

Abronnhill Housing Association

Remote Meeting of the Management Committee held on Thursday 19 August 2021
via Zoom at 17:00hrs

Minutes

Present:	P Broadwith	R Russell	A Smith
	I Smith	W Noon	C Burns
	D Brown		
In Attendance:	S Macintyre	J Daisley	P Long, FMD
	S Cunningham, Alexander Sloan		

	Agenda Item	Action
1.	<p>Apologies</p> <p>An apology was received from R Brownlee.</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 24 June 2021)</p> <p>C Burns asked about the possible apprenticeship with our gas contractor. S Macintyre advised that the contractor is not looking to take on any more apprentices this year. The Association could promote this next year in the newsletter. D Brown suggested contacting local high schools next year to promote this opportunity.</p> <p>P Broadwith asked if there was an update from North Lanarkshire Council (NLC) on the energy efficiency works. S Macintyre advised that he had sent an email this week and will follow this up next week if no response is received.</p> <p>P Broadwith asked if the Fire, Heat & Carbon Monoxide Detection contract has restarted. S Macintyre confirmed that it has.</p> <p>Item 5.1 P Broadwith asked what is happening with the community recovery funds that have still to be disbursed. S Macintyre advised that that he had contacted the PTA's of 3 local primary schools to enquire if we could financially assist with their activities. A meeting has been arranged with the Cumbernauld Resilience Group next week to find out if we can assist them and S Macintyre will contact the Cumbernauld Foodbank regarding local organisations who are looking into digital inclusion. P Broadwith suggested the committee decide how to disburse the fund next month if we are unable to assist these groups.</p>	

	<p>Acceptance of the minutes, which, had been circulated in advance, was proposed as a true record of the meeting of 24 June 2021 by R Russell and seconded by C Burns.</p> <p>3.2 Actions/Decision List from Meeting held on 24 June 2021</p> <p>S Macintyre discussed the Actions/Decision list. The following items will remain on the list:</p> <ul style="list-style-type: none"> • North Lanarkshire Council – Participation in Energy Efficiency Works - updated to September 2021. • Community Engagement – updated to September 2021. • Asbestos Policy – to be taken to policy sub group at beginning of September. • Policy Review Committee – Policy Review Progress. Meeting agreed for 2 September 2021 at 5pm. P Broadwith, C Burns and I Smith are available to attend. <p>The Community Recovery Fund is to be added to the list with a completion date.</p>	
4.	<p>4.1 Matters Arising</p> <p>S Macintyre advised that further guidance has been received on equalities data gathering. S Macintyre will read the guidance and report to committee.</p>	
5.	<p>Health & Safety and Cyber Security</p> <p>5.1 Corona Virus Update Report</p> <p>S Macintyre discussed the lifting of restrictions and establishing a presence in the local office. This is expected to be week commencing 6 September 2021. A Moore is obtaining quotes for a ventilation system in the office. Public access to the office will be restricted with an appointment only system in operation. P Broadwith asked S Macintyre to provide an update on the staff survey. S Macintyre advised that some staff wish to come back to the office and some would prefer a more flexible approach to working. Two members of staff are required for the office to be open. S Macintyre advised he is looking at staff being based at the office with the flexibility to work from home by prior agreement.</p> <p>5.2 Health & Safety Report</p> <p>S Macintyre discussed the table on page 2 of the report that has an action plan for staff.</p> <p>R Russell asked if the asbestos register is available electronically as staff should notify contractors if asbestos is present in the property. S Macintyre will check with A Moore.</p>	

