

Abronhill Housing Association

Hybrid Meeting of the Management Committee held on Thursday 22 June 2023

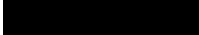
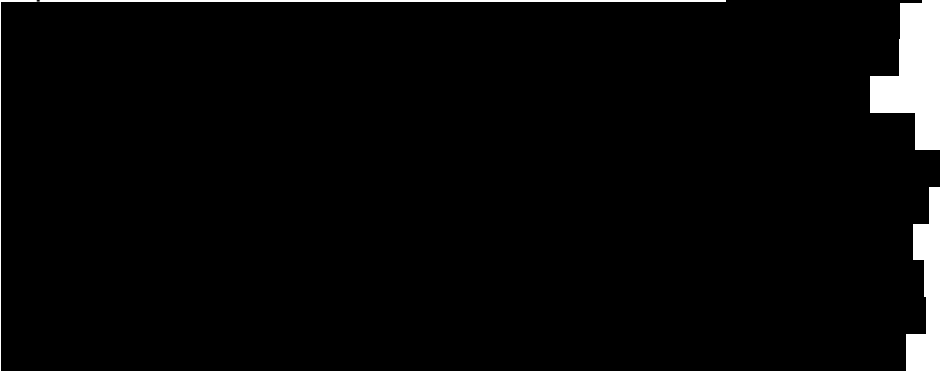
18:00hrs

Minutes

Present:	C Burns	I Smith	D Brown
	A Peden	R Russell	J Kelly (Remotely)
	A Smith		
In Attendance:	S Macintyre	J Daisley (minutes)	P Long, FMD

	Agenda Item	Action
1.	<p>Apologies</p> <p>No apologies were submitted for the meeting.</p>	
2.	<p>Declarations of Interest</p> <p>There were no declarations of interest.</p>	
3.	<p>3.1 Minutes of Management Committee (held on 18 May 2023)</p> <p>Acceptance of the minutes, which had been circulated in advance, was proposed as a true record of the meeting of 18 May 2023 by R Russell and seconded by I Smith.</p> <p>3.2 Actions/Decision List from Meeting held on 18 May 2023</p> <p>S Macintyre discussed the actions/decision list:</p> <ul style="list-style-type: none"> Asset Management Strategy Review has been deferred. S Macintyre and A Moore met with J Mulholland and J Dewar today and will meet again next week to discuss a disposal strategy for some of the Association's stock. The next committee meeting is scheduled to take place in August. R Russell asked if a schedule of events could be drafted in relation to the options appraisal. S Macintyre advised that P McNeill will be writing the draft options appraisal report on 11 July and a special meeting will be arranged with committee to discuss the findings. S Macintyre will then draft a schedule based on the recommended option. Committee Training on Responsibilities as Trustees and Board Members - the session on 15 June 2023 was cancelled as only 2 committee members were able to attend the full training session. This has been deferred until August. Assurance Statement Baseline Review – C Burns, I Smith, R Russell and D Brown will meet with S Macintyre and A 	

	<p>Cameron as part of the Review on 28 June at 6pm. As part of the options appraisal P Gallagher has asked to meet with 2 or 3 committee members next week. I Smith, R Russell and C Burns will meet with P Gallagher on Thursday 29 June at 6pm, this will be a remote meeting via Zoom or Teams.</p>	
4.	<p>4.1 Matters Arising</p> <p>S Macintyre advised that information on the Allocations Policy Review and the Association's Vision and Values have been included in the Newsletter which is due to be issued next week.</p>	
5.	<p>Health & Safety and Cyber Security</p> <p>No report.</p>	
6.	<p>Correspondence</p> <p>6.1 GWSF May Report</p> <p>This was included for Committee's information. C Burns and D Brown are both attending the Summer Regeneration Conference tomorrow</p> <p>6.2 EVH May Report</p> <p>This was included for Committee's information.</p>	
7.	<p>Regulatory, Notifiable Events & Governance Matters</p> <p>7.0 Policy Reviews Cover Report</p> <p>There are three Governance Policies that are due for review.</p> <p>7.1 Committee Member Role Descriptions</p> <p>These are based on the 2021 update of the SFHA Model guide dated 2018 which has been customised for Abronhill Housing Association. Committee Members and Office Bearers should read the Model Role Description for their role. These were approved.</p> <p>7.2 Succession Policy</p> <p>The policy has been updated. Any red items will be removed from the policy and any blue items will be included in the policy. The committee biographies have been included along with the Learning and Development Plan for 2022 following last year's Committee Appraisal review. A small change is required in the biography for J Kelly – Cumberland to be changed to Cumbernauld.</p>	

	<p>Committee were asked to reflect on the Learning and Development Plan and advise S Macintyre or J Daisley of any training courses they would like to attend. The Succession policy was approved.</p> <p>7.3 Severance and Settlement Policy</p> <p>S Macintyre outlined the type of situations when the policy would be applied. Committee noted that there are no changes proposed to the policy. The policy was approved.</p> <p>7.4 Membership Report</p> <p>The committee approved the membership application received from Miss M L Doherty.</p>	
8.	<p>Strategy/Development</p> <p>8.1 Strategic Options Appraisal Report</p> <p>S Macintyre advised that he had had a meeting with the Scottish Housing Regulator (SHR) who are satisfied with the process being followed by the Association. The Committee noted that SHR will expect to be notified of the outcome of the review.  </p> <p>8.2 Business Plan Delivery Plan Report to 31 March 23</p> <p>S Macintyre advised that the report was included for the Committee's information and outlined the progress achieved to 31 March 2023. D Brown asked if the objectives should be on the website. S Macintyre confirmed that they should be included and he would arrange for these to be posted up.</p> <p>8.3 Business Plan Objectives and Delivery Plan for 23/24</p> <p>S Macintyre discussed the business plan objectives and delivery plan for the current year to 31 March 2024. The committee agreed to keep the following objectives which the felt were still relevant:</p> <ul style="list-style-type: none"> • We will develop a Digital Engagement Strategy. • Investigate funding options for acquisition of stock. 	

