

Abronhill Housing Association

Meeting of the Management Committee held on 22 August 2019 at Unit 10, Abronhill Shopping Centre

Minutes

Present:	R Russell	I Smith	I Johnston
	E Irvine	L Black	K McMail
	S Boyle	P Broadwith	
In Attendance:	S Macintyre, Director	P Long, FMD	J Daisley, Finance & Administration Officer
	S Cunningham, Alexander Sloan		

	Agenda Item	Action
1.	<p>Apologies</p> <p>Apologies were received from C Burns.</p>	
2.	<p>Declarations of Interest</p> <p>There were no declarations of interest.</p>	
3.	<p>3.1 Minutes of previous meeting (held on 20 June 2019)</p> <p>Acceptance of the minutes which had been circulated in advance was proposed as a true recording of the meeting of 20 June 2019 by L Black and seconded by I Smith.</p>	
4.	<p>Matters Arising</p> <p>S Macintyre advised that the Health and Safety awareness training has been arranged for 12 September 2019 at 6pm. The committee requested that this takes place straight after the AGM which is at 4pm on the 12 September 2019. This was agreed.</p>	
5.	<p>Health & Safety</p> <p>The committee member's responsibility document will be signed once the Health & Safety training has taken place.</p>	
6.	<p>Correspondence</p> <p>6.1 Employers in Voluntary Housing – Members Report</p>	

	<p>The monthly report was issued with the committee papers.</p> <p>6.2 Glasgow & West of Scotland Forum – Members Report</p> <p>The members report was issued with the committee papers. Their Annual Conference is being held on Friday 15 November 2019 at the Radisson Blu Hotel, Glasgow. J Daisley will issue a copy of the flyer to committee members.</p> <p>6.3 SFHA AGM Notice</p> <p>A copy of the AGM notice was issued with the committee papers. It was noted that due to the timing of the receipt of the Notice there was insufficient time to submit written nominations. S Macintyre agreed to contact the SFHA about this. R Russell expressed an interest in getting involved with SFHA. S Macintyre will pass on details.</p> <p>6.4 Scottish Housing Associations’ Pension Scheme – Employer Committee</p> <p>Correspondence was issued with the committee papers.</p>	
	<p>Governance</p> <p>7.1 Ethical Conduct and notifiable events</p> <p>No new items were raised.</p>	
7.	<p>7.2 Regulatory Framework – Self Assessment Workshop</p> <p>S Macintyre discussed the assurance statement which must be submitted to the Scottish Housing Regulator by 31 October 2019. There are seven standards that the Association needs to be able to demonstrate compliance with. As an example S Macintyre distributed a completed copy of Standard 6 which has 6 guiding -standards. The purpose of completing the self-assessment is to provide evidence of how the Association is meeting each standard. The committee agreed to have a training session on Tuesday 15 October 2019 at Castlecary Hotel to go through the standards in more detail before a final draft of the Assurance Statement is brought to the committee for approval at its meeting later in October. It was also agreed that S Macintyre would include a presentation on the Association’s past year performance which is benchmarked against the other members of Scotland Housing Network which the Association recently joined.</p>	

<p>7.3 Membership Report</p> <p>A report was issued with the committee papers regarding an application for a new membership and the cancellation of one membership. This was approved by committee. Mrs McGuire has expressed an interest in joining the management committee. P Broadwith and S Macintyre will arrange a meeting with Mrs McGuire.</p>	
<p>7.4 Freedom of Information – compliance update</p> <p>S Macintyre discussed the freedom of information legislation that will apply to housing associations from 11 November 2019. The 3 main duties for housing associations are:-</p> <ul style="list-style-type: none"> • Duty to publish • Duty to respond to requests • Duty to advise and assist <p>J Daisley and S Macintyre are currently working through the SFHA/GWSF toolkit to ensure that we are able to comply. The association will publish information on the website which will be discussed under item 11.4. S Macintyre advised that certain information would not be made public if it was commercially sensitive or would be in breach of a person’s right to privacy. P Broadwith asked who would decide what is redacted before it is published. S Macintyre advised we would need to look into this but that the Information Commissioner for Scotland has guidance on this.</p> <p>P Broadwith asked for an update of General Data Protection Register (GDPR) S Macintyre that an internal audit had been carried out on GDPR compliance in the last year. It was also noted that the Association has a data retention policy which sets limits on how long certain sets of data can be held onto. P Broadwith asked about a central store for documents and asked if GDPR could be put on the agenda for the next committee meeting. This was agreed.</p>	
<p>7.5 Management Committee Review and Appraisal Policy</p> <p>S Macintyre presented the management committee review and appraisal policy. The Committee noted that this is a key policy that the association needs to have in place to demonstrate compliance with Regulatory Framework. The Committee noted that the last appraisals had been carried out in January 2018 and are therefore overdue for 2019. S Macintyre suggested that the group self- assessment is completed at the training day on 15 October 2019 followed by the individual appraisal forms. E Irvine commented that committee members are voluntary members and that that the policy and self-assessment questions could deter new members from joining the committee. P Broadwith commented that the committee are running a business and need to have</p>	

