

Abronnill Housing Association

Remote Meeting of the Management Committee held on Thursday 30 September 2021 via Zoom at 17:00hrs

Minutes

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| Present: | P Broadwith | R Russell | A Smith |
| | I Smith | W Noon | C Burns |
| | D Brown | J Kelly | |
| In Attendance: | S Macintyre | J Daisley | J Cloherty, SHARE |

| | Agenda Item | Action |
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| 1. | <p>Apologies</p> <p>There were no apologies.</p> <p>Following the Association's AGM, which was held on 16 September 2021. The first item of business is to appoint Officer Bearer's.</p> <p>P Broadwith agreed to stand as Chairperson and was nominated by R Russell and this was seconded by C Burns. R Russell agreed to stand as Vice Chairperson and was nominated by I Smith and seconded by C Burns. I Smith agreed to stand as Secretary and was nominated by R Russell and seconded by C Burns. C Burns agreed to stand as Treasurer and was nominated by R Russell and seconded by I Smith.</p> <p>S Macintyre welcomed J Kelly to the meeting. J Kelly has applied for membership of the Association and would like to join the committee as a co-opted member. J Kelly introduced herself to the committee and advised that she is a Housing Manager with over 20 years' experience in housing. She knows the area as she has family who live in Cumbernauld.</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 19 August 2021)</p> <p>W Noon advised that under item 10.1 Annual Accounts to 31 March 2021 he had asked S Cunningham if any recommendations had come from the audit and S Cunningham advised that none had been identified from the audit.</p> | |

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| | <p>Acceptance of the minutes, which, had been circulated in advance, was proposed as a true record of the meeting of 19 August 2021 by C Burns and seconded by R Russell.</p> <p>3.2 Minutes of Policy Sub Committee Meeting (held on 2 September 2021)</p> <p>Acceptance of the minutes, which, had been circulated in advance, was proposed as a true record of the meeting of 2 September 2021 by P Broadwith and seconded by I Smith.</p> <p>3.2 Actions/Decision List from Meeting held on 19 August 2021</p> <p>P Broadwith asked if there was an update on North Lanarkshire Council (NLC) participation in Energy Efficiency Works. S Macintyre advised that he had been in contact with NLC and the costs for the project have increased by £4k per unit due to the level of insulation proposed for the project. Owner Occupiers will now have to pay a share of the costs, as the project will not be fully grant funded. NLC's legal team are looking at a longer-term agreement for the Association to pay for their share of the project. Following discussion on affordability, it was agreed to keep this item on Actions/Decision list.</p> <p>R Russell asked what a backup contractor was. S Macintyre advised that under the right to repair (RTR) legislation tenants can appoint a backup contractor if the Association has not carried out a repair in the agreed timescales. At present, the Association's backup contractor is Timetra although there is no written agreement. A Moore has contacted them to verify if they are still able to provide this service and is awaiting a response. S Macintyre confirmed that their services have never been used. S Macintyre will check the Association's RTR policy and legislation regarding appointing a backup contractor and will speak to A Moore.</p> <p>R Russell asked about the committee strategy day. S Macintyre advised that this should be able to take place towards the end of the year if a suitable venue can be found to accommodate everyone.</p> | |
| 4. | <p>4.1 Matters Arising</p> <p>S Macintyre advised that he had contacted the local PTA's and Whitelees PTA has been in contact to say that they are raising funds for a playground. They have to come back with costs. P Broadwith agreed to contact Cumbernauld Resilience Group. W Noon asked if there was an option to assist tenants with their</p> | |

