

NORTH VIEW Housing Association

North View is a registered Scottish charity – charity registration number SC032963

Minutes of the Management Committee Meeting held in the office of North View Housing Association at 29A Stravanan Road, Castlemilk, GLASGOW and via MS Teams at 6.15pm on Wednesday 13th December 2023

1.0 Present

Josephine Deacon
Alex Bruce
Jim Dougherty
Audrey Laird
Andrew William Marshall
Wilma McCubbin
Michelle McNulty
Sarah Jayne Newman

In Attendance:

Yvonne Rooney (Housing Manager)
Ady Tester (Maintenance Manager)
Julie Roy (Corporate Services Officer)
Fettes McDonald (FMD Financial Services) (for Agenda Items 4.0 and 8.0)

2.0 Apologies

- 2.1 Apologies were received from Iris Robertson (Chairperson).
- 2.2 It was unanimously agreed that Josephine Deacon (Vice Chairperson) would act as Chairperson for the meeting.

Action

3.0 Declaration of Interest

- 3.1 It was noted that Audrey Laird is a member of the Management Committee of the Birgidale Complex and a member of Castlemilk Community Council.

4.0 Draft Budget for 2024/2025

- 4.1 The 'Draft Annual Budget 2024/2025' report and the associated budget document were circulated to the Management Committee in advance of the meeting. The main assumptions applied in preparing this draft budget were explained in detail by Fettes McDonald (FMD Financial Services) and it was highlighted that it may be subject to some adjustments before being finalised by the end of March 2024.
- 4.2 Fettes McDonald highlighted a typing error on page 2a of the budget document, relating to the narrative on bad debts assumption. It should read 1% and not 1.5%.
- 4.3 The Maintenance Manager highlighted a typing error on page 3a of the budget document under component replacements. The cost assumption for bathrooms should read £30,000 and for kitchen replacements, it should read £135,516. It was noted that this did not affect the overall figure contained in the draft budget.

4.4 After due consideration, it was proposed by Jim Dougherty that the draft budget for 2024/2025 be approved by the Association. This motion was seconded by Josephine Deacon and was unanimously approved by the Management Committee.

5.0 2024/2025 Rent Increase

5.1 The Housing Manager advised that Agenda Item 8.0 would be discussed at this point in the meeting.

5.2 The paper 'Rent Increase Proposal 2024/2025 (December 2023)' and the associated 'GWSF rent increase survey for April 2024 – fourth results edition 8/12/23' and accompanying individual responses from housing associations were circulated in advance of the meeting.

5.3 The Housing Manager made reference to the section confirming the current economic situation, with Consumer Price Index sitting at 4.6% in October 2023, and noting the continuing cost of living crisis affecting tenants. For this reason, the proposal is to consult with tenants on an inflation only increase (4.6%) for 2024/2025. This proposal is in line with the Association's Business Plan assumptions and it was also reiterated that the draft budget incorporates this increase.

5.4 The Housing Manager explained that in addition to the 4.6% increase, the recommendation was to also consult with tenants on implementation of Year 3 of the rent assimilation exercise suspended in 2023/24 due to issues with uncertainty caused by Scottish Government legislation putting restrictions on rent increases.

5.5 Following careful consideration of the proposal and the information contained in the report, it was proposed by Alex Bruce that the Association approves consultation with tenants on a 4.6% rent increase for 2024/2025 and the implementation of Year 3 of the rent assimilation exercise to continue to bring rent levels in line with the new Rent Policy. This motion was seconded by Wilma McCubbin and unanimously approved by the Management Committee.

5.6 The Housing Manager confirmed that consultation with tenants will begin prior to the Christmas holidays via the Rent Consultation Newsletter, followed by an open day event in the Birgidale Complex to be held on 10th January 2024. The Housing Manager advised that the consultation is being carried out earlier than in previous years to allow staff to update Housing Benefit on the new rent charges for the earlier deadline of 24th January 2024.

