

## Abronnill Housing Association

Hybrid Meeting of the Management Committee held on Thursday 26 October 2023

18:00hrs

### Minutes

<b>Present:</b>	C Burns	I Smith	D Brown (Remote)
	A Peden	J Kelly (Remote)	R Russell (Remote)
<b>In Attendance:</b>	S Macintyre	J Daisley (minutes)	P Long , FMD Finance Services
	JA Cloherty, SHARE (Remote)		

	<b>Agenda Item</b>	<b>Action</b>
<b>1.</b>	<p><b>Apologies</b></p> <p>Apologies were received from W Noon and G Watson.</p>	
<b>2.</b>	<p><b>Declarations of Interest</b></p> <p>There were no declarations of interest.</p>	
<b>3.</b>	<p>3.1 Minutes of Management Committee Meeting (held on 28 September 2023)</p> <p>Acceptance of the minutes, which had been circulated in advance, was proposed as a true record of the meeting of 28 September 2023 by I Smith and seconded by J Kelly.</p> <p>3.2 Actions/Decision List from Meeting held on 28 September 2023</p> <p>S Macintyre advised that he has still to draft the revision to the section on Credit Cards in the Financial Procedures and he would include this at the following meeting.</p>	
<b>4.</b>	<p><b>4.1 Matters Arising</b></p> <p>There were no matters arising.</p>	
<b>5.</b>	<p><b>Health &amp; Safety and Cyber Security</b></p> <p>S Macintyre discussed the Health and Safety Report that had been prepared by F Stuart. Committee were advised that a committee training session on Health and Safety Responsibilities is due. This can be delivered by ACS either in person or remotely. F Stuart to contact committee members to check on availability. A committee member advised that they would prefer in person training or would require IT equipment to allow this to be carried out remotely. The</p>	

	committee were also reminded to sign the Health and Safety Policy Statement if they have not already done so.	
<b>6.</b>	<p><b>Correspondence</b></p> <p><b>6.1 Letter from Housing Minister, Paul McLennan MSP</b></p> <p>The Programme for Government 2023-2024 was included for Committee's information.</p>	
<b>7.</b>	<p><b>Regulatory, Notifiable Events &amp; Governance Matters</b></p> <p><b>7.1 Assurance Statement Report</b></p> <p>S Macintyre discussed the report. The Association must submit an Assurance Statement to the Scottish Housing Regulator (SHR) by 31 October each year. Earlier this year the Association's internal auditor carried out an Assurance Statement baseline review. The Assessment showed that the Association was compliant in all areas. The draft Assurance Statement was attached to the report. S Macintyre advised the Committee of a minor amendment to the statement. This was approved by committee.</p> <p>The Association is due to submit a return to the SHR in relation to Reinforced Autoclaved Aerated Concrete) RAAC. The Association has identified 11 properties that are of a flat roof construction and A Moore has instructed an engineer to survey 2 of the properties to find out the construction type and if RAAC is present. Once the report is available an update will be provided to the Committee and the SHR.</p> <p><b>7.2 Committee Appraisal Report</b></p> <p>JA Cloherty presented the Committee Appraisal Report and thanked committee members for taking part in the appraisal process which is in its 3<sup>rd</sup> year of the cycle. Accordingly not all members took part in the one to one meeting. There are two new committee members who took part for the first time this year and one committee member who has served more than 9 years on the committee. There are currently no members who are interested in becoming an office bearer and three members have indicated that they will step down within the next three years. There are four recommendations which are:</p> <ul style="list-style-type: none"> <li>• We recommend that the Committee discusses and agrees on what more it could do to ensure that they are aware of tenants' needs, priorities, views and aspirations so that these inform their strategies, plans and decisions.</li> </ul>	

