

GLEN HOUSING ASSOCIATION

MINUTE OF BOARD OF MANAGEMENT MEETING

WEDNESDAY 25th MAY 2022

PRESENT:

- G Ross (GR)
- J McArthur (JMc)
- P Milne (PM)
- I Muirhead (IM)
- R Melville (RM)

IN ATTENDANCE:

- S Squires (SS), Findlays
- E Cromwell (EC), Thomson Cooper
- T Thomson (TT), Thomson Cooper
- A Dickie (AD)
- K Milne (KM)

GR opened the meeting by welcoming Sandy Squires from Findlays and Elaine Cromwell & Tracy Thomson, from Thomson Cooper. He confirmed that Item 4.1 will be brought forward to the start of the meeting to allow Sandy to leave before the remaining business. Martin Dobson of Findlays who was also meant to be in attendance this evening, had unfortunately had to call off due to illness.

It was also noted that a number of our own Board Members had submitted late apologies due to illness.

1. APOLOGIES & DECLARATIONS OF INTEREST

Apologies:

- B Allan (BA)
- S Garrioch (SG)
- A Crook (AC)
- H Murray (HM)
- J Smith (JS)
- T Newman (TN)

Declarations of Interest: None

2. MINUTES

2.1 Minute of Board of Management Meeting of 20/04/2022

It was not possible to approve the above Minute since there was only one Member present at this meeting who attended the meeting of 20/04. GR proposed the Minute as a true record of the meeting – seconder to be sought by email.

POST MEETING NOTE – Alison Crook (AC) seconded the Minute, therefore the Minute is **approved**.

2.2 Matters Arising from above Minute

No matters arising.

3. CORRESPONDENCE

AD advised that 2 further members had resigned from the Board of Management: Joyce McCartney and Beverley Miller – both due to personal circumstances. JMc commented on the fact that this now left the Board with 3 less tenant members which is a big loss.

AD confirmed that HM had been in contact with both on behalf of the Board of Management.

4. FINANCE AND STAFFING MATTERS

4.1 Approval of Annual Accounts 2021/22

4.1.1 Minute of Audit Committee Meeting with Auditors 18/05/2022

In the absence of any Audit Committee members, AD referred to AC's Minute and advised that BA had confirmed (by email) that it was an accurate record of the meeting.

4.1.2 Audited Accounts for the year ended 31st March 2022

SS confirmed the unqualified audit again this year, confirming there were still some typos to be sorted in the final set of accounts, however, nothing material. Due to having to submit apologies at a late stage, BA had forwarded some points direct to Findlays for attention and SS confirmed that these had all been addressed. The following points were also noted:

- Page 14, Operating Financial Review – AD to provide a note for this section of the Accounts confirming the upheaval of the last 2 years due

to the pandemic, but confirming Glen's robust long term financial model being based on prudent assumptions to maintain the Association's viability. Also note re the current dynamic nature of interest and inflation rates and our close monitoring of these factors.

- Page 23, Total Comprehensive Income for the year – no valuation was carried out for the 2 new developments at 31 March 2022, so value was brought in at the cost of the private finance – still showing very strong surpluses and no concern from the auditors that the valuation, when received, will lead to material misrepresentation of figures. AD confirmed there has been no issues with voids or impairment of properties, however, a revaluation is pertinent in the current climate, and for the audit next year.

4.1.3 Letter of Representation

With no further questions from Board, SS referred members to the Letter of Representation, confirming an addition was required under Assets & Liabilities in relation to the new developments at Wilmington Drive and Methil Brae/Steelworks Place which he would send to AD. This then requires to be signed off by Glen HA.

4.1.4 Management Letter

SS referred members to the new format of Management Letter, the main considerations for Board being Items 3, 4 & 5 (Management Recommendations) on Page 61, whereby nothing of material note had arisen. SS confirmed on behalf Findlays that the audit ran very smoothly between Martin and Thomson Cooper and benefitted greatly from unchanged processes throughout Covid.

The amended Letter of Representation and Accounts with agreed amendments/corrections will be re-issued to AD for signing by the appropriate Board members.

SS left the meeting at this point.

4.2 Approval of Five Year Financial Projections

AD presented this report which was **approved** for submission to the Scottish Housing Regulator, with the following clarified:

4.2.1 Page 67 – prior to the meeting, BA asked the following by email:

- *One query over the general inflation figure for 2022-23 of 2%. Is that based on the budget where we agreed to not change assumptions but continually monitor and review?*

AD referred members back to the decision made at the February meeting to leave inflation at 2% throughout the plan. Shortly after that meeting, the situation changed dramatically and IB and AD met to review this decision, whilst taking cognisance of what other HA's were doing, and agreed to change the general inflation assumptions as shown on the FYFP. These changes were also fed into the Business Plan and not until year 11 did the forecast show cash going under £500k. In practice, this leaves sufficient time to take mitigating action, but shows the importance of the situation being regularly monitored by the staff and Board.