	<p>knowledge and skills to make decisions. S Macintyre agreed that the committee must have a means of identifying any gaps in skills and knowledge. S Boyle asked if the committee could produce their own template. S Macintyre advised yes as long as the regulatory requirement is met. S Macintyre suggested that the policy is kept in draft format and the committee attempt to work through the document and bring along ideas for changes to the wording on the training day.</p>	
	<p>7.6 Membership Policy</p> <p>The membership policy was included with the committee papers. R Russell commented that under item 2.1 that the mention of low incomes should be removed. It was agreed that this paragraph should be replaced with the association's vision statement. R Russell also commented that item 2.3 that 16years is too young to become a member. S Macintyre advised that the rules of association state that anyone over the age of 16 can apply for membership and therefore the Membership Policy needs to reflect the rules. P Broadwith asked if the membership of the Association reflects the population of the area. S Macintyre advised that the tenant satisfaction survey should provide more information on this.</p>	
8.	<p>Strategy</p> <p>No items were raised.</p>	
9.	<p>Staffing</p> <p> This was approved by the committee.</p>	
10.	<p>Finance</p> <p>10.1 Management Accounts to 30 June 2019</p> <p>P Long presented the management accounts to 30 June 2019 for approval which had been issued with the committee papers. The net surplus for the year to date is £40k compared to the budgeted deficit of £1k. The statement of financial position shows the association has reserves of £2.39m. Capital expenditure is lower than budgeted. The cash balance to 30 June 2019 is £677K. K McMail raised a concern about bank accounts possibly being scammed. P Long advised that there are procedures in place and that banks are requesting more detailed information before allowing accounts to be opened. K McMail asked if this could be discussed further at another meeting. J Daisley will check</p>	

<p>when the financial policy and procedures are due to be reviewed and report back at the next meeting. P Long advised that the ratio analysis shows that the association is able to comply with all the financial covenants with loans of the Co-op Bank. The forecast outturn at 31 March 2020 shows a net surplus of £122k which is higher than the original budget of £104k.</p> <p>R Russell asked about the refinancing. P Long advised that a property valuation would be required and also the association would need to consider future development funding commitments. S Macintyre advised that he and A Moore had a meeting with Clyde Valley HA regarding the Woodcutter site. It was noted that the local community group have dropped out of discussions. Clyde Valley already has planning consent to develop the site and we were advised that demolition contractors are due to go on site shortly. It was noted however that the development is not due to start until 2021. In the mean time Clyde Valley has invited Abronhill to visit their site at Mossgiel Drive as it will be the same contractor who will be building the properties at the Woodcutter site. R Russell asked if we know how much funding is required. S Macintyre advised that until a Tender Application is submitted to the Scottish Government we can only rely on the benchmarking figures on the basis of the proposed housing mix for the 36 units. S Macintyre advised that our funding commitment would need to be agreed before a Development Agreement is signed between the 2 associations. R Russell asked if there are any plans for the Abronhill High School site. S Macintyre agreed that he would contact North Lanarkshire Council regarding this.</p>	
<p>10.2 Annual Accounts to 31 March 2019</p> <p>Steven Cunningham from Alexander Sloan presented the annual accounts to the 31 March 2019 for the committee's approval and highlighted key parts to the committee. It was noted that the statement of comprehensive income shows that revenue has increased and the operating costs have also increased and that the Association had a surplus for the year of £121,298. The statement also shows an amount for the pensions liabilities following the actuary's assessment.</p> <p>The statement of financial position shows that the association has a net book value of £4.1m, it has £617k cash at bank and has creditors due within one year of £186k, and that the pension liability estimate is £147k. In summary the Association has net assets of £2.2m.</p> <p>P Long advised that the figures for the pension liability were not previously available. In addition the association should clear the past service deficit by 2022. However, there will be an ongoing deficit for the ongoing and future pensions. Page 27 of the annual accounts provides</p>	

