

GLEN HOUSING ASSOCIATION
MINUTE OF BOARD OF MANAGEMENT MEETING
WEDNESDAY 22nd MARCH 2023

PRESENT: G Ross (GR) - Chairperson
B Allan (BA)
I Muirhead (IM)
J Smith (JS)
P Milne (PM)
J McArthur (JMc)
A Crook (AC)
S Garrioch (SG)

IN ATTENDANCE: T Thomson (TT), Thomson Cooper
A Dickie (AD)
K Milne (KM)
I Byers (IB)

1. APOLOGIES & DECLARATIONS OF INTEREST

Apologies: S Thomson (ST)
T Newman (TN)

Declarations of Interest: None

2. MINUTES

2.1 Minute of Board of Management Meeting 22/02/2023

The above Minute was proposed by BA, seconded by PM and approved as a true record of the meeting.

2.2 Matters Arising from the above Minute

2.2.1 Item 2.2.3 – GR asked if there was any update - AD confirmed she had spoken with Roddy from Changeworks that afternoon and at that point there had been no contact from the Scottish Government on any of the projects they were involved with. AD advised that as soon as she heard anything, she would notify Board.

2.2.2 Item 2.2.4 – GR referred to the tenants identified and asked if the flats would be occupied from April. IB advised that he is awaiting confirmation from Aberlour as it was anticipated that at least 1, perhaps 2 would be let by the beginning of April; Aberlour having paid rent to the end of March. IB added that Aberlour may have to look outwith Fife if there continues to be a funding issue through Fife Council – Angus Council have shown interest. If Angus Council do commit to taking them, Aberlour will be asked to pay rent to hold the flats from 01/04/23 and if not, Board will have to take the decision whether to hold them, taking cognisance of the rent loss. Board agreed that they would prefer to see the properties used for the purpose they were built, but asked if there would be merit in them stipulating to Aberlour, a timeframe that the rent loss would be carried for. IB confirmed that he has already intimated to Aberlour and Fife Council that a change of use to General Needs is imminent if the flats are not either let, or the rent loss covered.

3. FINANCE AND STAFFING MATTERS

3.1 Financial Report for the year to 28/02/2023

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

3.1.1 AC referred to the significant underspend in planned maintenance and asked if this would roll forward to 2023/24. IB advised that the Stock Condition Survey results had just come in – as anticipated, doors and windows being the prevalent issue. IB will investigate the results with Changeworks and report back to Board.

3.1.2 SG referred to the overspend at Repairs & Voids and asked if this was due to the increase in costs – IB confirmed it was mainly due to the volume and length of void periods recently – generally speaking, the repairs and maintenance costs have been contained within budget.

3.2 Arrears Report to 28/02/2023

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

3.2.1 Present Tenant Arrears

It should be noted that there is approx. £6k included in this figure which relates to the 3 decree cases noted in the Background Report at Item 5. IB opined that staff really couldn't have done anything different to alleviate getting to this position for these cases– it's really just down to tenant circumstances. Decree paperwork where the tenant has been

given a lengthy jail term, was anticipated before the end of March, however delays by the Court will likely see this slipping into the next financial year, thus adding to the current tenant arrear as opposed to the former tenant arrear figure.

3.3 Pre-Audit Planning Memo

AD presented this report, referring members to the major change to Auditing Standard ISA 315, highlighted on Page 28, which will necessitate additional audit work this year.

AD referred to the Audit Timescales on Page 31 of the Pre-Audit Planning Memo and confirmed that the dates presented were in line with the schedule for the year.

Board **approved** the Pre-Audit Planning Memo as presented.

4 HOUSING/ESTATE MANAGEMENT MATTERS

4.1 Tenant Support

AD presented this report which was noted.

- 4.1.1 IB confirmed there is constant dialogue and debate amongst the Officers, in ensuring they are identifying hardship and distributing funds appropriately. An Income & Expenditure exercise is carried out to establish whether a referral to another organisation for budgeting advice, energy advice etc, would be in the best long term interests of the tenant, rather than handing out funds.

AC suggested staff be as generous as they can, however, at the same time, acknowledging to recipients that there are limitations to the funds available and repetitive assistance can't be guaranteed. JS concurred suggesting cognisance be given to community garden projects to assist with food poverty.

AC suggested the statistics of those helped would be good to see in the Annual Report this year.

4.2 Mould & Dampness Report

AD presented this report, highlighting the fact that there hadn't been the anticipated spike in reports since the recent high profile in matters relating to mould in social housing.

JS asked if there was any particular house type that formed these reports of mould or condensation. IB confirmed there wasn't, it generally comes down to lifestyle, or in the case of a couple of these

reports, because of leaks. BA commented that the rhetoric should still be to fix the problem and not attribute it to lifestyle.

AC referred to the procedure and asked IB if staff had at their disposal, specialist equipment. IB confirmed that staff have the use of moisture meters as well as thermal imaging camera equipment. AC therefore suggested this should be included in the procedure – IB/AD – noted.

5. GOVERNANCE

5.1 Annual Assurance Statement Group Update

AD presented this report for information. The intention is that the group will meet on a few occasions where they will focus on a couple of Standards and the evidence presented in relation to them.

Board noted the Annual Assurance Statement procedure is also due for review by the internal auditor in July this year.

5.2 Business Strategy 2023 – 2026 (Draft 1)

AD presented the first draft of the Business Strategy for 2023-26. Following discussion with GR, it was proposed that the Timescale column should be amended to priorities A to D as opposed to specifying months which can be too prescriptive. IM suggested that style may not be easy to follow; AD confirmed she would send out an updated paper copy in this new format, for feedback on style and reality of timescales.

6. AOCB

6.1 GR referred to the Board Appraisals Action Plan and accepted responsibility for the slippage in timescales, most of which have now been done:

- Board Member's Induction Policy – will take more cognisance of this. Have also reached out for new Board Members.
- Chair/Vice Chair to meet every couple of months
- Will reach out to Fife Housing Group (FHG) with a view to attend one of their Board meetings – good peer to peer opportunity. IM asked why only FHG – GR advised this was merely due to the changover in CEO's at Kingdom and Ore Valley HA.

There being no further business, the meeting concluded at 7.35pm