

Abronhill Housing Association

Hybrid Meeting of the Management Committee held on Thursday 23rd March 2023
18:00hrs

Minutes

Present:	C. Burns	I. Smith	A. Smith
	D. Brown	W. Noon (Remote)	G. Watson (Remote)
	R. Russell		
In Attendance:	S Macintyre	A Bell (Minutes)	P Long, FMD
	A Cameron, Quinn Internal Audit		

	Agenda Item	Action
1.	Apologies A. Peden who hoped to join the meeting later.	
2.	Declarations of Interest There were no declarations of Interest.	
3.	<p>3.1 Minutes of Management Committee (held on 24th March 2023) Proposed by I. Smith seconded by A. Smith.</p> <p>3.2 Actions/ Decision From Meeting held on 23rd February 2023</p> <ul style="list-style-type: none"> • Asset management review planned to be brought to committee this month proposed to be put back to June meeting. • Committee training on responsibilities for trustees. The solicitor who did the training for Hillhead HA is now off ill but S. Macintyre has her presentation slides from a previous session so he could arrange to present the session as an alternative. • Assurance Statement review working group comprises D. Brown and C. Burns No further volunteers came forward and S Macintyre will advise A. Cameron accordingly. • Succession Planning. This is being renamed and was covered under the Strategic Options Appraisal. • R&J prices uplift see bellow in Matters Arising. 	
4.	<p>4.1 Matters Arising Update relating to the damaged front entrance door insurance claim queried by C. Burns. The reason for the damage was police forced entry damaging the door beyond repair.</p>	

	<p>One hygrometer has been given out and A. Moore is due to go out to the house concerned on 11th May to check the readings. It was noted that best practice is to follow up dampness complaints after initial actions. This return visit by A. Moore and is related to this good practice.</p> <p>Rodgers & Johnston price increase. The Committee noted that R&J had advised that they were seeking our agreement to increase to their labour rates by █. Under the delegated authority to negotiate this matter given to Staff, S. Macintyre reported that we had to agree on a █% increase. In terms of overall budget for reactive repairs this represents an additional £3,300 increase over the year.</p> <p>Allocation Policy review. The Committee noted that a focus group will be set up after the Easter holidays and that a draft would be presented to the Committee in advance of final approval.</p>	
5.	<p>Health & Safety and Cyber Security</p> <p>5.1 Verbal report by S. Macintyre. Noted that he and C. Burns have signed the Health & Safety Policy Statement for Committee approval and the committee responsibilities document will be sent to each member for signing.</p>	
6.	<p>Correspondence</p> <p>6.1 EVH Monthly Report March 2023 Provided for Information.</p> <p>6.2 GWSF and Tenancy Sustainment Research Report Provided for information. The GWSF open Meeting was on Wednesday 22nd March. R. Russell expressed interest in attending these in future. The GWSF paper relating to tenancy sustainment was circulated to Members.</p> <p>6.3 Letter from Jamie Hepburn MSP. The letter distributed dated 7th March congratulated Abronhill Housing Association for its placing in the top ten tenant satisfaction returns in the country.</p>	
7.	<p>Regulatory, Notifiable Events 7 Governance Matters</p> <p>7.1 Strategic Options Appraisal A draft brief was circulated with the papers. It is proposed to allow three different consultants to bid for the work: █ █. There is a budget provision of █ to pay for the work. R. Russell asked to be on the working group.</p> <p>R. Russell asked whether the brief should be in two parts, namely the appraisal and the work around appointing a potential partner organisation or whatever the outcome of the process is. It was clarified through discussion that the exercise is at the moment is only concerned with setting out the way forward and the process of any subsequent change would be managed separately.</p>	

	<p>7.2 Notifiable Events Annual Report & Policy Review S. Macintyre reported that there had been no notifiable events submitted in the last year. He explained that no amendments are proposed to the existing policy. The Committee policy was approved for a further 3 years.</p> <p>7.3 Payments & Benefits Policy Review S Macintyre presented the Payments and Benefits Policy for review and advised that only one change to previous policy is proposed. This is on page two where it makes reference to the 2013 rules and these have been updated to 2020 rules. The Committee approved the policy with the above noted change.</p>	
<p>8.</p>	<p>Strategy/Development</p> <p>8.1 Strategy & Development Report S Macintyre advised the committee that the defect liability period is still in force for the Aspen Place development due to the delayed handover. There is however an issue with needing to get gas servicing/inspection done because that year begins at installation when they were originally certified in April. This is the Association’s responsibility. R Russell asked about the snagging completion. S Macintyre undertook to get a report on that included in the next meeting.</p> <p>Relating to the strategy day S. Macintyre noted the actions agreed to be carried forward.</p> <p>This will need to be updated so a report will follow for a future meeting which will include reference to the options appraisal. R. Russell brought up the disposal of property and S. Macintyre mentioned a discussion with staff about rating properties with a traffic light system which would generate a number of properties which are rated red and could be slated for disposal. A caveat was pointed out that we needed to check our rules on disposal of properties and whether properties are those that the bank security is attached to. He added that such an approach would be informed by the Asset Management Strategy.</p> <p>8.2 Business Plan Objectives 23-24 March update S Macintyre reported on progress in relation to each of the business plan objectives. A revised set will be brought back for the current year to March 2024. S Macintyre that of the five business objectives only one “Digital Inclusion” has not been progressed. D Brown asked whether the local library provides IT support. S Macintyre agreed to find out what support was available locally and he mentioned the AFTAR Digital Inclusion resource. D Brown referred to similar projects that other Associations had developed where funding has been secured that offers hardware like iPads for lending of to be gifted.</p>	

