

Abronhill Housing Association

Hybrid Meeting of the Management Committee held on Thursday 28 September 2023 18:00hrs

Minutes

Present:	C Burns	I Smith	D Brown (Remote)
	A Peden		R Russell
		G Watson (Remote)	J Kelly (Remote, part)
In Attendance:	S Macintyre	A Bell (minutes)	
		A Moore (Remote, part)	

	Agenda Item	Action
1.	<p>Apologies</p> <p>Apologies were received from W. Noon.</p>	
2.	<p>Declarations of Interest and Election of Office Bearers</p> <p>S. Macintyre declared interest on behalf of himself and A Bell as staff members present.</p> <p>Chairperson: I. Smith nominated C. Burns and that was seconded by R. Russell. C. Burns elected.</p> <p>Vice Chair: D. Brown nominated R. Russell and that was seconded by I. Smith. R Russell was elected.</p> <p>Secretary: C. Burns nominated I. Smith and that was seconded by R. Russell. I. Smith was elected.</p> <p>Treasurer: I. Smith nominated D. Brown who nominated G. Watson. G. Watson declined due to personal commitments and D. Brown was seconded by C. Burns. D. Brown was elected.</p>	
3.	<p>3.1 Minutes of Management Committee Meeting (held on 24 August 2023)</p> <p>Acceptance of the minutes, which had been circulated in advance, was proposed as a true record of the meeting of 24 August 2023 by I Smith and seconded by C. Burns.</p> <p>3.2 Actions/Decision List from Meeting held on 24 August 2023</p> <ul style="list-style-type: none"> Asset Management strategy: S. Macintyre looking to present final draft to committee at the end of October for consideration prior to submission to the Regulator by the end of November which would allow for further revisions if necessary. 	

	<ul style="list-style-type: none"> • Membership Policy: In the papers for this meeting under item 7. • Director Services Working Group: Has had two meetings the latest being prior to this committee meeting. • Special Meeting of 3rd August: S Macintyre reported that redraft of the minutes has been completed but hasn't been circulated yet. It was indicated that it would be circulated next week. • Options Appraisal Information Note: The information note for tenants is being prepared and will be circulated to tenants next week. A question was asked about the content and it was agreed that that would be seen by committee first. • Business Plan Objectives: A change to include actions for this year will be uploaded onto the website. • Window Replacement Contract will be updated by A Moore later in the meeting. 	
4.	<p>4.1 Matters Arising</p> <p>Item 10, The finance and year-end audit reports have now been uploaded to the Regulator's website along with the Annual Financial Statement Return.</p>	
5.	<p>Health & Safety and Cyber Security</p> <p>No report.</p>	
6.	<p>Correspondence</p> <p>6.1 GWSF – September update to follow as it has not yet been produced.</p> <p>6.2 EVH – Members Report for September to follow. This will be distributed next month (October meeting).</p> <p>6.3 EVH – Consultation on Pay Award for 2024 Wage consultation from EVH is due for response today though S Macintyre stated there was still time to pass on the Association's view. There was some discussion around how last year's lump sum did not benefit employees who were on Universal Credit as the increased income was simply clawed back in their following months reduced benefit payment. There was no view about the level of the award simply that in uncertain inflationary times any award should be structured for one year only since it was unclear what the position would be in the near future.</p>	
7.	<p>Regulatory, Notifiable Events & Governance Matters</p> <p>7.1 Membership Report</p>	

	<p>The Committee noted the contents of the Membership Report prepared by J. Daisley. Membership stands at 37. S Macintyre said he continues to remind staff to explore every opportunity to encourage membership when in contact with tenants.</p> <p>7.2 Membership Policy Review The review incorporated changes to the aims in section 2. The changes were approved and the revised policy passed.</p> <p>7.3 Code of Conduct for Committee Members & Summary of Changes Every year following AGM the Code of Conduct for committee members is issued for signing. Members were asked to read and sign Code of Conduct, particularly the SFHA updates and return to J. Daisley.</p> <p>7.4 Annual Register of Interests Committee were asked to complete and return along with the signed Code of Conduct.</p> <p>7.5 Suppliers List A list of the Association's suppliers and contractors was issued.</p> <p>7.6 Committee Member Privacy Notice The Committee Member Privacy Notice was distributed and members were asked to sign and return.</p>	
8.	<p>Strategy/Development</p> <p>8.1 Asset Management Strategy and Disposals S. Macintyre reported that he and A. Moore had met with the consultant last week and a final draft of the Asset Management Strategy will be completed in the week beginning 2nd October. This will identify red, amber and green properties. Further, a property has been identified for disposal at [REDACTED]</p> <p>The circumstances around the need to dispose of this flat were discussed. These centre on investment/ improvement requirements comparing unfavourably with projected rental income levels and an ongoing serious issue with the main sewer from the building resulting in swage backing up into the ground floor property repeatedly.</p> <p>A member pointed out that expenditure might be recoverable from insurance but it was discussed that due to the common ownership of the drainage and the Association's lack of influence over other owners and residents in the property the issue was not readily rectified. There being a strong likelihood of future tenants suffering repeat instances of sewage ingress.</p>	

