

## Abronhill Housing Association

Remote Meeting of the Management Committee held on Thursday 24 March 2022  
via Zoom at 17:00hrs

### Minutes

<b>Present:</b>	C Burns	R Russell	I Smith
	J Kelly	W Noon	A Smith
	P Broadwith		
<b>In Attendance:</b>	S Macintyre	J Daisley	P Long, FMD Finance

	<b>Agenda Item</b>	<b>Action</b>
1.	<p><b>Apologies</b></p> <p>An apology was received from D Brown.</p>	
2.	<p><b>Declarations of Interest</b></p> <p>There were no declarations of interest.</p>	
3.	<p><b>3.1 Minutes of Management Committee (held on 24 February 2022)</b></p> <p>Acceptance of the minutes, which had been circulated in advance, was proposed as a true record of the meeting of 24 February 2022 by R Russell and seconded by P Broadwith,</p> <p><b>3.2 Actions/Decision List from Meeting held on 24 February 2022</b></p> <p>J Daisley will email committee members with proposed dates in April for the Policy Review Committee.</p> <p>A site visit to the Woodcutter development has been arranged for 20 April 2022.</p> <p>Director Services Review will take place on Wednesday 30 March at 5.30pm at the Association's office.</p> <p>Business Continuity/Disaster Recovery report will be presented at the April committee meeting.</p> <p>Draft Business Plan narrative will be presented at the May committee meeting.</p> <p>A Write Off Policy will be presented at the April committee meeting.</p>	

4.	<p><b>4.1 Matters Arising</b></p> <p>S Macintyre advised that J Daisley will contact the committee with proposed dates for the Policy Review Committee.</p> <p>The Business Continuity and Disaster Recovery report will now be presented at the May committee meeting. S Macintyre advised that the report needs to be updated to reflect the change in the IT infrastructure in a format that is easy to understand. P Broadwith asked if our IT provider could provide a report in that format.</p>	
5.	<p><b>Health &amp; Safety and Cyber Security</b></p> <p><b>5.1 Corona Virus Update Report</b></p> <p>S Macintyre confirmed that our next Health and Safety Audit is due to take place in June 2023. The latest Health and Safety updates which will be incorporated into the Health and Safety manual are included in Agenda item 7.3.</p> <p>The Scottish Housing Fuel Support Fund is being disbursed. Tenants with thermaflow heating systems have received a payment to assist with their electricity costs and tenants with prepayment meters have received fuel vouchers.</p> <p>North Lanarkshire Council Covid Arrears Fund – Two of the six cases that housing officers applied to the fund for have been successful.</p>	
6.	<p><b>Correspondence</b></p> <p><b>6.1 EVH Members Report</b></p> <p>The pay negotiations for the April 2022 cost of living increase are ongoing. EVH are awaiting feedback from the union on a proposal and will update members once this has been received. If no agreement is reached between EVH and the union then it will go to arbitration.</p> <p><b>6.2 SHN Membership Renewal</b></p> <p>The committee were asked to approve the Association's membership with Scotland's Housing Network (SHN). S Macintyre advised that they hold good practice seminars that are free for staff to attend. They carry out an annual performance visit and annual benchmarking report. The committee approved the membership for 2022/23.</p>	

7.	<p><b>Regulatory, Notifiable Events &amp; Governance Matters</b></p> <p><b>7.1 Succession Planning</b></p> <p>S Macintyre and P Broadwith have agreed to keep this item on the agenda. Tonight's meeting is C Burns first opportunity to chair a meeting of the Management Committee. S Macintyre asked if any committee members are interested in becoming an office bearer in the future. C Burns currently holds the position of Treasurer and this position will require to be filled when C Burns takes over the position of Chairperson after the Annual General Meeting (AGM). P Broadwith informed the committee that he has not yet decided whether he will remain on the committee after the AGM. S Macintyre advised that the Association should try to increase committee membership. R Russell asked if there is an advert for committee members in the office window. J Daisley confirmed that there is.</p> <p><b>7.2 Annual Notifiable Event Report</b></p> <p>A summary of notifiable events to the Scottish Housing Regulator (SHR) is provided to the committee on an annual basis. There were three notifiable events reported to the SHR during the year to 31 March 2022 and are detailed in the report. All have been closed off by the SHR.</p> <p>R Russell asked if the Chairperson standing down is a notifiable event. S Macintyre confirmed that it is not a notifiable event. The SHR portal is updated with any committee member changes in October following the AGM.</p> <p><b>7.3 Health &amp; Safety – Updates</b></p> <p>The latest Health and Safety updates were included for the committee's information. Our Health and Safety Administrator will incorporate them into the Health and Safety manual. This is updated annually.</p>	
8.	<p><b>Strategy/Development</b></p> <p><b>8.1 Update Report</b></p> <p>The report from the strategy day has been updated and an additional column has been added to the delivery plan to update progress and this will be presented to the committee on a quarterly basis.</p> <p>Abronhill Post Office Feasibility Study - a notice inviting interest to tender has been published on Public Contract Scotland's website</p>	