	<p>assumptions regarding the pension scheme.</p> <p>The cash flow statement shows a breakdown of the cash at bank balance of £617k.</p> <p>S Cunningham confirmed that the auditor has issued an unqualified audit opinion on the financial statements and will present them at the Associations AGM on 12 September 2019 for Members' approval.</p> <p>P Long explained the reconciliation report between the surplus reported in the management accounts and the final accounts for the year to 31 March 2019. The committee approved the accounts and these were signed at the meeting.</p>	
	<p>10.3 Letter of Representation</p> <p>The letter of representation was signed by P Broadwith, Chairperson and L Black, Treasurer.</p>	
	<p>10.4 Management Letter</p> <p>The management letter noted that the association did not have a current internal audit function in place. The Association appointed internal auditors in May 2019 and an audit plan for 19/20 was approved by the committee. The Committee noted and approved the response to the Management Letter.</p>	
<p>11. Operations</p>	<p>11.1 Eviction Report</p> <p>An eviction report was issued with the committee papers. [REDACTED]</p> <p>[REDACTED] The case was discussed at length by committee who agreed to enforce the decree and evict the tenant.</p>	
	<p>11.2 Housing Management & Maintenance Quarterly Performance Report</p> <p>S Macintyre discussed the reports that were included with the committee papers. He highlighted that following a review of the previous operations report we have changed the format to provide the committee with more comparison and trend information. Where possible we have reported performance inline with the Housing Charter Indicators. It was noted that rent arrears at the end of June were 5.45% of the Annual Gross Rent. R Russell commented that there was a spike in</p>	

<p>rent arrears in November last year followed by a drop in December. S Macintyre advised that this could be due to universal credit being paid four weekly and a double payment being received in December. P Broadwith asked about the number of refusals for the 3 lets during the period. S Macintyre advised that the way the association had previously recorded offers/refusals has been revised to ensure correct interpretation of the Annual Return on the Charter (ARC) guidance. R Russell asked if under item 2 in the maintenance report if tenants can report repairs online and if they can pick a time for a tradesperson to call. S Macintyre advised that currently repairs are taken over the telephone during office hours and morning or afternoon appointments can be taken but not specific times. The website item 11.4 will have the capability to allow tenants to report repairs online which would then be forwarded onto an email address. R Russell asked about the partnering with Hillhead HA to procure the reactive maintenance and reactive and cyclical gas contracts. S Macintyre advised it would be a joint procurement process but that there would be separate contracts for each association.</p>	
<p>11.3 Tenants Satisfaction Survey</p> <p>S Macintyre advised that the proposals are expected to be received by the 2 September 2019 with a possible interview date of 9 September 2019. Tenants will be advised when the survey is due to be carried out.</p>	
<p>11.4 Website</p> <p>S Macintyre advised that our current website has low functionality and that any updates need to be carried out by the current website provider. With the new freedom of information legislation the website needs to be more responsive and will act as the main repository of information for tenants and the wider public. S Macintyre advised that there is a consortium of housing associations which have a shared digital platform which allows for the cost of development and maintenance to be shared across a number of associations. As a consequence this means that we can get the website set up quickly and training would be included in the costs as included in the Report. After a brief discussion it was agreed to proceed and join the consortium</p>	
<p>11.5 Telephone Systems</p> <p>S Macintyre advised that the association will need to consider options for renewing the telephone system as the type of system it has is becoming obsolete. It was noted that there was another recent line failure when our telephone service was down for several hours. The committee agreed for staff to consider budgetary options for investment in the next financial year.</p>	

<p>12.</p>	<p>Deferred Agenda Items</p> <p>No items were raised.</p>	
<p>13.</p>	<p>Any Other Competent Business</p> <p>P Broadwith advised that the item he intended to raise regarding the community group meeting with North Lanarkshire Council could be discussed at the next committee meeting.</p>	
<p>14.</p>	<p>Date of Next Meeting</p> <p>19 September 2019</p>	

Signed as a true record by the Chairperson

..... **Date**