	<ul style="list-style-type: none"> <li>• We recommend that the Committee and Senior Officers discuss the succession planning process and how this be actioned.</li> <li>• We recommend that the Association ensures that all Committee members understand their role in approving and implementing Association's policies.</li> <li>• We recommend that the Committee and Association agree on a learning and development plan based on discussions with members and considering the appraisal exercise's results.</li> </ul> <p>JA Cloherty will send a learning and development plan along with individual learning statements.</p> <p>JA Cloherty was thanked for her presentation.</p> <p><b>7.3 Compliance Checklist Report</b></p> <p>S Macintyre advised that the purpose of the report is to provide assurance to the Committee that all regulatory and statutory returns for the period to 30 September 2023 have been complied with. Committee were asked to return their Code of Conduct, Declaration of Interest and Privacy Notice forms that were issued last month.</p> <p><b>7.4 Membership Report</b></p> <p>An application for membership has been received from Ms S Caw who is a tenant of the Association and who has expressed an interest in joining the Committee. This was approved by Committee.</p>	
8.	<p><b>Strategy/Development</b></p> <p><b>8.1 Asset Management Strategy and Disposals Report</b></p> <p>S Macintyre advised that there are two items to be discussed. The Asset Management Strategy and the Disposal Strategy. S Macintyre suggested holding a workshop in November to discuss the Asset Management Strategy in more detail along with a session on Transfer of Engagement and a review of last year's Annual Return on the Charter (ARC) performance benchmarked against our peer group and national figures.</p> <p><b>8.2 Asset Management Strategy</b></p> <p>S Macintyre discussed the spreadsheet at the back of the document. Each heading will be scored to give each property a rating:</p> <ul style="list-style-type: none"> <li>• Green - property is SHQS and EESSH compliant.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Amber – property requires investment to become compliant.</li> <li>• Red – property will never meet the standards.</li> </ul> <p>J Mulholland will discuss this in more detail at the workshop and the committee will then be asked to approve the Asset Management Strategy at the November committee meeting. A committee member asked for the author and the author's qualifications to be included in the document. S Macintyre that the author is J Dewar who is a consultant who has produced the document with input from J Mulholland, S Macintyre and A Moore. The Chair advised that the SHR has produced advisory regularity guidance on this subject which he would be happy to share with the committee.</p> <p><b>8.3 Disposal Policy</b></p> <p>A committee members asked if the Association could have an Acquisition Policy and a Disposal Policy as they were concerned about the Association reducing stock numbers. S Macintyre advised that the Scottish Government can provide grant of 50% or £50k toward the purchase of stock commonly referred to as ROTS. (rent off the shelf). However, the Association would require capital to complete the purchase and carry out necessary improvements to ensure the acquired stock meets SHQS. It was agreed to have two separate policies one for Disposal and one for Acquisition. S Macintyre will draft an appropriate Acquisition Policy and present to a future meeting.</p>	
9.	<p><b>Staffing</b></p> <p><b>9.1 Recruitment of Director Services Provider</b></p> <p>S Macintyre advised that interviews will take place on 7 December 2023. One Housing Association and three Housing Consultants have expressed an interest and have been sent a prospectus to be returned by 13 November 2023. A further expression of interest was received from a consultant who did not wish to speak to S Macintyre and who has not responded to a request for additional information. Therefore they have not been sent a prospectus.</p>	
10.	<p><b>Finance &amp; Audit</b></p> <p><b>10.1 Management Accounts Narrative &amp; 10.2 Management Accounts to 30 September 2023</b></p> <p>P Long presented the Management Accounts to 30 September 2023. P Long has made changes to the layout of the Management</p>	

