GLEN HOUSING ASSOCIATION

BOARD OF MANAGEMENT MEETING

5.30pm – WEDNESDAY 19th JUNE 2024

AGENDA

1.	**APOLOGIES & DECLARATIONS OF INTEREST**	(Report attached – *for action)*
2.	**MINUTES**	
2.1	Minute of Board of Management Meeting of 22/05/24	(Report attached – *for approval)*
2.2	Matters Arising from above Minute	
3.	**CORRESPONDENCE**	
4.	**FINANCE & STAFFING MATTERS**	
4.1	Approval of Annual Accounts 2023/24	(Report attached – *for approval)*
	- Report from Audit Committee	(Report attached – *for approval)*
	- Report from Auditor	
4.2	Financial Report to 31/05/24	(Report attached – *for approval*)
4.3	Arrears Report to 31/05/24	(Report attached - *for information)*
4.4	Completion of Phase 1 Window Replacement	(Verbal Report)
4.5	Progress: Offer of Funding – CAF Bank	(Report attached – *for information)*
5.	**GOVERNANCE**	
5.1	Business Strategy & Delivery Plan Quarterly Review	(Report attached – *for review*)
5.2	Health & Safety Committee Report	(Report attached – *for approval*)
6.	**POLICY REVIEWS**	
6.1	Lodgers Policy	(Report attached – *for approval*)
6.2	IT Strategy	(Report attached – *for approval*)
7.	**AOCB**	

GLEN HOUSING ASSOCIATION

MINUTE OF BOARD OF MANAGEMENT MEETING

WEDNESDAY 19th JUNE 2024

PRESENT:	Graham Ross (GR) - Chairperson Barry Allan (BA) Pat Milne (PM) Josie Smith (JS) John McArthur (JMc) Alison Crook (AC) Stuart Thomson (ST)
IN ATTENDANCE:	Sandy Squires (SS), Findlays Tracy Thomson (TT), Thomson Cooper Elaine Cromwell (EC), Thomson Cooper Anne Dickie (AD) Karen Milne (KM) Ian Byers (IB) Ben Chatambarara (BC)

GR opened the meeting by welcoming Sandy Squires from Findlays. He confirmed that Item 4.1 would be brought forward to the start of the meeting to allow Sandy to leave before the remaining business. He also welcomed Glen's Housing Officer, Ben Chatambarara who was in attendance to present Agenda Item 4.3.

1. APOLOGIES & DECLARATIONS OF INTEREST

Apologies:	S Garrioch (SG) T Newman (TN) Isobel Muirhead (IM)
Declarations of Interest:	None

4. FINANCE AND STAFFING MATTERS

4.1 Approval of Annual Accounts 2023/24

4.1.1 Report from Audit Committee Meeting with Auditor - 05/06/2024

The Audit Committee presented the Note of their meeting, during which, the audited Accounts were reviewed in detail with the auditor, Sandy Squires of Findlays. Sandy confirmed that the accounts had been updated with the revisions identified by the Audit Committee.

4.1.2 Audited Accounts for the year ended 31st March 2024

Sandy took members through the headline figures and presented a summary of the pertinent outcomes of the audit:

Statement of Comprehensive Income

Total comprehensive income for the year down from £3,639,013 to £304,978 – skewed by the revaluation of housing properties.

Finance costs – up quite a bit from £330,580 to £481,390 – expect an increase at the same level next year due to increased borrowing.

Robust set of accounts – costs up/income up.

Statement of Financial Position

Current Liabilities – Creditors: amounts falling due within one year - £1,111,615 – this includes £400k of RBS loan which has now been repaid. Good arrears figure – minor issue with chasing recharges, however, accept that resources have been concentrated on keeping the arrears figure down.

Creditors: amounts falling due after more than one year – decreased from £7,885,016 to £7,081,357 – long term loans - great to see this figure come down and technically generate £800k.

GR asked Sandy if there was anything on the horizon that Board should be aware of. Sandy opined that the increases in interest rates had hopefully got as high as their likely to be, and with good rates for the new borrowing this should give comfort with ongoing cash management. In terms of concerns, the real challenge is compliance with energy efficiency demands, however, Glen is not alone in this, there are lots of 'bigger' voices fighting against the challenges. AD added that at a recent SFHA Chief Execs forum, it had been mooted to the Government there was no way the work could be done without additional funding.