	<ul style="list-style-type: none"> To seek development opportunities to increase our stock size. <p>It was also agreed to include under Objective 1 the following action:- succession planning for Director Services.</p>	
9.	<p>Staffing</p> <p>9.1 Staffing Report</p> <p>S Macintyre confirmed that an admin assistant had started working for the Association last week. Aliya Brear will be working 17.5 hours per week over 2.5 days and is employed through an agency. The position will be reviewed at the end of the year.</p>	
10.	<p>Finance & Audit</p> <p>10.1 Treasury Management Report to 31 March 2023 & 10.2 Treasury Management Loan Report to 31 March 2023.</p> <p>P Long discussed the Treasury Management Report and Treasury Management Loan Report. [REDACTED]</p> <p>121 properties owned by the Association are held by the bank for security for these loans. The Association has complied with all financial covenants in the loan agreement with BOS. During the financial year, the Association earned interest of £3,446 as Interest rates were low for most of the last financial year. The projected cash balance as at 31 March 2024 is £662,000. The Association does not plan to borrow any additional funds in the year. The budget for 2023/24 has assumed a base rate of 4.5% which has since increased to 5%.</p> <p>10.3 Loan Return to Scottish Housing Regulator</p> <p>P Long discussed the loan return to the SHR. This will be uploaded to the SHR portal once approved by Committee. The loan report gives details of the stock owned by the Association, the number of housing units used as security (as above) and the number of unencumbered housing units. It provides details of the loan covenants and the minimum required levels along with the actual levels achieved. The Association has complied with all covenants. It gives details of the loans and facilities. The</p>	

	<p>Association has 3 loans within 1 facility. The loan return was approved by Committee.</p> <p>10.4 Treasury Management Policy Review</p> <p>P Long presented the Treasury Management Policy for review. Any changes will be updated once approved by Committee. P Long advised that item 5.5a had been changed as the fixed rate of finance of 40% to 60% was too restrictive and the revised wording would allow for more flexibility. Item 5.6 had been updated to include Royal Bank of Scotland. Item 6.1e P Long explained about deposits being “rolled over”.</p> <p>The following changes were agreed:</p> <ul style="list-style-type: none"> • Item 5.4 Remove Clydesdale Bank replace with Virgin Money <p>The updated policy was approved by Committee.</p>	
11.	<p>Operations</p> <p>11.1 ARC Corrections Report and ARC Audit Report</p> <p>The Annual Return of the Charter (ARC) was presented to the committee at the May committee meeting. Following the validation review of our draft ARC return by the Internal Auditor in advance of its submission to the Scottish Housing Regulator (SHR) a number of corrections were identified. A table of the changes were included in the report along with the original performance figures for the Committee’s information.</p> <p>A copy of the ARC Validation Report was included with the committee papers. The internal auditor concluded that the Association has a good method of gathering, calculating and audit trailing for the indicators they had checked.</p> <p>11.2 Annual Complaints Report to 31 March 2023</p> <p>During the period 1 April 2022 to 31 March 2023, the Association received 7 Stage 1 and 3 Stage 2 complaints which were all responded to in full. There were no complaints referred from or upheld by the Scottish Public Services Ombudsman (SPSO). A summary of the complaints received was included in the report. S Macintyre advised that the complaints performance is reported annually to the committee.</p> <p>11.3 Updated Performance Targets for 23/24</p> <p>A copy of the Association’s updated performance targets for 2023-24 were discussed with the committee. The committee disagreed with the proposed target of 55 days to re-let a void property and</p>	

	<p>following discussion agreed for this to be reduced to 28 days with an explanation wherever this target was not met.</p> <p>Planned investment in the stock over this year should increase the proportion of the Association's stock meeting SHQS from 43% to 68% by the end of March 2024.</p>	
12.	<p>Deferred Agenda Items</p> <p>There were no deferred agenda items</p>	
13.	<p>Any Other Competent Business</p> <p>S Macintyre advised that the Director Services review meeting has still to take place. The service review documentation has been issued to the Committee members who will conduct the review. It was agreed that the Director would confirm a date and time for this to take place as soon as possible.</p> <p>A Special Committee meeting will be arranged before the next scheduled meeting in August to discuss the Options Appraisal Report.</p> <p>The next Strategy Day is scheduled to take place at the end of the year. C Burns commented that he felt there were too many consultants at the last strategy day and we hadn't sufficient time to consider the other items.</p> <p>C Burns suggested sending an email to Cumbernauld College about the Association and the role of the Committee to try and attract new Committee Members. S Macintyre agreed to follow this up.</p>	
14.	<p>Date of Next Meeting: 24 August 2023 at 6pm</p>	

Signed as a true record by the Chairperson

..... **Date**

Copies of committee reports are available on request.