

Abronhill Housing Association

Hybrid Meeting of the Management Committee held on Thursday 27 October 2022
17:30hrs

Minutes

Present:	C Burns	I Smith	A Smith
	D Brown	A Peden	G Watson
	R Russell	W Noon (Remotely)	J Kelly (Remotely)
In Attendance:	S Macintyre	J Daisley	A Moore
	J Cloherty, SHARE	P Long, FMD	

	Agenda Item	Action
1.	<p>Apologies</p> <p>An apology was received from D Brown.</p>	
2.	<p>Welcome to New Members and Declarations of Interest</p> <p>C Burns welcomed P Long and J Cloherty to the meeting along with new members G Watson and A Peden. C Burns asked committee to agree for items 7.2 and 10.1 to be presented first to allow our guests an early finish.</p> <p>There were no declarations of interest.</p>	
3.	<p>3.1 Minutes of Management Committee (held on 29 September 2022)</p> <p>Item 10.2 Scottish Government – Rent Freeze/Cap Legislation. W Noon requested that the risk to the Association be included in the minute. S Macintyre advised that this would be discussed this evening under item 7.1.</p> <p>Acceptance of the minutes, which had been circulated in advance, was proposed as a true record of the meeting of 29 September 2022 by I Smith and seconded by A Smith.</p> <p>3.2 Actions/Decision List from Meeting held on 29 September 2022</p> <p>J Daisley asked if committee members could read, sign and return the Code of Conduct, Declaration of Interest and Privacy Notice if they have not already done so. Copies can be issued if required.</p> <p>S Macintyre advised that he would contact with G Watson and A Peden to arrange their committee induction training.</p>	

	<p>S Macintyre advised that he had looked at the planning application online for the Cumbernauld Growth Area. The application from Bellway homes includes provision for 75 affordable homes. R Russell commented that the Association were in the Scottish Housing Investment Programme (SHIP) for the Cumbernauld Growth Area. S Macintyre will make enquiries regarding this.</p>	
4.	<p>4.1 Matters Arising</p> <p>There were no matters arising.</p>	
5.	<p>Health & Safety and Cyber Security</p> <p>No report.</p>	
6.	<p>Correspondence</p> <p>6.1 Employers in Voluntary Housing (EVH) Monthly Report</p> <p>There was no report this month.</p> <p>6.2 Glasgow & West of Scotland Forum (GWSF) September Update Consultation on Fee Structure for Members</p> <p>A copy of the consultation was included with the committee papers. S Macintyre advised that membership fee would increase from £856 to £908. The committee agreed to the proposed increase and S Macintyre will inform GWSF. R Russell advised that the Association's stock number needs to be updated.</p> <p>The monthly update was included for committee's information.</p>	
7.	<p>Regulatory, Notifiable Events & Governance Matters</p> <p>7.1 Assurance Statement Reports</p> <p>S Macintyre discussed the Assurance statement that was included in the committee papers. Standard 3 of the Regulatory Framework relates to the financial viability of the Association. S Macintyre has asked P Long to look at the various options if the Association is unable to increase rents and continues with current spending plans. If committee approve the assurance statement this will be submitted to the Scottish Housing Regulator by 31 October 2022. P Long advised that he had carried out an exercise on the Association's cash flow to give the committee confidence to sign the Assurance statement. P Long looked a three different outcomes, each outcomes assumes inflation (CPI) at 10%. Outcome 1 assumes a zero percent rent increase with no alteration to the planned maintenance programme. The</p>	