4.1.3 Audit Reports & Opinion

As independent auditors, Findlays are required to carry out audit checks on the transactions and confirm the balances at the year end to confirm they represent a true and fair picture of the Association's operations and assets at 31st March 2024. They are also required to report on corporate governance matters to the extent that the Association has complied with disclosures required by regulatory standards.

Sandy confirmed this to be the case and gave an unqualified audit report on the accounts and corporate governance matters.

4.1.4 Letter of Representation

Sandy referred members to the Letter of Representation which had already been reviewed by the Audit Committee - **approved**.

4.1.5 Management Letter

To conclude, Sandy referred members to the Management Letter and response from the Association which was also **approved**.

Management Recommendations Arising:

Recharge Debtors not being adequately chased by housing staff – rare and not a real concern, however, action should be taken to recover the debts.

Management Response – AD confirmed that processes would be reviewed and tightened up.

The Accounts to 31/03/2024 were approved,

Board thanked Sandy for his presentation, at which point he thanked the staff of Glen for their assistance, and Thomson Cooper for the well-prepared audit files they were presented with; this made for a smooth audit.

Sandy thereafter left the meeting.

2. MINUTES

2.1 Minute of Board of Management Meeting of 22/05/2023

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

2.2 Matters Arising from above Minute

2.2.1 Item 4.4 – Fife Council Housing Emergency meeting 05/06

AD/GR confirmed that the meeting between Fife Council and the 4 x Fife based HAs had gone ahead as planned, summarised as follows:

- No Action Plan yet – just involving HAs at this stage
- FC keen to maintain new build – KHA looking at ways to do this but acknowledge without access to Government subsidies, very difficult.
- KHA alluded to different (complicated) funding schemes, not something Glen would want to be involved in – also the potential to front fund with guarantee of funding at later date.
- Acknowledgement from FC that all HAs are doing what they can; there appears to be no pressure, (at this point) from Council to raise homeless allocations - AD confirmed Glen is currently at 35%. BA added for reference, that Glasgow Council are looking at their HAs allocating 67% to homeless applicants.
- Discussion on whether the mechanisms of FHR could be improved. FC are wishing to consider Choice Based Lettings, as part of the FHR review, which would not be Glen's or any of the other partner HAs preference. Streamlining the allocations process might help more.
- JMc asked if there was any suggestion from FC about the FHAA partnership dissolving – AD/GR confirmed the opposite – FC are very supportive of the FHAA partnership development model.
- Suggestion that KHA acquire land in bulk and go to developers as a package, however main concern for builders is if the Section 75 component of the development doesn't go ahead, the whole development is on hold. KHA have already reduced development by 25%.
- Emergency Action Plan to be released in September 2024.

2.2.2 Item 4.5 – Board Event/Appraisals

Appraisals – simplified forms will be sent out soon.

Board Event - AD/GR have had a change of tack in respect of polling members with potential dates and have agreed to approach the facilitator, Craig Sanderson, to ascertain his availability or Wednesdays in July – to be confirmed.

3. CORRESPONDENCE

Nothing of note.

4. FINANCE AND STAFFING MATTERS

4.2 <u>Financial Report to 31/05/2024</u>

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

4.2.1 Statement of Financial Position

Current Assets - AD referred members to the figure at Bank and Cash and highlighted the fact this would be reduced by at least £400k in the June accounts as the RBS loan would be paid off by then.

4.2.2 Current Liabilities – Other Creditors - £178,463 included as provision for Valuation 2 of Windows/Doors replacement plus £17,563 retention on the valuations.

4.2.3 Analysis of Investment Spend - JMc asked for an update on the fascia and gutter replacements and IB confirmed that 30 properties in Rockfield Gardens were outstanding, as well as a few others.

4.3 Arrears Report to 31/05/2024

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

4.3.1 Table 3 – Leased property arrear, £695 – resolved now – tenant forgot to increase rent after the April increase.

4.3.2 Table 4 – Arrears Legal Action Report – Notice of Proceedings issued – 3. BC confirmed that of the 3 NOPs issued, 2 had entered into an arrangement, with one already having made 2 payments. However, 1 case is not engaging and is highly likely to be passed for court action.

