

Abronhill Housing Association

Meeting of the Management Committee held on Thursday 23 January 2025 18:00hrs
at Abronhill Housing Association's Office

Minutes

Present:	AM Thomson	I Smith	R Russell
	J Meechan	A Peden	
In Attendance:	A Murphy	J Daisley (minutes)	

	Agenda Item	Action
1.	Apologies Three committee members submitted apologies for the meeting.	
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. The Director confirmed that the Chair had viewed the Association's Gift and Hospitality register.	
4.	4.1 Approval of Minutes from 28th November 2024 A Committee member asked for clarification on item 7.1 Recruitment Advert. The Director advised that the advert will be published next week. The Association is looking to attract two co-optees with skills in Finance, Asset Management and Transfer of Engagement as permitted within the Association's rules. A copy of the advert will be distributed to Committee members prior to publication. Item 9.2 Cyber Security Performance Report – the Chair asked for an additional sentence to be included to read – reporting on this should consist of a one line assurance that	

	<p>things remain secure each month unless anything exceptional needs to be highlighted.</p> <p>Minutes were approved by Committee.</p> <p>4.2 Approval of Notes from Additional Meeting 11th December 2024</p> <p>These were approved by Committee.</p> <p>4.3 Decision List from November and December Meetings</p> <p>The Director confirmed that all actions have been completed. We are waiting on a response from Cumbernauld Theatre regarding upcoming events that we can donate to as we were too late to donate towards the Christmas events.</p> <p>4.4 Matters Arising</p> <p>There were no further matters arising.</p>	
5.	<p>External Agencies/Staff Invite</p> <p>None</p>	
To	<p>Director & Governance Report</p> <p>6.1 The Director's report covers staffing, operations, H&S and governance matters</p> <p>Our Internal Auditor has been asked attend the Committee meeting in February or March to present the follow up report for 2023/24 and present the audit plan for 2025/26. They have requested that the Committee complete a questionnaire to assist in their audit process.</p> <p>Escalated Complaints (Stage 2) further explanation of the complaint was provided to Committee. Items were being stored in an electric cupboard and were disposed of by our contractor as per our instruction.</p> <p>6.2 Cover Report – Management Committee Annual Planner</p> <p>6.2 Appendix 1 – Annual Planner with provisional dates</p> <p>This was included for information. The ToE sub-committee have confirmed meeting dates up until March 2025.</p>	

	<p>Committee are asked to confirm meeting dates from March to May 2025. The ToE sub-committee was held in the Abronhill Community Centre. A list of dates is to be provided to NLC for the hire of the meeting room.</p> <p>6.3 Director Services Review</p> <p>The Director left the meeting. A copy of the review was issued at the meeting and the Committee discussed the contents and approved the recommendations.</p> <p>6.3 Appendix 1 Director Accumulated Hours</p> <p>The committee agreed that the accumulated hours equivalent to 13 days built up over the last year can be taken as paid holidays. An additional 1 day per month can be paid in addition to the contracted 2.5 days per week for the running of the core business. An additional 1.5 to 2 days per month (5 days from 1 January – 31 March 2025) can be paid for the ToE process.</p> <p>6.4 IT Provision Contract Update Report</p> <p>6.4 Appendix 1 – M2 Migration Discussion Paper</p> <p>6.4 Appendix 2 – FOCUS Group Ltd Proposal</p> <p>The Association's currently IT provider, relayed that they would be ceasing to provide IT Support Services by the end of February 2025. In their document (Appendix 1) they stated that they would support their clients to transition to a new support model provided by the Focus Group whose proposal is included in (Appendix 2) The Focus Group already manage the subscription services provided by M2 Technical Services</p> <p>The timeline from the notice period by the current provider is too short to allow us to procure a new provider. The Director checked guidance and sought external advice to ensure that the Association is compliant with the procurement rules.</p> <p>Due to our current ToE process the Focus Group were asked to provide a 3 and 5 year quote. The recommendation to the Committee is to approve signing a 3 year contract with the Focus Group to ensure minimal disruption to the business.</p> <p>This was approved by Committee.</p>	
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7.	<p>Strategy/Development Reports</p> <p>7.1 Report on Update on the Progress of Current Projects</p> <p>The Stock Condition Survey (SCS) ended today. An update meeting is scheduled for Tuesday 28 January where the final number of surveys completed will be provided by our consultants. A percentage of properties will be cloned. The figure should be between 25% and 30%. The Director thanked the Maintenance Officer and Maintenance Assistant Administrator for their support in contacting tenants to arrange appointments for the surveyors.</p> <p>Energy Performance Certificates (EPCs) there are approximately 10 EPCs outstanding. The surveyor advised that our tenants had been a pleasure to work with.</p> <p>A committee member asked for an example of the report being provided by the consultant.</p> <p>Our consultant will be asked to present their findings to Committee. This will give a complete picture of the stock and the investment required which is important for the ToE prospectus. Investment planning will include the 36 new build properties at Aspen Place. The Association will examine investment works that are required within the next 2 years.</p> <p>The ToE Project Process - 8 tenants attended an in person event in December and a further 73 have completed an online survey. The survey has been extended until the end of January.</p> <p>The report was approved by committee.</p> <p>7.2 Quarterly Update for SHR as per Engagement Plan</p> <p>The Association is required to provide a quarterly progress update to the SHR as part of its engagement plan. The Committee are asked to approve the report prior to it being sent to our Regulation Manager.</p> <p>This was approved by committee.</p>	
8.	<p>Finance & Audits</p>	

	<p>8.1 Executive Summary of Internal Audit – Void Management</p> <p>8.1 Appendix 1 – Internal Audit Report – Void Management</p> <p>The internal audit on void management identified 2 category 2 recommendations and 3 category 3 recommendations. One of the recommendations is to allocate a separate budget for void management. The Director is meeting with our finance agent to discuss this and will work with our maintenance officer to allocate a budget for each void property. Committee discussed allocating a cost for the standard works required for each property. Any capital expenditure would then be transferred to another nominal account.</p> <p>A committee member asked how long the Association give next of kin to clear a property and return keys following the death of a relative. The Director confirmed that the Association allow 2 weeks. Following legal advice it is important not to enter into an unwritten contract with relatives regarding rent liability.</p> <p>The report was approved by committee.</p>	
9.	<p>Performance Reporting</p> <p>Qtr. 3 will be reported within the February Agenda</p>	
10.	<p>Memberships</p> <p>No report due to no changes.</p>	
11.	<p>Review Annual Planner for Key Dates upcoming</p> <p>This was discussed under item 6.2</p>	
12.	<p>Deferred Agenda Items</p> <p>There were no deferred agenda items.</p>	
13.	<p>Any Other Competent Business</p> <p>31 responses have been received following the rent consultation. 19 have agreed to the rent increase as long as there is investment in their homes. 10 have not agreed to the increase due to the condition of their properties and 2 said</p>	

	<p>that they were unsure or did know. The rent consultation ends on Friday 24 January 2025 and a report will be brought to the February Committee meeting for approval.</p> <p>The Association will be required to collect new data to be included in the Annual Return on the Charter (ARC) from April 2026. This will be discussed with the staff team.</p> <p>There has been no update on the EVH pay negotiations.</p>	
14.	<p>Date of Next Meeting</p> <p>The next Committee Meeting will be on 27 February 2025.</p>	

Signed as a true record by the Chairperson

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Copies of committee reports are available on request.