<p>Association would have a cash deficit in year 2024/25 and this would continue over 30 years.</p> <p>Outcome 2 assumes a zero percent rent increase with planned maintenance works being reduced over a ten-year period. The Association would have a positive cash balance over the next 30 years and all covenants would be complied with.</p> <p>Outcome 3 assumes a 5% rent increase and reduction in the planned maintenance over a 5 year period. The Association would have a positive cash balance over the next 30 years and all covenants would be complied with.</p> <p>Outcome 2 and 3 demonstrate continued financial viability of the next 30 years</p> <p>R Russell asked how long the Association could sustain a rent freeze. S Macintyre advised that the current legislation is for 2022/23, but that it also includes powers to extend the rent freeze for two further 6-month periods from 1 April 2023 to 30 September 2023 and 1 October 2023 to 31 March 2024. The Government will advise housing associations no later than 14 January 2023 as to whether the rent freeze will be removed, extended or whether some other “cap” on rent increases will be applied from 1 April 2023. A rent consultation paper will be brought to the December committee meeting. The Association will need to consult with tenants on various options and be clear on repercussions of each option in relation to expenditure.</p> <p>W Noon agreed that it is sensible to reduce the planned maintenance. P Long and A Moore will look at prioritising the ESSH targets when looking at planned maintenance work. A draft budget will be brought to the January Management Committee meeting.</p> <p>The Assessment Matrix was included for back up to the Assurance Statement.</p> <p>A supporting report on current level of compliance with Electrical Installation Condition Reports (EICRs) was noted and it was agreed to include an update on the outstanding EICRs within the Assurance Statement.</p> <p>The committee approved the assurance statement and noted that it would be signed by C Burns on the Committee’s behalf.</p> <p>7.2 Committee Appraisal Report</p> <p>J Cloherty presented the committee appraisal report that had been completed following the committee appraisal survey and one to one meetings. The current Regulatory Standards of Governance and Financial Management include specific guidance about committee members who have served for more than 9 years. J Cloherty confirmed that no committee members have served on</p>	
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<p>the committee for more than 9 years. Committee members were asked what their motivation for serving on the committee was and some responses were:</p> <ul style="list-style-type: none"> • Giving back to the community • To keep up to date with what is happening in Abronhill. • Making a difference for customers. <p>J Cloherty encouraged Committee Members to read/sign up to housing press and other bulletins as these provide a good source of information and current issues.</p> <p>It was noted that no committee members are currently interested in taking on the role of an office bearer and she highlighted that this could be an issue for filling office bearer roles in the future and this should be considered when succession planning.</p> <p>There were 6 recommendations following the appraisal exercise:</p> <ol style="list-style-type: none"> 1. We recommend that the Committee discusses the shared vision and value for the Association in conjunction with senior staff and that there is an agreement on communicating these to tenants and other stakeholders. 2. We recommend that the Committee members have refresher training in the constitution of the Association and their legal responsibilities as governing body members. 3. We recommend that the Committee discusses and agrees on what more it could do to stay up to date with the needs, priorities and view of tenants and other stakeholders so that these can influence the plans, strategies and decisions of the Association. 4. We recommend that the Committee members understand and are kept updated on the finance and treasury management strategy and any associated risk and that relevant training is available to any Committee members who would benefit from this. 5. We recommend that the Committee members and senior officers discuss the succession planning process for the governing body and that members are clear about how this will be implemented. 6. 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. <p>The Committee noted that a final report, and an organisational Learning and Development Plan will be given to the Association and that Committee members will receive Individual Learning Statements.</p> <p>J Cloherty invited questions from the committee.</p> <p>R Russell was unhappy that on page 4 it states that he took part in the one to one discussion but not the appraisal survey. He advised that he had previously completed the survey and did not see the value of completing it again. J Cloherty advised that the Association agreed that the committee would take part in the</p>	
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	<p>appraisal process every year as knowledge and experience may change. R Russell also asked that his skill as an architect be included in item 2.2.6 Key roles and experience. J Cloherty explained that the key roles and experience was taken from the survey but she would include these in the final report.</p> <p>S Macintyre reiterated that Committee members are required to fully participate in appraisals on an annual basis.</p> <p>C Burns discussed the benefit of committee doing training sessions together as a group.</p> <p>W noon asked about how the Association can communicate its shared vision and values with tenants/stakeholders as this is a recurring recommendation. J Cloherty advised that the committee should be able to explain the Association's vision and values. S Macintyre suggested including this in the next newsletter.</p> <p>J Cloherty was thanked for her presentation.</p>	
<p>8.</p>	<p>Strategy/Development</p> <p>8.1 Development Report</p> <p>S Macintyre advised that the Association had still not received the outstanding warranties from Clyde Valley HA. S Macintyre will contact Clyde Valley's Chief Executive at the end of next week if these have still not been received.</p> <p>R Russell asked about the response from Clyde Valley in relation to the snagging issues. A Moore advised that the Association send an email to Clyde Valley and they have been responding quickly. Any out of hours repairs are being carried out by the Association's contractors.</p> <p>S Macintyre advised that the housing officers are currently carrying out settling in visits with tenants at Aspen Place.</p> <p>S Macintyre advised that he had a positive meeting with Mark Griffin MSP regarding the impact of rent freezes.</p> <p>The committee agreed to defer the Strategy Day until January or February 2023.</p> <p>Charitable Donation - The committee discussed the options included in the report and agreed for the Association to take part in the Dolly Parton Imagination Library that provides books to children under the age of 5 years. Any outstanding donation should be targeted toward tenants. S Macintyre will contact R & J regarding providing vouchers for tenants as they give a percentage of contract for charitable causes.</p> <p>S Macintyre had contacted Cllr Barclay regarding local Christmas events but was still waiting to hear back.</p>	
<p>9.</p>	<p>Staffing</p> <p>No report.</p>	