6.	<p>Correspondence</p> <p>6.1 Glasgow & West of Scotland Forum (GWSF) Bi-monthly report</p> <p>This was included for the committee's information. C Burns asked if the Association could apply for the proposed tenant grant fund for Covid-related arrears. S Macintyre advised that not all arrears would be Covid related. Housing Officers will be asked to identify tenants who this applies to.</p>	
7.	<p>Regulatory, Notifiable Events & Governance Matters</p> <p>7.1 Membership Report</p> <p>S Macintyre declared W Noon and D Brown's declaration of interest in this item. The committee were asked to approve the cancellation of 8 members and approve 2 new membership applications received from W Noon and D Brown. This was approved by committee.</p> <p>C Burns asked how many members the Association is required to have. S Macintyre advised that there is no minimum number however, 7 members are required to attend the Annual General Meeting in order for it to be quorate. Membership forms are included in the welcome pack to new tenants. D Brown asked if this could be promoted at sign up and revisited when housing officers complete the settling in visit with new tenants. All prospective new members must complete a membership form and pay £1.00 membership fee to the Association before the application is presented to committee for approval.</p> <p>7.2 Arrangements for Annual General Meeting</p> <p>S Macintyre advised that the Annual General Meeting (AGM) would take place on Thursday 16 September 2021 at 5pm. It is proposed that it will be a virtual AGM as it was last year. There are 46 members and 7 are required for the AGM to take place. One third of the committee are obliged to retire each year. I Smith and C Burns will stand down. Co-optees and Casual members are also required to stand down W Noon, D Brown and R Brownlee will also stand down. All will be able to stand for election to the committee as full members without being nominated. Any nominations received from members will also be considered at the AGM. R Russell advised that he would be unable to attend the AGM. He will complete a proxy form once this has been issued.</p>	

	<p>7.3 Disposal of Land & Assets Report</p> <p>S Macintyre advised that following the refinancing to the Bank of Scotland (BOS) the Association was required to inform the Scottish Housing Regulator (SHR) as a notifiable event submission. The change of lender means that BOS has security over 123 of the Association's properties. The required information was submitted to the SHR on 28 June 2021 and they have confirmed that no further action is required and they have closed the notifiable event.</p>	
<p>8.</p>	<p>Strategy/Development</p> <p>8.1 Strategy and Development Reports</p> <p>S Macintyre advised that the sign is now in place at the Woodcutter site and photographs have been published on social media. The latest progress report indicates that the development is on programme. There is an industry wide material shortage and Clyde Valley Housing Association (CVHA) will alert us to any impact this may have on the programme. J Mulholland is meeting with J Duncan on Monday regarding the development agreement. The 16 September has been suggested as a date for the development sub group meeting following the AGM or could be discussed at the committee meeting on 23 September 2021. R Russell asked if it could be postponed until 23 September 2021. R Russell asked if electrical charging points for cars are being put in the car park or if ducting infrastructure is being included to future proof the development. There could be grant funding available for this work.</p> <p>C Burns asked about the contract sum. S Macintyre advised that CVHA would pay all sums due to the contractor and draw down funds from the government. On completion of the contract, the Association will pay CVHA.</p> <p>S Macintyre advised that the Association has applied for £10,000 grant funding to carry out a feasibility study into the transfer of the post office to another community organisation following the decision by the owners of Spar, CJ Lang Ltd to close the post office at the end of October. S Macintyre has written to the Managing Director of CJ Lang to find out if there is any flexibility on the timeline for closure to allow the community to seek out alternative options. This would need to be agreed before a feasibility study could commence. C Bruce from NLC, The MSP and MP have offered to lend their support. The committee agreed for S Macintyre to consult with CJ Lang Ltd.</p>	
<p>9.</p>	<p>Staffing</p> <p>There were no items to report.</p>	

