

## Abronhill Housing Association

### Final Minutes of Abronhill Management Committee Meeting

Date:- 8<sup>th</sup> February 2024

Time:- 6pm

#### Present

<b>Present:</b>	Craig Burns Chair	Iain Smith Secretary	Raymond Russell Vice Chair
	A Peden Member	J Kelly Member	
<b>In Attendance:</b>	S Macintyre (Outgoing Director)	P Long Accountant from FMD	J Daisley Finance and Administration Officer (minutes)
	A Murphy (Incoming Director)		

	<b>Agenda Item</b>	<b>Action</b>
<b>1.</b>	<b>Apologies</b>  Apologies had been received from G Watson and D Brown.	
<b>2.</b>	<b>Declarations of Interest</b>  There is declaration of conflict at item 6.  The meeting was declared as being quorate.	
<b>3.</b>	3.1 Minutes of Management Committee Meeting (held on 30 November 2023)  Acceptance of the minutes, which had been circulated in advance, was proposed as a true record of the meeting of 30 November 2023 by the Committee  3.2 Actions/Decision List from Meeting held on 30 November 2023  This was included for committee's information.  3.3 Minutes of Special Management Committee Meeting (held on 21 December 2023)	

	Acceptance of the minutes, which had been circulated in advance, was proposed as a true record of the meeting of 21 December by the Committee present.	
<b>4.</b>	<p><b>4.1 Matters Arising</b></p> <p>Recent membership application was approved at the last committee meeting and the applicant has expressed an interest in joining the committee.</p> <p>The role of a Temporary Maintenance Assistant Role was discussed and a report will be presented at the next committee meeting for the post to become a fixed term post for a 2 year period.</p>	
<b>5.</b>	<p><b>Health &amp; Safety and Cyber Security</b></p> <p>5.1 Update Report</p> <p>It was noted the latest Health and Safety Audit has been received. It will be reviewed before being presented at the next committee meeting.</p> <p>Our Internal Auditor has completed our Tenant Safety Audit. It will be reviewed before being presented by our Internal Auditor at the next meeting. Initial findings were the audit has shown a high level of assurance.</p>	
<b>6.</b>	<p><b>Correspondence</b></p> <p><b>6.1 Employers in Voluntary Housing (EVH Monthly Report December 2023)</b></p> <p>The wages ballot was discussed and declarations of interest were received for this item.</p> <p>EVH are recommending a one-year deal of an increase of 5.5%</p> <p>The Association has allowed for an increase of 5% in the draft budget for 2024/25. The Association are full members of EVH and can vote to accept or not the agreed pay award. Following discussion committee agreed that they would agree to the recommended 5.5% increase. Committee agreed for the salaries in the draft budget to be increased to 6% and 6.5% to allow for comparison.</p> <p>It was confirmed that EVH's membership renewal has been received.</p> <p><b>6.2 GWSF Draft Response to Scottish Government</b></p>	Action Completed P Long altered pay to 6%

	<p>This was included for committee's information.</p> <p><b>6.3 GWSF Update January 2024</b></p> <p>This was included for committee's information.</p>	
7.	<p><b>Regulatory, Notifiable Events &amp; Governance Matters</b></p> <p><b>7.1 Regulatory, Notifiable Events &amp; Governance Matters</b></p> <p>Committee passed a resolution to update the signatories of the Association's bank accounts with both the Bank of Scotland and the Royal Bank of Scotland.</p> <p>Committee approved a membership application form from a tenant of the Association who has expressed an interest in joining the committee.</p>	
8.	<p><b>Strategy/Development</b></p> <p><b>8.1 Strategy and Development Report</b></p> <p>Committee were advised that following the Asset Management Strategy workshop, staff have been working on the detailed appendix which will assign a colour for each unit depending on a variety of performance measures including investment required to meet EESSH2.</p> <p><b>Energy Efficiency Works – North Lanarkshire Council</b></p> <p>The Association received information from NLC on 15 December regarding costs for EWI and Roof works to 68 properties costing in the region of £1.77m over the next three years. There is grant funding available from the Scottish Government for the EWI but grant is not available for the roof works. The costs have risen from £7.4k per unit in 2020 to £16k for the EWI works and £10k for roof works. The costs are significantly higher than those included in our Consultants report dated May 2023 which outlined costs at £11k for EWI works per unit.</p> <p>At a further meeting with NLC they advised that the estimated cost per unit includes all the costs for the lead agent work that the council would undertake.</p> <p>We contacted our Consultant to ask what indicative prices they were now quoting for EWI and they are now using £14k. This would not include the preliminary and lead agent type work NLC would undertake.</p> <p>The Committee discussed the benefits of the Association to seek to join the bid with NLC as the lead agent for the project. These include:</p> <ul style="list-style-type: none"> <li>• Helps build up partnership working with NLC and may lead to other opportunities for AHA.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Demonstrates AHA is willing to work through complex tenure issues to manage assets.</li> <li>• Will be in the loop of NLC approach to work notices.</li> <li>• Helps build a case to Scottish Government/Scottish Housing Regulator if the works do not get green lit due to the mixed tenure issues.</li> </ul> <p>The committee agreed for the Association to enter into a joint funding bid for EWI &amp; Roof works with NLC being the lead agent for the project.</p>	
9.	<p><b>Staffing</b></p> <p><b>9.1 Staff Appraisal Report</b></p> <p>The Committee were updated on the completion of staff appraisals. The committee asked to note the contents of the report.</p>	
10.	<p><b>Finance &amp; Audit</b></p> <p><b>10.1 &amp; 10.2 Management Accounts Narrative Report &amp; Management Accounts to 31 December 2023</b></p> <p>P Long presented the Management Accounts to 31 December 2023.</p> <p><u>The Statement of Comprehensive Income</u> shows a net deficit of £57k compared to the budgeted deficit of £15,700. This is mainly due to higher management and maintenance costs and interest charges.</p> <p><u>Income &amp; Expenditure Analysis</u> grant income of £15k for stage 3 adaptations has still to be claimed by the Association.</p> <p>Management, service costs and major repairs are higher than budgeted.</p> <p><u>Statement of Financial Position</u> – cash balances amount to £695k due to a higher opening balance.</p> <p>Capital expenditure is higher than budgeted due to one off component replacements.</p> <p>Rent arrears are lower than at the start of March 2023 at 3.6%.</p> <p><u>Management Expenses</u> – there has been a small overspend in Director Services which has been highlighted due to the change in Director Services.</p> <p>The Finance Services is over budget due to the Options Appraisal process.</p> <p>A Maintenance Assistant has been hired through an employment agency to assist the Maintenance Officer. This cost has not been budgeted for.</p> <p>Professional fees are higher than budgeted as the Association has appointed consultants for advice (details included in page 7b) of the Management Accounts.</p>	

