee discussed re-tendering for finance services. S Macintyre advised that the Association will be looking to re-finance shortly and that this might not be the best time to consider tendering for new finance services. The committee agreed to extend the current agreement for one year, with a procurement exercise to follow.</p> | |
| | <p>11.2 AFTAR Project</p> <p>A report was issued with the committee papers to advise that the current short term funding for the project has been extended for one further month until the end of January 2020. S Macintyre advised that he had used his discretion in agreeing to the extension, given the Association’s ongoing support to the project and the amount of money involved was within approved limits.</p> | |

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| | <p>11.3 Director Services – Review</p> <p>S Macintyre advised the committee that the Director Services Agreement with Hillhead is due for its first 6 month review. The committee were asked if they would like to conduct a formal review with an external consultant or if they would prefer to carry out a less formal review with the Director and the Office Bearers. Following discussion the committee agreed to carry out a less formal review after a period of one year.</p> | |
| 12. | <p>Deferred Agenda Items.</p> <p>No items were raised.</p> | |
| 13. | <p>Any Other Competent Business</p> <p>No items were raised.</p> | |
| 14. | <p>Date of Next Meeting</p> <p>21 November 2019</p> | |

Signed as a true record by the Chairperson

..... **Date**

Copies of committee reports are available on request.