	<p>Accounts. A traffic light systems has been implemented along with a narrative for each item:</p> <ul style="list-style-type: none"> <li>• Green – Good</li> <li>• Amber – look at item in more detail</li> <li>• Red – Stop</li> </ul> <p>There are no red items.</p> <p><u>The Statement of Comprehensive Income</u> shows that the Association made an operating surplus of £21k compared to a budgeted deficit of £8400. Interest received has increased as has interest payable. An interest payment for September 2023 was not paid until October 2023. The Association made a net deficit in the year of £35k compared to a budgeted deficit of £75k.</p> <p><u>The income and expenditure analysis</u> shows that there is an underspend in major repairs. There are more costs due to be paid.</p> <p><u>The Statement of Financial Position</u> shows that net cost of the Association's assets is £8.336m. Cash balances amount to £730k this is higher than the budget. The net assets of the Association are £2.515m.</p> <p>The notes on the statement of financial position shows that the rent arrears are increasing. There is a double housing benefit payment due to be paid which will reduce the arrears.</p> <p>The management expenses show that most items are green and explanation of the variances have been provided.</p> <p>The major repairs are underspend to the 30 September and an explanation of the works still to be completed and the associated costs were provided. The costs will now be over the budgeted amount of £205k.</p> <p>Credit card expenditure analysis will be included in quarter 3.</p> <p>The Association can comply with all loan covenants and the forecast outturn indicated that this will also be the case at March 2024.</p> <p>A committee member asked about the following items:</p> <p>Increase in Service Costs. P Long confirmed that this was due to increased electricity costs.</p> <p>Increase in Audit Fee – this was due to the assurance statement being audited,</p> <p>Major Repairs – page 7a item 6 these were works that were not included in the budget.</p> <p>Major Repairs – Page 7a item 5 Stage 3 Adaptations – there is currently an overspend. S Macintyre advised that the Association will only carry out works up the amount of grant we have been awarded.</p> <p>Major Repairs – Page 7a item 2 and 3 windows and doors. The costs have increased. S Macintyre explained that the budget was prepared last year and the costs have since increased.</p> <p>P Long was thanked for his presentation.</p>	
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11.	<p><b>Operations</b></p> <p><b>11.1 Quarterly Performance Report</b></p> <p>S Macintyre discussed the report which provides a summary of key performance indicators for the period to the 30 September. There are two indicators below target, they are:  <u>Rental Income lost from empty properties</u> – Void loss is reducing but still above target.  <u>Scottish Housing Quality Standard (SHQS)</u> – the Association’s pepper potted stock. type make it problematic in meeting the SHQS target. Planned investment in 2023/24 will increase compliance to just below 70%.</p> <p><b>11.2 Housing Management Quarterly Performance Report</b></p> <p>S Macintyre discussed the Housing Management Quarterly Performance report. The rent arrears are increasing but are expected to reduce when the double housing benefit payment is received in October.  Three properties were let in the last quarter and the average let time was 24 days which is less than last quarter and better than the 28 day target. An explanation of the properties which took longer than the 28 day target was provided.  The Allocations Policy Review – the association has received 45 responses to the questionnaire from a mix of both tenants and applicants. A policy review report will be reported at the next committee meeting.</p> <p><b>11.3 Maintenance Quarterly Performance Report</b></p> <p>S Macintyre discussed the Maintenance Quarterly Performance Report. The average spend on void properties for the period was £2804 which is higher than in quarter 1. One property had extensive damage caused by flooding while the property was void. The majority of work is covered by our insurance policy.  <u>Electrical Installation Condition Report (EICR)</u> there are 6 properties which are overdue and EICR. 2 are due to be completed in the next reporting period, 1 property has hoarding issued and 2 properties have had multiple access arrangements made and our contractors have failed to gain access each time. Letters have been issued advising that if access is not gained then our contractors will force access for the work to be carried out.  <u>Planned repairs programmes 22/23</u> – S Macintyre the planned repairs programmed for the current year.</p> <p><b>11.4 Christmas and New Year Office Closure</b></p>	
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	<p>The Committee were asked to note the arrangements for Christmas and New Year closure. The office will close at 12:30pm on Friday 22 December 2023 and re-open at 9am on Thursday 4 January 2024.</p> <p><b>11.5 Electrical Safety Policy</b></p> <p>The policy was included in the committee papers and S Macintyre advised that the Association should have the policy in place. The policy was approved by committee</p>	
12.	<p><b>Deferred Agenda Items</b></p> <p>There were no deferred agenda items</p>	
13.	<p><b>Any Other Competent Business</b></p> <p>A Committee member raised concerns about the tenant who has not had an EICR carried out due to hoarding issues. S Macintyre advised that even if the Association forced access it would not solve the issue of getting the work completed as the electrician would require access to sockets and switches. Another committee member advised that hoarding is recognised as a mental health issue and that social work can provide assistance although it can be a slow process. Fire and rescue can be asked to provide additional smoke alarms. The Association will continue to try and engage with the tenant.</p> <p>S Macintyre will issue arrangement for the committee workshop on Saturday 11 November 2023.</p> <p>S Macintyre informed the committee that W Noon [REDACTED]. He has advised committee that he will resign from the committee at the end of the year but hopes to attend the November meeting in person. Committee members asked if flowers could be sent from the Association. This was agreed.</p>	
14.	<p><b>Date of Next Meeting: 23 November 2023 at 6pm</b></p>	

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

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

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