

Abronhill Housing Association

Meeting of the Management Committee held on Thursday 27 March 2025 18:00hrs
at Abronhill Housing Association's Office

Minutes

Present:	AM Thomson	I Smith	A Peden
	H West	J Meechan	C Docherty
In Attendance:	A Murphy	A Cameron, Quinn Internal Audit	J Daisley (minutes)

	Agenda Item	Action
1.	Apologies Apologies were received from two committee members.	
2.	Chairperson's Welcome The Chairperson opened the meeting and welcomed attendee's	
3.	Declaration of Interests/Gift & Hospitality There were no declarations of interest.	
4.	3.1 Approval of Minutes from 27th February 2025 The location of the meeting is to be changed to the Muirfield Centre. Minutes were approved by Committee. 3.2 Decision/Approval List from 27th February 2025 The committee recruitment advert is now on the SFHA website, LinkedIn and the Association's website. An update on the grant claim process for adaptations is included in the Directors report. 3.3 Matters Arising	J Daisley to update

	There were no matters arising.	
5.	External Agencies/Staff Invite Internal Audit Plan from Quinn's Internal Auditor.	
6.	Director & Governance Report 6.1 Directors Report including Correspondence (Feb deferred) The Director highlighted Section 4 IT & Digital Matters and the monthly penetration test which finds and fixes any security weaknesses. The report was approved by Committee. 6.2 Directors Report including Correspondence (March) A meeting was held with SHR, Ark Consultants and the Director on 18 March 2025. The SHR managers are very supportive of the approach taken for Asset Management and intimated June 2025 as the final deadline for the prospectus. The Association is continuing to work towards the May deadline. The SHR have suggested a proactive approach to RSLs to ascertain if there is any interest and reasons for non interest. Ark Consultants agreed with this approach. A committee member disagreed with this approach until the committee know the various options available as they have not yet made any decisions. Other RSLs will face the same investment challenges faced by the Association. The Association is working on a fully costed 3 year business plan. This will show what investment we can deliver over the next 3 years. The Director will ask our Finance Agent to use BCIS figures in the business plan. The Director to confirm that the BCIS figures are particular to housing. The Director discussed the budget for increased ToE hours and advised that a temporary worker was providing additional support for a week to look at the spreadsheets for our systems.	Director to confirm BCIS figures

	<p>There have been some issues with the IT onboarding process. Staff have experienced printing issues. Our IT Support are currently working to resolve this issue.</p> <p>If any committee member is interested in attending the SFHA Conference on 10 and 11 June can they let the Director know by the end of next week. Also the EVH conference is taking place on 16-18 May if anyone would like to attend.</p> <p>The Association has received an invitation from Lanarkshire Housing as AFTAR have been shortlisted for a SHARE award. If anyone would like to represent the Association please let the Director know.</p> <p>A summary of the office footfall and telephone calls for the period 15 Jan – 21 Feb was included for committee's information.</p> <p>The report was approved by Committee.</p> <p>6.3 Staff Leave Carry-Over Report</p> <p>The committee were advised that to date there is a total of 7 days and 2 hours of annual leave unused which will be carried forward to the next annual leave year. No staff members have in excess of 5 days leave to carry over.</p> <p>The report was approved by Committee.</p>	
7.	<p>Strategy/Development Report</p> <p>Business Plan & Prospectus moved to 15th May (see Directors report March)</p>	
8.	<p>Finance & Audits</p> <p>8.1 Final Budget 25/26 for approval after investment cost change</p> <p>The planned maintenance budget has been increased by £60k and a decrease in the interest rate from 4.75% to 4.5% has been included in the final budget.</p> <p>This was approved by Committee.</p> <p>8.2 Cover Report for Internal Audit Plan (End of Meeting)</p> <p>This was included for Committee's information.</p>	

	<p>8.2 Appendix 1 Internal Audit Plan for 25/26</p> <p>Our internal auditor advised that there will be three areas audited in 2025/26. The first audit will be Business Planning, the second Transfer of Engagement, this is a bespoke audit to include a comprehensive due diligence review evaluating the Association's readiness for a potential transfer of engagement. The third audit will be on damp and mould to evaluate the adequacy and effectiveness of the Association's arrangements for identifying, managing and resolving damp and mould issue within tenant properties ensuring compliance with regulatory standard and tenant wellbeing.</p> <p>8.3 Follow up IA Audit Report 23/24</p> <p>There are 3 ongoing recommendations following the planned maintenance audit. The association is still working on the stock condition survey. A new business plan and 5 year integrated asset management plan will be available going forward. The spreadsheet to upload information to our system will be completed next month. This will allow the Association to look at life cycle reports.</p> <p>The 9 recommendations from the Allocations review have been completed. They were addressed by changes to procedures and the allocation policy review.</p> <p>8.3 Table Insurance Renewal for Approval (awaiting Report)</p> <p>Under Any Other Competent Business .</p>	
9.	<p>Performance Reporting – (deferred from the February Meeting)</p> <p>9.1 Cover Report for Housing and Repairs & Maintenance Performance</p> <p>The cover report highlights areas of good performance and areas for improvement.</p> <p>9.1 Appendix 1 Housing Report</p> <p>The report was included in the papers for information</p>	

	<p>9.1 Appendix 2 Repairs & Maintenance/Investment Report</p> <p>The Director highlighted the challenges faced by staff in relation to void property management and discussed one of current void properties where there have been many issues. There are communal works required and the association has been trying to contact the owners and have been speaking to the letting agent to try and resolve the issue. One owner has not responded to any of our requests. The maintenance officer will speak with or solicitors to try and resolve this and instruct the works required.</p>	
10.	<p>Memberships</p> <p>No report as no changes.</p>	
11.	<p>Sub-Committee Minutes</p> <p>11.1 ToE Sub Committee Minutes for January for noting content and approval</p> <p>The minutes were included for the full committee's information.</p> <p>11.2 ToE Sub Committee Minutes February for noting content and approval</p> <p>The minutes in were included for the full committee's information.</p>	
12.	<p>Deferred Agenda Items</p>	
13.	<p>Any Other Competent Business</p> <ul style="list-style-type: none"> • Strategy Meeting End of June Dates to discuss <p>The Director would like to hold a session with committee soon after the May committee meeting to discuss Asset Management, the prospectus and key messages to be communicated to tenants in more detail. Tuesday 20 May between 5pm – 8pm at Castlecary Hotel has been suggested as a possible date. The Director will message the full committee to check availability.</p> <p>A report for the Annual Insurance Renewal was issued at the meeting. The Director had meetings with the Association's Insurance broker. Insurance prices have been increasing</p>	<p>Director to message the Committee to check availability</p>

	<p>over the last 2/3 years. A number of insurance companies have left the insurance market for RSL's and those who remain have increased their prices. Three insurers provided quotations for a new 3 year agreement. The insurance cost is higher than last year. There is an increased flood excess at 12 property locations. There was a lot of work involved as the insurers want more detailed information in relation to the individual valuations for our properties. The insurance renewal was approved by Committee.</p>	
14.	<p>Date of Next Meeting</p> <p>The next Committee Meeting will be on 15 May 2025 at Muirfield Community</p> <p>The main agenda items will be the ARC return, the 5 year and 30 year financial plans. One presentation from NBM Consultants and FMD to discuss the financial viability of the Association.</p> <p>For Noting – ToE Sub Committee Meeting 29 April 2025</p>	

Signed as a true record by the Chairperson

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Copies of committee reports are available on request.