	<p>S. Macintyre reported that it is not yet clear whether the open market or auction is the most appropriate way forward but that this exercise could be seen as a pilot for future disposal options.</p> <p>Approval from the Regulator is not required for assets valued at less than £120,000. Nearby properties, have changed hands for considerably less that are unencumbered by building defects.</p> <p>8.2 Strategic Options Appraisal Update S Macintyre reported that in the light of the two working group meetings to date he is updating the draft advert that is going out to invite expressions of interest from both organisations wishing to offer director services and individual housing consultants who might be interested in providing the service.</p>	
9.	<p>Staffing</p> <p>9.1 Staffing Report</p> <p>No Report.</p>	
10.	<p>Finance & Audit</p> <p>10.1 Financial Procedures Review Financial Procedures were circulated to committee with new sections in green and areas for deletion highlighted in red. S Macintyre explained the reasons behind the deletion of section 3 “Tendering Procedures” which is now replaced a reference to the Association’s Procurement Policy.</p> <p>Committee asked some questions about section 9 which relates to use of the Association’s Credit Card. Firstly Committee asked for clarification of the Association’s limit of █████ but the cards cumulatively add up to only █████. S. Macintyre explained that it was just the upper limit and there would be scope for increasing individual cards or getting another if required.</p> <p>There followed a discussion about authorisation and monitoring of purchasing on the cards. It was suggested that a counter signature could be useful pre purchase but that there had been situations where a counter signature would be difficult due to limited staffing numbers.</p> <p>An alternative approach was suggested that there could be a quarterly report listing purchases made.</p> <p>There followed further discussion relating to purchase procedures and insurance excesses. It was suggested that the prohibition of storing credit card details on sites and taking screenshots prior to purchases. S Macintyre agreed to redraft is required.</p>	

	<p>10.2 Financial Regulations Review The Committee’s attention was drawn to changes in the Financial Regulations due to alterations in the SFHA model Rules (current version updated from 2013 to 2020). As is customary Committee papers have new sections in green and sections for replacement in red. The revised set of Financial Regulations was approved</p>	
11.	<p>Operations</p> <p>11.1 Damp & Mould Policy The committee were made aware that there had been a number of highly publicised failings by landlords in this area leading to increased regulatory attention to the issue.</p> <p>The Regulator now requires reporting mechanisms to be in place along with clear procedures for dealing with reports of dampness and mould in our properties. Key to this is a robust Damp Mould Policy (circulated as 11.2 with the papers) and an accurate Damp Mould Register (blank format provided as 11.7.) The policy itself is supplemented by a number of other appendices.</p> <p>There was a brief discussion of the report making reference back to the Strategic Aims and Objectives and it was discussed that this was probably appropriate in that dealing with the issue is in line with those.</p> <p>There was some discussion taken to the Ombudsman’s paper making a statement that lifestyle is not relevant but discussion came to the view that there are different ways of addressing that. There is a recognition that there is a conflict between the need to pay for heating and the cost of that opposed to the need to ventilate in order to prevent damp.</p> <p>Discussion was to include an appendix to the policy with timescales for dealing with reported incidences as well as a second appendix comprising of the “Putting Safety First June 2023, which is a briefing note for social housing practitioners.” There should also be a section inserted about provision of advice and assistance to tenants.</p> <p>The Policy was approved subject to the above changes being made.</p> <p>11.8 Tender Report Kitchen Replacement Project A. Moore presented a summary of the report and indicated that the contract had been won by Stephen Thompson Joinery who was a contractor the Association had used before. He reported that pre installation surveys had started on Tuesday 26th and it was expected that work would be completed between 31st October and mid-November.</p>	

12.	Deferred Agenda Items There were no deferred agenda items	
13.	Any Other Competent Business <ul style="list-style-type: none"> • A member drew the meetings attention to the recent announcements by NLC relating to the cuts in services particularly the Abrohill Library. The committee agreed that S. Macintyre would draft a letter for the chair's signature for the attention of the Council's Chief Executive. He would also mention the committee's concern in his forthcoming meeting with Cllr Barclay. • A member asked if there had been any action on claiming funding for Fuel Vouchers and S Macintyre said that we had not so far but would look into doing an application perhaps jointly with Hillhead. • The Chair asked if he could be provided with a dedicated Chairpersons email box. 	
14.	Date of Next Meeting: 26 October 2023 at 6pm	

Signed as a true record by the Chairperson

..... **Date**

Copies of committee reports are available on request.