5.7 Fettes McDonald left the meeting at this point.

6.0 Minutes of Management Committee Meeting of 22nd November 2023

6.1 It was noted that there was a typing error in Agenda Item 1.0. It read 'Andrew Laird' instead of 'Audrey Laird'.

HM

6.2 With that amendment, Andrew William Marshall proposed the Minutes of the Management Committee Meeting of 22nd November 2023 to be a true record of the meeting. This motion was seconded by Wilma McCubbin and the Minutes were unanimously approved by the Management Committee.

7.0 Matters Arising from Minutes of Management Committee Meeting of 22nd November 2023

7.1 Re item 4.11; the Maintenance Manager advised that further information on the company vehicle spend will be provided at the next meeting of the Management Committee.

Dir

7.2 Re item 6.1; the Maintenance Manager advised that draft versions of the updated job descriptions will be presented to all staff members in due course.

Dir

7.3 Re item 6.2; the Maintenance Manager noted the Director will oversee the development of a Scheme of Delegation Policy.

7.4 Re item 6.3; the Maintenance Manager confirmed that the Director advised that the Scottish Federation of Housing Association's 'OnBoard' scheme will be considered as part of the Committee Recruitment and Succession Strategy.

Dir

7.5 Re item 6.4; the Maintenance Manager noted that all iPads have now been distributed.

7.6 Re item 6.5; the Maintenance Manager has still to contact Apple to arrange training.

MM

7.7 Re item 6.6; The Maintenance Manager explained that there were difficulties in trying to schedule a General Purposes Sub-Committee meeting and therefore, the Director intended presenting information and discussing the matter at tonight's meeting. Unfortunately, due to unforeseen circumstances, this has not been possible. It was noted that the Director contacted the Scottish Housing Regulator on 7th December 2023 to explain the situation and they have emailed back to note that this will be progressed on the Director's return to work after the New Year.

Dir

7.8 Re item 6.7; the Maintenance Manager advised the stock reinstatement valuation exercise is now complete, and information has been submitted to Zurich to obtain a cost for insurance for 2024/2025 and a response is awaited. Details of options available to the Association will be discussed with the Management Committee in the New Year. The Maintenance Manager explained that most social rented housing is undervalued and therefore, underinsured. He advised that the Association's stock reinstatement valuation had risen by to 12%, with an estimated 12% increase in the insurance premium.

MM

7.9 Re item 6.8; the Maintenance Manager noted that the Director awaits a reply to the emails sent to the Head Teacher of St John Paul II Primary School regarding working with the school. She will follow this up in the New Year and the Management Committee will be kept updated.

Dir

7.10	Re item 6.9; the Maintenance Manager advised that the Director has still to investigate the possibility of housing management staff reaching out to young persons in the community (through the schools) to provide education on sustaining tenancies.	Dir
7.11	Re item 6.10; the Maintenance Manager noted that the signed paperwork had not yet been received from the member. The Director was due to follow this up prior to tonight's meeting but due to unforeseen circumstances this has not been done. She will pick the matter up on her return in the New Year.	Dir
7.12	Re item 6.12; the Maintenance Manager reported that there have been no further updates regarding the insurance claim. The Management Committee will be kept informed.	Dir
7.13	Re item 6.13; the Housing Manager advised there was no update on the long-term void. A member of the Management Committee enquired as to what was meant by long-term void. The Housing Manager provided a detailed explanation of the long-term void, noting that it is one of the Association's supported properties which has not yet been re-let. The Management Committee will be kept informed.	HM
7.14	Re item 6.21; the Maintenance Manager stated that there is no further update on the release of excess security. It is still understood that information is with the Royal Bank of Scotland for signing. The Management Committee will be kept updated of progress.	Dir
7.15	Re item 6.22; the Maintenance Manager confirmed the Director met with the Scottish Federation of Housing Associations on 30 th November 2023 to discuss its services and the Association's priorities.	
7.16	Re item 7.7; the Maintenance Manager advised that the Director will provide an update on the Association's membership of Share at the next Management Committee meeting.	Dir
7.17	Re item 12.2; the Maintenance Manager noted that an 'in-house' training session on values etc, was due to be discussed at tonight's meeting. Due to unforeseen circumstances this has been postponed and will be rescheduled.	Dir
7.18	Re item 13.1; the Maintenance Manager reported that the Procurement Register will, again due to unforeseen circumstances, will now be presented at the next meeting of the Management Committee.	Dir
7.19	Re item 14.5; the Maintenance Manager confirmed that Housing Minister's visit took place on 29 th November 2023, with two senior staff members and four Management Committee members attending on behalf of the Association.	
7.20	Re item 14.8; the Maintenance Manager noted that the letter confirming the amendment to the contract has now been signed.	
7.21	Re item 14.13; the Maintenance Manager confirmed that the Director has contacted Seven Street Wealth regarding a pension information session for staff. Arrangements will be finalised in the New Year.	Dir