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| | <p>energy costs as costs are increasing. S Macintyre advised he would contact Glasgow West of Scotland (GWSF) to enquire if funds can be diverted from community groups to vulnerable groups. The Association needs to keep an audit of funds distributed.</p> <p>S Macintyre advised that further guidance on equalities data gathering was published last August 2021. More information will be brought to the committee next month as we must demonstrate on the Assurance Statement to the Scottish Housing Regulator (SHR) how we are collecting and using this information.</p> <p>S Macintyre confirmed that an asbestos register is passed electronically to contractors.</p> <p>S Macintyre advised that the Scottish Government have allocated £10m to local authorities for the tenants rent arrears fund. He has not yet been advised how much has been awarded to NLC and how they will allocate the fund.</p> <p>S Macintyre advised that he had attended a meeting with the local MP and MSP regarding the Post Office located in Spar in the Abronhill Shopping Centre. He has also had discussions with a Director of Spar and a Manager from the Post Office. Community Links were to take forward a feasibility study. The Post Office Manager has advised that there is another interested party although there is no formal agreement at this time. P Broadwith commented that it would have been helpful if we had been advised of this.</p> <p>S Macintyre advised that he has escalated a complaint with Scottish Gas Networks (SGN) regarding the delay in installing gas connections and meters to the properties where tenants have thermaflow boilers. A response is due by Friday 8 October 2021 and S Macintyre will provide the committee with an update next month.</p> | |
| 5. | <p>Health & Safety and Cyber Security</p> <p>5.1 Corona Virus Update Report</p> <p>S Macintyre advised that a ventilation system for the office has been purchased and that A Moore is waiting on quotes from contractors for installation. It is anticipated this will be completed within 2 to 4 weeks. Following this S Macintyre will review the opening of the office. P Broadwith asked if the cost had been included in the budget. S Macintyre confirmed that it had not been included but there is a budget for office repairs and maintenance.</p> | |

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| 6. | <p>Correspondence</p> <p>6.1 Employers in Voluntary Housing – September Report</p> <p>This was included for the committee's information</p> | |
| 7. | <p>Regulatory, Notifiable Events & Governance Matters</p> <p>7.1 Committee Membership Report</p> <p>S Macintyre advised that a membership application form had been received from J Kelly who was attending the meeting this evening and who had also completed an application form to become a co-opted committee member. The committee approved the membership application and also J Kelly's co-option onto the committee.</p> <p>7.2 SFHA Code of Conduct for Committee Members</p> <p>J Daisley advised that the code of conduct along with the annual register of interests (item 7.3) are issued every year following the AGM. The committee should read and then sign the code of conduct on page 11 and return to J Daisley.</p> <p>7.3 Annual Register of Interests for Committee Members</p> <p>This should be completed and returned along with the Code of Conduct. A list of the Association's contractors/suppliers has been included with this document.</p> <p>7.4 Committee Member Privacy Notice</p> <p>J Daisley advised that the committee member privacy notice had been updated by the Association's Data Protection Officer (DPO). Committee should read and sign the document and return to J Daisley.</p> <p>7.5 Annual Compliance Checklist Report to 30 September 2021</p> <p>S Macintyre advised that this report is presented to committee every 6 months to provide assurance that all regulatory and statutory returns for the period to 30 September have been complied with. P Broadwith advised that it had been previously agreed to move the rent consultation from December to November.</p> | |