4.3.3 BA commended staff on the arrears figure, which was seconded by the Board. IB referred to the earlier discussion on recharges not being pursued as diligently and confirmed that he is hopeful that this can now be picked up.

5 Completion of Phase 1 Window Replacement

IB gave a verbal report as follows:

- Physical completion of all but 1 property and some snagging to do – final valuation due at the end of the month.
- Positive working relationship with Clydebuilt – processes tweaked as required.
- Tenant feedback has been very positive – **no** complaints.
- Changeworks personnel have been invaluable at picking up on things before they become an issue – meaning minimal contact for Glen and the tenants.
  JMc asked as a courtesy, if we could report back to Clydebuilt and Changeworks that Board are happy with these positive reports – IB noted.

BA added it was great to hear about the tenants' satisfaction which enables staff to get on with the day to day.

4.5 Progress: Offer of Funding – CAF Bank

AD presented this report for information.

CAF have intimated that they are keen to meet up with Board again – possibly at the August meeting.

AD confirmed she had checked in with CAF earlier in the day and the application is now with their Credit Committee. Anticipate confirmation from solicitors that everything has gone through by week ending 12/07, with funds available for drawdown for Phase 1 of the windows/doors replacement by end August/early September. Phase 2 installation due to start September/October and the next instalment will be drawn down at that point.

GR asked Board if they were content for AD to contact them by email should any issues arise. AD added there might be a sign-off required by the Chair – could use an Executive Meeting if no Board Meeting scheduled before then – Board agreed.

5. GOVERNANCE

5.1 Business Strategy & Delivery Plan Quarterly Review

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

5.1.1 Zero Carbon/Energy Efficiency Agenda – AD alluded to her earlier comment re the Chief Execs SFHA forum, whereby there was a fabric first attitude while awaiting the funding outcome.

5.1.2 Financial Stability & Business Resilience - Item 2.6 – seek opportunities to build – AD referred to the fortunate position Glen is in, whereby the business plan is not reliant on development.

5.1.3 BA asked that this report be summarised with just the changes in future – AD noted.

5.2 Health & Safety Committee Report

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

5.2.1 PM referred to some issues on the estates with motorbikes at the park area, as well as electric scooters on the pavements and asked if these could be addressed in a Newsletter. She also mentioned the amount of cars parked on the bend at the start of Wilmington Drive and asked if a car park could be created at the side of that section of road. AD confirmed that this had been costed previously but was deemed too expensive – can certainly pick this up again.

JMc suggested to PM that this would have been better raised with Housing Management staff as anti-social behaviour as it didn't fall under the realms of this item.

6. POLICY REVIEWS

6.1 Lodgers Policy

IB presented this reviewed policy which was **approved** with the following discussed/clarified:

6.1.1 JS asked if the tenant has to advise Glen what they will be charging their lodger(s) and how we determine what is a reasonable rent. IB confirmed they do have to let us know, and that amount is pro rata to the size of the property and how much the lodger will be using.

6.2 IT Strategy Revision

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

6.2.1 BA referred to the final item in this Strategy, suggesting it would be worth looking into the framework for Microsoft licencing – KM noted.

7. AOCB

7.1 GR/AD to follow up with Board re appraisals and Board event.

7.2 AD confirmed with Board that the AGM would be held on Wednesday 28th August this year.

7.3 PM referred to the Wildlife Garden at Magnus Drive playpark and asked what was happening with it. AD confirmed that the wildlife gardener that used to work with us has now retired through ill health and our Community Worker, Céline is investigating alternatives. AC suggested she approach FEAT; JS suggested CLEAR Buckhaven & Methil. AD noted.

7.4 PM asked when the Magnus Drive Fun Day would take place this year – AD confirmed it would be Friday 26/07. It was changed from the end of the school year when Fife Council stopped the half day end of term finish. It's is run by Collydean Community Centre, however Glen contributes by way of a donation and staff time, co-ordinating on the day etc.

The meeting concluded at 6.50pm