<p>10.</p>	<p>Finance & Audit</p> <p>10.1 Management Accounts to 30 September 2022</p> <p>P Long presented the Management Accounts to 30 September 2022. The turnover and operating costs are lower than budgeted; interest rate payments are higher than budgeted as interest rates are increasing. The Association made an operating surplus of £82,400 compared to the budgeted surplus of £103k. Net interest payments of £38,800 reduce the surplus for the year to £43,600 other comprehensive income (pension deficit payments) of £19k further reduce the surplus to £24,605.</p> <p>The rental income is lower than budgeted due to the delay in the handover of Aspen Place. Grant income is still to be received. The net cost of the Association's housing assets is £8.514m this includes the Aspen Place development. Capital expenditure in the year amounts to £4.95m this includes £4.9m on the acquisition of Aspen Place that was supported by grant income of £2.685m. Cash balances amount to £750k, interest receivable is increasing as rates as rates are going up. It was noted that funds are banked with RBS and Nationwide who both have top credit ratings. The staff salaries variance is due to two employees changing their working hours and part of the Employer's NIC allowance has yet to be claimed.</p> <p>The Association is able to comply with all the financial covenants in the loan agreement with the Bank of Scotland with a significant degree of headroom and the forecast outturn indicates that this will be the case at March 2023.</p> <p>10.2 RBS Banking – changes to authorised signatories</p> <p>S Macintyre advised that the authorised signatories for the bank require to be updated to include Craig Burns and Debbie Brown and to remove P Broadwith and L Black. This change has to be recorded and included in the Minute of this meeting. The changes were approved by the Committee.</p>	
<p>11.</p>	<p>Operations</p> <p>11.1 Housing Management Quarterly Report</p> <p>S Macintyre presented the Housing Management Quarterly Report that was issued with the committee papers. The gross rent arrears are above the target of 5% but are lower than the previous 2 years and are reducing.</p> <p>A total of 40 properties were let during the quarter; this included the 36 new build properties at Aspen Place. The average relet time not including the 36 new build properties was 98.25 days. Two of the properties were long-term voids. Excluding these two voids the relet time reduces to 43.3 days.</p>	

<p>Fourteen tenants terminated their tenancies during the quarter and nine of those transferred to new homes in Aspen Place.</p> <p>11.2 Maintenance Quarterly Report</p> <p>A Moore presented the quarterly maintenance report that was issued with the committee papers. The percentage of routine repairs completed on time was 92% that is lower than our KPI of 95%. A Moore explained the reasons for the 4 repairs not being completed on time.</p> <p>The number of job lines raised for the quarter was similar to last year. He highlighted that it is expected that the number of job lines will increase in the next quarter as they normally increase in the winter period.</p> <p>There were 4 void properties during the quarter and the average spend per void for the period is £1,547.66. It is expected that this will increase in the next quarter due to the number of void properties and the condition of the properties.</p> <p>2. 100% of gas services were completed during the quarter.</p> <p>3. The percentage of gas servicing audits completed was under the target of 10%. It is anticipated that this will be increase next quarter.</p> <p>4. The percentage of repairs completed right for time was 94.8% that is above the Scottish average.</p> <p>8. Electrical installation condition report (EICR) There are currently 66 properties overdue an EICR, 7 of these properties will become void within the next month that will reduce the number to 59. 29 properties have had remedial work ordered following the EICR being carried out. The report included with the Assurance Statement (item No. 7.1v) details how the Association aim to get 100% compliance by 31/03/23.</p> <p>11. Stage 3 Medical Adaptations – The Association has spent £9,995 on adaptations and the grant will be claimed in due course.</p> <p>14. Scottish Housing Quality Standard – this has increased from 31.09% in quarter 1 to 42.91% as the new properties in Aspen Place pass all the SHQS standards.</p> <p>16. Planned repairs programmes 22/23 – there are now 6 bathrooms to be replaced, as one of the void properties requires a new bathroom.</p> <p>A pre start meeting for the replacement entrance door contract will take place week commencing 31/10/22 via Teams. R Russell asked if the contract included the replacement of door sets. A Moore confirmed this was correct.</p> <p>The Committee noted that S Macintyre and A Moore had attended a meeting with Changeworks to follow up on their assessment of what works need to be done across all of the stock to meet EESSH2 standards. Staff have now identified which works can be progressed within our budget for the current year. This will include loft insulation upgrades to 37 of the Association’s properties between January and March 2023.</p>	
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	<p>G Watson commented that the reactive maintenance figure in the Management Accounts is different from the quarterly report and asked if this was due to a timing difference? This was confirmed. He also asked if the reactive and void maintenance costs are split. A Moore advised that the void costs are included in reactive maintenance expenditure.</p> <p>C Burns asked if contractors are attending the office for the pre start meetings. A Moore advised that some of the meetings are being held in the office but due to location, it will be easier for the one next week to be carried out via a Teams meeting.</p> <p>C Burns asked about the issues accessing properties for the EICR. A Moore advised that the Association will has identified a need for some additional staff resources in order to have this completed by 31 March 2023</p> <p>11.3 Christmas & New Year Holidays</p> <p>The committee agreed the dates for the Christmas and New Year Holidays. The office will close at 12.30pm on Friday 23 December and reopen at 9.00am on Thursday 5 January 2023.</p>	
12.	<p>Deferred Agenda Items</p> <p>There were no deferred agenda items to be discussed.</p>	
13.	<p>Any Other Competent Business</p> 	
14.	<p>Date of Next Meeting: 24 November 2022 at 5.30pm (Hybrid meeting)</p>	

Signed as a true record by the Chairperson

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Copies of committee reports are available on request.