	One further example she cited was a situation where a cabling contractor gifted tablets when broadband was being installed in a particular area.	
9.	Staffing 9.1 Annual Staff Leave Report . This was noted by the Committee. S. Macintyre reported that in line with policy no staff member is carrying forward more than the permitted 5 days.	
10.	<p>Finance & Audit</p> <p>10.1 Final Budget 23/24 Narrative Report P. Long reported that there was no significant change to the final budget other than a small variation due to insurance premiums. The total is approximately the same but there has been an alteration in the proportions between the premiums for Housing Insurance Costs and the Public Liability Insurance. There remains a small deficit of £23,000, the net assets value is £2.571 million and the cash balance of £662,000 at 31 March 2024 remain unchanged. P Long reported that all of the KPI's remain the same and that the Association would still be able to comply with all the loan covenants with Bank of Scotland. R. Russell asked for confirmation that the [REDACTED] budgeted for consultant fee's had been incorporated. S Macintyre confirmed that was the case.</p> <p>10.2 Internal Audit Report – Allocations A. Cameron from Quinn Internal Audit presented the allocation audit report. He explained that the scope of the audit looks at how we operate the process and how it complies with legislation. This audit reported only “reasonable assurance” which is the second level of assurance and gives ten recommendations, 6 at priority 2 and 4 at priority 3. The 6 priority 2 recommendations were:</p> <ul style="list-style-type: none"> • Applications should be double-checked by at least another officer. • Policy review needed as existing policy from 2016 and missing an equalities section and specifics as to who is authorised to award points. • A written procedure is required. • As a form could not be located, it is necessary to ensure that all tenants complete application forms. • Sign up checklists need to be completed and saved. • A Joint Tenant signature was found to be missing from a tenancy agreement that had been reviewed. <p>There was a query about the missing tenancy agreement signature and the tenancy it related to was disclosed. A Bell undertook to look into that. S. Macintyre advised that he would ensure that the recommendations would be actioned in time for the follow up audit in a years' time.</p> <p>R Russell asked about the policy revision process and was told the process was underway following a session with staff. There</p>	

	<p>would be a follow up action that would seek to form a tenant focus group then a draft policy and procedure would come to committee for discussion prior to final approval.</p> <p>10.3 Internal Audit Report – Follow Up 2022 Following up on last year’s audit recommendations relating to handling rent arrears and anti-social behaviour Alex reported that all 8 recommendations had been taken forward with one still ongoing and 7 actioned. A Full Assurance was therefore granted to this Report.</p> <p>S. Macintyre notified Committee that the one in progress item was that a more detailed report on anti-social behaviour cases was to be provided. This would be included in the next Performance Report.</p> <p>10.4 Internal Audit Plan for 23/24 A. Cameron reported that the plans for 2023/24 were to:</p> <ul style="list-style-type: none"> • Produce an assurance statement baseline review. It was noted that would be a useful supplement to the pending “Strategic Options Appraisal”. A Cameron that advised the he would work with Committee over two, one and a half hour sessions with a working group from the committee. • An ARC validation audit will be done prior to submission. • Tenant Safety Audit. • Follow up on the Allocation Audit. <p>G. Watson asked if a cyber security audit would be relevant. A. Cameron said we could have an audit if requested but he tried to keep the audit program to a limited number of days due to our size but that Cyber Security is relevant given recent incidents.</p> <p>W. Noon felt that given the climate it was difficult to justify not doing it. S Macintyre relayed some of the measures undertaken so far and the contribution of M2. After discussion it was agreed that Cyber Security would be added to the audit program for the coming year.</p> <p>W. Noon asked what additional audits would be recommended from the perspective of the forthcoming Options Appraisal. A Cameron said he thought that this would be covered by the programmed Assurance Statement baseline review since that and the Options Appraisal would have a lot of overlap.</p> <p>A. Cameron was thanked for his contribution and left the meeting.</p>	
<p>11.</p>	<p>Operations 11.1 Write Off Report S Macintyre presented the Write Off Report which included a proposed write off of [REDACTED] comprising of 7 arrears cases and one rechargeable repair. R. Russell expressed concern about the largest case (Ref 242) S. Macintyre told the meeting that this had been a case for which the Association had received a decree</p>	

	<p>and a full detail had previously been provided in relation to obtaining authorisation to carry out the eviction.</p> <p>W. Noon noted the tenancy ended post pandemic and linked the amount owed to the period where recovery was impossible. S Macintyre indicated that this was long standing case which had started to accrue arrears prior to the pandemic but that these had continued to build up.</p> <p>G. Watson and D. Brown queried a discrepancy with the total figures as it appeared the figure relating to the rechargeable repair has been double counted.</p> <p>The report was therefore accepted and amounts approved for write off.</p>	
12.	Deferred Agenda Items 12.1 None	
13.	Any Other Competent Business 13.1 None	
14.	Date of Next Meeting: 20 th April 2023	