4.3 Approval of Annual Loan Portfolio Return

AD presented this report which, although not due for submission until 30 June, was felt appropriate to put to this meeting. The report was **approved** as presented with delegated authority for AD to complete the submission by 30th June 2022:

- 4.3.1 Loan 5 – Scottish Government – FCMC Loan – JMc asked what this referred to and AD explained it was The Fire and Carbon Monoxide Detection Loan Scheme for registered social landlords, helping cover the cost of buying and installing smoke, heat and carbon monoxide alarms to meet new fire and smoke alarm standards. TT confirmed this equated to approx 1% of our total loan portfolio and there are only 3 remaining repayment instalments.
- 4.3.2 GR referred to the Hub Account under Investments – AD confirmed this is to cover monthly charges for the Flagstone Portfolio investment platform.

4.4 Financial Report to 30/04/22

TT presented this item and referred Members to the detailed report accompanying the new style accounts. The accounts as presented were **approved**.

- 4.4.1 TT referred to her Notes on Page 70, in particular to a typo at the total funds held in the Flagstone Holding Account – this should read £87,599 at 30/04.

4.5 Arrears Report to 30/04/2022

AD presented this report which was **approved**.

- 4.5.1 AD referred to the increase in present tenant arrears of £2138 and confirmed that this was mainly late payers – no fundamental worries or concerns at this time – staff continue to be diligent in pursuing arrears.

BA's emailed comments - well done to all staff. Very good despite all the challenges we have.

4.5.2 GR asked if there had been an improvement in timescales for court cases yet – AD confirmed they were still substantially delayed.

5. GOVERNANCE

5.1 Approval of ARC 2021/22

AD presented this report which was **approved** with the following discussed/clarified:

5.1.1 Page 82 – Sickness

AD felt it pertinent to highlight the significant rise in the percentage of days lost to sickness but assured members that there was nothing of concern – a combination of Covid related absence and an unfortunate case of long-term sickness. JMc referred to the total number of staff being down this year – AD explained this was because we count the staff at 31st March and at that date, we have still to find a replacement Admin Assistant. The other difference is in counting the hours of the 2 part time members of staff, they equate to 1.5 - last year we had them down as 2.

5.1.2 Page 92 – Reactive Repairs Right First Time

AD referred to the drop to 79.04% and explained that if a contractor was late in attending to a repair due to supply of material or Covid related absence, then these jobs are not classed as Right First Time. Supplementary note will be added to the submission prior to approving.

5.1.3 Page 117 – Rent Increase

AD confirmed that she will also add a supplementary note to this indicator, explaining that due to the pooling of service charges after the review, this meant that the base rent increased by 1.5% but when this was averaged out, the accurate rent increase was 4.45%.

5.1.4 BA's comments:

- *Right First Time - similar issues with Muirhouse HA re EICRS and gaining access.*
- *Fantastic work on repairs to decrease the times from last year given the continued challenges.*
- *Gas safety checks – have the 9 all had completed gas safety checks? – AD confirmed they have.*
- *Void relet times – despite the small increase these are still great given the current climate based on his knowledge of other HA's*

JMc and GR expressed their appreciation to BA for providing opinion and comparison from another HA.

6. MEMBERSHIP

- 6.1 Membership Application for Stuart Thomson, **approved**.
AD explained that he has been a tenant since 1998 and has submitted an application for Board Membership. AD has explained the process is for him to now meet with the Chairperson and 2 other Board Members which will take place on HM's return from Annual Leave.

7. USE OF SEAL

- 7.1 Use of Seal for Share Certificate Number 335 for abovementioned Membership – **approved**.

8. AOCB

- 8.1 AD advised that interviews had taken place for a Housing Officer to fill the position that will become vacant when Moira McMinn retires on 22/07/22. A successful candidate has been agreed and will be notified to Board on receipt of acceptable references, at an appropriate time.

On the subject of Moira's retiral, JMc asked if the occasion was being suitably marked given her long service to the Association. AD confirmed this was in hand.

- 8.2 AD referred to the Risk Strategy Review which is scheduled for 22/06. Richard Mackie of ERMG has requested that all Members complete a questionnaire which will be emailed to them prior to the review. All responses will be collated by him and presented to the meeting on 22/06 for suggestions on mitigation.

JMc and PM stated that they would prefer a hard copy – AD noted.

The meeting concluded at 7.45pm