	<p>and 12 firms have expressed an interest. S Macintyre confirmed that the scope of the study was changed prior to being advertised. R Russell asked if there was a possibility of a Post Office being included in the new community hub. S Macintyre will clarify with North Lanarkshire Council (NLC) if any retailers are being included in the proposals for the community hub. There is a sign saying Post Office on the building of the former Maltings public house and it is due to open at the end of March.</p> <p>A copy of the contractor's report for the Woodcutter development was included for the committee. A site visit for committee members has been arranged for 20 April 2022. R Russell and I Smith will attend. PPE will be provided by the Association.</p>	
<p><b>9.</b></p>	<p><b>9.1 Staff Annual Leave Report</b></p> <p>S Macintyre advised that there are 9 days and 2 hours of annual leave being carried forward into 2022/23. No staff member has in excess of 5 days being carried forward. This was agreed by committee.</p> <p><b>9.2 Staff Appraisal Report</b></p> <p>S Macintyre advised that he had completed staff appraisals and a summary was included in the report. The staff are currently working in the office on a rota basis on Tuesday, Wednesday and Thursday and working from home on Monday and Friday. J Daisley's working week will reduce from 5 to 4 days from 1 April 2022 and A Bell is working an additional day to cover this.</p>	
<p><b>10.</b></p>	<p><b>Finance &amp; Audit</b></p> <p><b>10.1 Final Budget 22-23</b></p> <p>P Long presented the final budget for 2022/23 to committee. The revised budget has taken into account changes that have occurred since the draft budget was presented to committee. An additional cost of £11,800 has been included for the AFTAR project. The cost of carrying out a tenant survey has been included in the budget. The insurance premium has increased. Some of the planned maintenance work has changed. The rental income has reduced by £28k due to the delay in the new build development. There is an increase in interest charges. The full cost of the development has to be shown on the accounts which increases the depreciation charges and the deferred income. These are non-cash items. An additional cost of £15k has been included for boiler replacements.</p> <p>The statement of comprehensive income shows that turnover will increase by £31k. Operating costs will increase by £71k and the operating surplus for the year will be £170,700 and the net surplus</p>	

	<p>will be £57,600. The cash balance will be £552,800. All loan covenants will be complied with and the ratios show a good financial performance.</p> <p>R Russell asked why the AFTAR costs have increased. S Macintyre confirmed that they currently have two grant applications pending and are awaiting the outcome. The cost has increased in the event that they cannot secure funding. AFTAR provide welfare rights, energy advice and digital inclusion for tenants and residents. P Long confirmed that he would not revise the budget if funding is secured, instead it would show as a variance in the quarterly management accounts.</p> <p>W Noon asked about the programming of the capital expenditure during the year. S Macintyre will verify this with our Maintenance Officer, A Moore. There are still some Thermaflow boilers to be replaced by the Association. The gas connections for all but 2 properties have now been completed.</p> <p>The budget was approved by the committee.</p> <p><b>10.2 Treasury Management Loan Finance Report</b></p> <p>P Long discussed the treasury management loan finance report. The balance of the loan from the Bank of Scotland of £2.1m will be drawn down on 31 March 2022. [REDACTED]</p> <p>W Noon asked if there were consequences in the delay of the new build in relation to the loan interest. P Long advised that the funds were planned to be drawn down by the end of March 2022. P Long confirmed that the funds will be in our account on the 31 March but will not be paid out until the new build is complete.</p>	
11.	<p><b>Operations</b></p> <p><b>11.1 Rent Arrears Policy Review</b></p> <p>An updated rent arrears policy which includes the points raised by the Association's internal auditor was included in the committee papers. S Macintyre advised the committee that they could approve the policy tonight or carry out a tenant consultation prior to approval.</p> <p>R Russell asked if the Association's lawyer had approved the policy. S Macintyre confirmed that they had not been asked to review the policy. R Russell asked if a new tenant would be asked to agree and sign the policy. S Macintyre advised that a new tenant would sign a Scottish secure tenancy agreement. R Russell</p>	

	<p>asked if the Association carries out checks on prospective tenants in relation to arrears. S Macintyre advised that housing officers will ask for a tenancy reference report from previous landlords and prospective tenants will be suspended if there is no payment arrangement in place. Housing Officers will also assist new tenants with making applications for benefits.</p> <p>W Noon advised that in his opinion a tenant consultation should be carried out to encourage tenant participation.</p> <p>P Broadwith commented that the policy has been issued to staff at the AFTAR project for their comments and as they engage with our tenants they would have a better insight into the policy.</p> <p>S Macintyre and J Kelly advised that it is good practice to consult with tenants on policies that affect them.</p> <p>The committee voted on whether to consult tenants or accept the policy and a majority agreed to accept the policy.</p>	
12.	<p><b>Deferred Agenda Items</b></p> <p>No items were deferred.</p>	
13.	<p><b>Any Other Competent Business</b></p> <p>P Broadwith raised the issue of the budget for the AFTAR project. He felt that committee should have been informed prior to the committee meeting that it was going to be discussed in the budget. P Broadwith asked if the cost is spilt equally by the number of association's who use the service. S Macintyre confirmed that was correct. R Russell commented that it is about value for money for our tenants. S Macintyre will provide an update on the funding once received.</p>	
14.	<p><b>Date of Next Meeting: 28 April 2022 at 5pm via zoom</b></p>	

**Signed as a true record by the Chairperson**

..... **Date** .....

**Copies of committee reports are available on request.**