	<p>The Association is able to comply with all financial covenants in the loan agreement with the Bank of Scotland and the forecast outturn indicates that this will also be the case at March 2024.</p> <p><b>10.3 Draft Budget Narrative Report 2024/25 &amp; Draft Budget 2024/25</b></p> <p>The accountant presented the Draft Budget for 2024/25. <u>The Statement of Comprehensive Income</u> Turnover will be £1.485m this includes a rent increase of 6.6%. Operating costs will be £1.306m and includes a staff pay award of 5% (discussions ongoing) see item 6.1. Major repairs are lower than the previous year. The draft budget shows a net surplus in the year of £42k. <u>Statement of Financial Position</u> Expenditure on new components will increase the total cost of housing properties to £11.84m. Cash balances will decrease by £85,400 in the year to £608,100. The Association's net assets will be £2.529m.</p> <p>P Long advised that the draft budget shows a good financial performance with the Association making a surplus. All loan covenants can be complied with. The committee approved the draft budget and noted that a final budget will be brought to the committee meeting at the end of February. A Murphy advised that she is reviewing the subscriptions paid by the Association and is looking at areas of the budget to ensure value for money.</p> <p>P Long was thanked for his presentation. P Long paid tribute to S Macintyre as this was his last Abrohill Management Committee meeting. C Burn presented S Macintyre with a card and gift on behalf of the committee. S Macintyre thanked everyone and spoke about his time with the Association since May 2019.</p>	
11.	<p><b>Operations</b></p> <p><b>11.1 Quarter 3 Performance Management Report</b></p> <p>The report was discussed which provides a summary of key performance indicators for the period to 31 December 2023. There are two items where the Association is performing below target. They are:</p> <p>Rental Income lost from empty properties – void loss is reducing but is still above target.</p> <p>Scottish Housing Quality Standard (SHQS) – The Association's pepper potted stock type make it problematic in meeting the SHQS target.</p> <p><b>11.2 Housing Management Performance Report</b></p> <p>The Housing Management Performance report to 31 December 2023. The total rent arrears (Current &amp; Former) have reduced</p>	

<p>substantially and a currently 3.59% of the Annual Gross Rent (AGR).  There were 4 lets during the period and the Association currently has no void properties. The average time to let properties was 17 days. This is less than the last quarter and better than the 28 day target. S Macintyre commented that this was best ever performance during his time as Director. The Association will include a narrative when submitting its Annual Return on the Charter (ARC) to the Scottish Housing Regulator (SHR).</p> <p><b>11.3 Maintenance Performance Report</b></p> <p>The Maintenance Performance Report to 31 December 2023 was discussed . The average time to complete emergency and non-emergency repairs is better than the Scottish Average. The amount spent on reactive repairs during quarter 3 was lower than budgeted.  Committee asked if tenants report more repairs following the rent increase. Staff advised that more repairs are reported to the Association during the winter months.  A grant claim has to be submitted to the Scottish Government for stage 3 medical adaptations.  There has been an increase in reports of mould over the quarter but this is expected due to mould issues being more prevalent during the period October – March.  The kitchen replacement contract has been completed with a very high overall satisfaction from tenants. The cost is over budget as some extras repair works were noted during pre-inspections and while the contractor was on site.  A member asked about the Association’s damp/mould policy. It was confirmed that the policy was approved by committee last October/November. The committee were reminded any personal issues should be reported to the office.</p> <p><b>11.4 Rent Increase Consultation Report</b></p> <p>Tenants have been consulted on the proposed rent increase in January 2024. Tenants were consulted by traditional letter and via text with a link to an online form. It was also posted on the website.  A total of 41 tenants responded to the consultation. This represents 16% of all tenants.  13 responded via a paper return – 11 agreed and 2 did not agree.  28 responded via the on line form – 11 agreed and 17 did not agree.  In total 22 agreed with the proposed increase and 19 did not agree.  Committee approved the increase of 6.6%.</p>	
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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>Committee were distributed a list of dates of when the Director is working up to the end of March 2024. This will be issued to the committee every quarter.</p> <p>The committee were advised that she is working on a committee planner for 2024/25.</p>	
14.	<p><b>Date of Next Meeting: 29 February 2024 at 6pm</b></p>	

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

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

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