<p>10.</p>	<p>Finance & Audit</p> <p>10.1 Annual Accounts to 31 March 2021</p> <p>S Cunningham presented the Annual Accounts to the 31 March 2021 for the committee's approval and highlighted the key parts to the committee. The Statement of Comprehensive income shows that the revenue for the year was £1.01m and the operating costs were £823k giving an operating surplus of £187k. After deductions for interest and pension adjustments, the Association made a surplus of £11k.</p> <p>The statement of financial position shows the Association has non-current assets of £3.9m, £863k cash in the bank and net assets of £2.4m.</p> <p>The committee noted that the accounts show a true and fair view of the performance of the Association and that Alexander Sloan have issued an unqualified audit report.</p> <p>S Cunningham asked the committee if they had any questions.</p> <p>R Russell asked if the Association's logo could be included in the annual accounts. This was agreed.</p> <p>R Russell asked if there is any issue regarding cash at bank as the Association is a registered charity. S Cunningham advised that it is expected that housing associations will build up funds for future works/component replacement in properties and these are funded from accumulated reserves. It was noted that these are monitored by the Scottish Housing Regulator (SHR) when associations make their annual returns.</p> <p>C Burns asked how often the Association should review the lifetime of components. P Long advised this was last completed during the last options appraisal and generally stock condition surveys are carried out every five years.</p> <p>W Noon asked if it was a substantive audit that was carried out. S Cunningham advised that the work carried out was for the purpose of the audit and that tests are completed on a range of transactions across the association's financial activities.</p> <p>W Noon suggested that it may be prudent to review the budgeted spend on component renewals for the current year.</p> <p>W Noon asked about the arrears due to the Association. S Cunningham advised systems tests were carried out to check on how these are managed.</p>	
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<p>W Noon asked about the level of materiality. S Cunningham advised the auditor does not disclose this to clients.</p> <p>The committee approved the accounts and it was agreed that they will be amended to include the Association's logo and emailed to the relevant committee members for signing.</p> <p>10.2 Letter of Representation</p> <p>This was approved by the committee.</p> <p>10.3 Management Letter</p> <p>S Cunningham advised that there are no recommendations on the management letter. It has been noted that the components are to be reviewed and updated. The committee approved the management letter response.</p> <p>10.4 Surplus Reconciliation to 31 March 2021</p> <p>P Long discussed the surplus reconciliation that explains the difference between the surplus reported on the management accounts of £182k and the surplus as per the annual accounts of £11k. The committee noted that the main difference is the increase in pension charges of £131k.</p> <p>10.5 Management Accounts to 30 June 2021</p> <p>P Long presented the management accounts to 30 June 2021. The committee noted that the Statement of Comprehensive Income shows that the Association made an operating surplus of £12,600 compared to a budgeted deficit of £106,800. This is mainly due to lower maintenance costs and lower overheads. The net surplus for the period is £1,800.</p> <p>The Income & Expenditure Analysis shows that management costs, reactive and planned maintenance costs are lower than budgeted.</p> <p>The Statement of Financial Position shows that the net assets as at the 30 June 2021 are £2.5m. The committee noted that this is because the capital expenditure is lower than budgeted, although it is expected that this work will progress during the year.</p> <p>P Long advised the committee that the Association can comply with all the financial covenants in the loan agreement with BOS.</p> <p>W Noon asked about the underspend of planned and cyclical maintenance works. S Macintyre advised that the Association has had significant issue with Scottish Gas Networks (SGN) in that there are ongoing delays to the installation of the gas connections and meters.</p>	
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	<p>W Noon asked if it would be beneficial to look at the phasing of costs in the future to better match actual timing of expenditure. P Long advised that he would look at the monthly budget for the remainder of the financial year to see what works have been programmed.</p>	
<p>11.</p>	<p>Operations</p> <p>11.1 Housing Management Quarterly Report</p> <p>S Macintyre discussed the report that had been prepared by housing officers. The rent arrears for the quarter are higher than last year but are stabilising. At the end of June 2021, the percentage of gross arrears due to technical arrears was 32.63%. He highlighted that former tenant arrears have been reducing since March 2021 and at the 30 June 2021 represented 20.92% of the gross rent arrears.</p> <p>Two properties were let during the quarter with an average time to let of 34 days that is a decrease from the previous quarter when the average time was 95 days.</p> <p>There are currently 85 live applications on our housing list and 19 new applications were received during the quarter.</p> <p>R Russell asked how many void properties the Association has. S Macintyre advised that there were 5 void properties at the end of June. The letting procedure commences as soon as a termination form is received.</p> <p>11.2 Maintenance Quarterly Report</p> <p>S Macintyre discussed the report that had been prepared by A Moore, Maintenance Officer. The reactive repair contract shows that 100% of emergency repairs were completed on time, 92% of urgent and 93% of routine repairs were completed on time that is just under the KPI figure of 95% for both. The average time to complete repairs was well within the Scottish Average figures.</p> <p>The committee noted that the expenditure in the first quarter is below budget and that the number of job lines raised in the quarter was 89. However, as 10 job lines had multiple repairs attached the actual number is 105.</p> <p>The committee noted that works were carried out to 4 void properties during the quarter and the average spend for the period is £479.05 per void. However the committee note that staff anticipate that this will increase in quarter 2 as 4 properties have been returned in very poor condition and require extensive repair work.</p> <p>C Burns asked if we could claim back costs from the previous tenant for void repair works. S Macintyre advised that usually a pre-termination visit is carried out and the tenant will be advised of</p>	