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| <p>7.6 Notifiable Events – Appointment of Chiene Tait Auditors</p> <p>S Macintyre confirmed that a notifiable event had been submitted to the SHR. Following a procurement exercise the Association appointed Chiene & Tait as external auditors. This is a notifiable event and it was submitted on 23 September following confirmation of the appointment at the AGM.</p> <p>7.7 Committee Appraisal Report</p> <p>J Cloherty, SHARE thanked the committee for welcoming her back to discuss the committee appraisal report which had been circulated to committee members.</p> <p>This is the second appraisal carried out by SHARE for the Association. As part of the appraisal process J Cloherty had attended the June committee meeting. Committee members had completed an online survey and this was followed up with one to one conversations.</p> <p>When asked what the highlights of the last 12 months had been a majority of committee members mentioned the new build development. There are 5 recommendations which are:</p> <ol style="list-style-type: none"> 1. The committee discusses the shared visions and values for the Association, in conjunction with senior staff, and that there is an agreement on how to communicate these to tenants and other stakeholders. 2. The committee discusses and agrees how the needs and aspirations of tenants and others influence the plans, strategies and decisions of the Association. 3. Committee and the Senior Officer discuss and agree a succession planning process for the governing body and that the committee members are clear about how this will be implemented. 4. The Association ensures that all committee members understand their role in the approval and implementation of the Association's policies, including those for severance and whistle blowing. 5. The Association and committee agree on a plan of committee learning and development, based on discussions with members and taking account of the results of the appraisal process. <p>J Cloherty advised that last year there had been 10 recommendations. 3 of the recommendations from last year have remained they are numbers 1, 2 & 4.</p> <p>All committee members will receive an individual learning statement from SHARE.</p> <p>J Cloherty that the appraisal of the Chairperson was very strong. J Cloherty asked if the committee had any questions. R Russell asked if any queries should be email to S Macintyre or to J</p> | |
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| | <p>Cloherty. S Macintyre advised that they should be sent to J Cloherty and if he could be cc'd in.</p> <p>W Noon commented that it was positive that the number of recommendations has reduced from 10 to 5 and asked how the committee can address the recurring recommendations. J Cloherty advised that the learning and development plan recommend different ways to address these issues. The annual strategy/away day is a good opportunity for the committee to discuss the recommendations. Also in-house training sessions and policies being circulated to committee. The Association's staff are also a good source of knowledge.</p> <p>J Cloherty advised that it was a positive appraisal for the Association and thanked the committee for their time and advised that they can email any queries to her.</p> | |
| 8. | <p>Strategy/Development</p> <p>8.1 Development Report</p> <p>S Macintyre confirmed that the development has been delayed until February 2022. S Macintyre will speak to P Long, FMD regarding updating the management accounts to reflect this. S Macintyre advised that we may be able to extend the draw down loan availability. A date for a sub committee meeting will be circulated once the final draft development agreement has been received from TC Young solicitors. P Broadwith asked if TC Young could provide a date when this would be completed. R Russell asked about electric car charging points or ducting being included in the development. S Macintyre has forwarded this query onto J Duncan from Clyde Valley.</p> | |
| 9. | <p>Staffing</p> <p>There were no items to report.</p> | |
| 10. | <p>Finance & Audit</p> <p>There were no items to report.</p> | |
| 11. | <p>Operations</p> <p>11.1 Asbestos Policy</p> <p>The policy was included with the committee papers. The Association has legislative requirements on how we treat asbestos. R Russell advised that he will email his concerns/comments on the policy to S Macintyre who will forward this to ACS. This item has to be added to the decisions/actions list.</p> | |

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| | <p>D Brown asked if staff have attended asbestos training. S Macintyre confirmed that A Moore had recently attended a refresher course. J Daisley confirmed staff and committee have previously attended asbestos training.</p> <p>The policy will be review every 3 years or earlier if there are any legislative changes.</p> | |
| 12. | <p>Deferred Agenda Items</p> <p>No items were deferred.</p> | |
| 13. | <p>Any Other Competent Business</p> <p>W Noon reiterated the increasing energy costs especially for tenants who have thermaflow boilers and if they would meet a vulnerable tenant category.</p> <p>S Macintyre advised that we have an energy advisor through the AFTAR project. The Association gave tenants with thermaflow boilers funds from the community recovery fund earlier in the year.</p> <p>P Broadwith informed the committee that this will be his final year as Chairperson of the committee as he does not intend to stand next year.</p> <p>R Russell suggested that this is discussed at the strategy day. A succession plan for the committee is required as committee numbers are limited.</p> <p>The committee were informed that R Brownlee has decided to resign from the committee. The amount of learning required did not match his expectations.</p> <p>The committee agreed to add this to the actions/decision list. W Noon thanked P Broadwith for informing the committee of his decision as this allows the committee to discuss plan for the future.</p> | |
| 14. | <p>Date of Next Meeting: 28 October 2021 at 5pm via zoom</p> | |

Signed as a true record by the Chairperson

..... **Date**

Copies of committee reports are available on request.