<p>works they are required to do before the keys are handed back. However, the committee noted that it can be difficult to recoup costs if the property has been abandoned or if tenant goes into care or has passed away.</p> <p>The committee noted that the Gas Servicing Audits have restarted and the audit sample found the work to have been completed satisfactorily.</p> <p>Item 3. Repairs Right First Time - The percentage of repairs completed right first time in the quarter was 87%. A Moore agreed to investigate this and will provide an update in the next quarterly report.</p> <ul style="list-style-type: none"> - R Russell commented that the percentage is low. C Burns asked for this to be added to the actions list for the next meeting. - D Brown asked if the Association has performance meetings with contractors. S Macintyre advised that quarterly meetings take place. A Moore will review and report back to committee. D Brown asked if this could lead to an increase in complaints to the Association. <p>Electrical Inspections Contract. A Moore advised the committee that following a joint procurement exercise with Hillhead HA a new contractor has been appointed to carry out all electrical inspections in our properties for an initial 3 years with an option to extend to 5 years. The committee noted the terms of the appointment to the successful contractor - AC Gold Electrical Services Ltd. A Moore added that the cost per unit is being held throughout the duration of the contract and which represents a significant reduction on previous costs. It was noted that a pre-start meeting has already taken place between the Association and the Contractor.</p> <p>The committee noted that 2 medical adaptations were completed in the Quarter and the cost of this work will be claimed by from the Scottish Government.</p> <p>The energy efficiency works proposed by NLC will help increase the number of the Association's properties to comply with EESSH. EESSH 2 requires a much higher level of energy efficiency.</p> <p>Item 5. Pre and Post Inspections – C Burns asked if we pre and post inspect the same repairs. S Macintyre advised that pre-inspections are carried out on more complicated repairs that might require different trades or are over threshold costs. Post inspections are for quality control.</p> <p>Item 13. Scottish Housing Quality Standards (SHQS) – C Burns asked if we could raise the issue of the door entry systems with</p>	
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	<p>NLC. S Macintyre advised that where there is mixed tenure of properties within the blocks and grants are not available. The cost for the Association to carry out this work without owners' contributions is too high.</p> <p>P Broadwith asked if more content could be provided within the quarterly report to inform the committee of why targets are not being met. This was agreed.</p>	
12.	Deferred Agenda Items	
	No items were deferred.	
13.	Any Other Competent Business	
	<p>R Russell asked if a date could be proposed for an away day for the committee to look to the future strategy of the Association and discuss better energy efficiency for our properties. S Macintyre advised he is currently redrafting the narrative on the business plan that could be used as a basis for going forward.</p> <p>S Macintyre agreed to put this on the actions list and explore options for an away day.</p>	
14.	Date of Next Meeting: 23 September 2021 at 5pm via zoom	

Signed as a true record by the Chairperson

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Copies of committee reports are available on request.