7.22 Re item 14.15; the Maintenance Manager reported that the annual return to the Office of the Scottish Charity Regulator was submitted on 27th November 2023.

7.23 Re item 14.18; the Corporate Services Officer enquired as to who would like to attend Share's annual conference. The Chairperson advised all members would attend. The Corporate Services Officer will confirm details and arrange the booking.

CSO

8.0 Correspondence

Email from Glasgow City Council (GCC) regarding City Development 2 Plan – received on 6th December 2023

8.1 The email advises that GCC has begun work on City Development Plan 2 which will be a corporate document setting out policies as to the development and regeneration of the city looking twenty years ahead. The new plan will establish where new homes, schools, businesses, and open spaces should be located. It will identify areas that need to be protected and where future investment should be directed.

8.2 GCC is looking to gather evidence to establish what to plan for and wants to engage with residents and stakeholders. There is a survey for tenants to complete and the Association will publicise this in the reception area and on its Facebook page.

Dir/CSO

Email from Share – Membership Renewal Application Pack 2024/2025 – received on 30th November 2023

8.3 The email sets out Share's new membership structure. The Director met with Olwyn Gaffney, the Chief Operations Officer, to discuss this further.

8.4 The Corporate membership fee is £2,500 per year which covers all Management Committee members. Individual membership is £150 per staff member per year.

8.5 The Association does not need to include all staff as members, as not all staff access the services, courses, and conferences provided by Share. Membership provides reduced rates for staff to access these. If membership is required during the year to access these, then this can be obtained and charged pro rata.

8.6 The Director has contacted Share and this can be finalised in the New Year. It is recommended that the Association takes out corporate membership and five staff memberships – senior staff (Director, Housing Manager, and the Maintenance Manager), the Corporate Services Officer, and the Finance Officer. The senior staff attend the annual conference with the Management Committee, and the Corporate Services Officer and Finance Officer attend network meetings. Staff memberships can be reviewed over the course of the year if necessary.

8.7 It was proposed by Audrey Laird that the Association proceeds with this recommendation. The motion was seconded by Wilma McCubbin and it was unanimously approved by the Management Committee.

8.8 The Director will contact Share to oversee the arrangements.

Dir

Email from Employers in Voluntary Housing (EVH) – Membership Renewal January 2024 to December 2024 – received on 12th December 2023

8.9 It was noted that EVH provides the Association with essential day-to-day human resources advice and support across several areas, which includes staff terms and conditions, recruitment, pay increase negotiations, pensions support, and health and safety, for example. It has also recently launched a new 'Member Information Exchange' quarterly event with Governing Body representatives enjoying the opportunity to come together as a collective to network, learn and share ideas.

8.10 The email sets out that EVH's Executive Committee has decided on an increase of 4.5% to its membership fee (which is below the October 2023 inflation rate of 4.6%). The fee will be £5,193. It is recommended that the Association continue its EVH membership.

8.11 It was proposed by Josephine Deacon that the Association renews its membership. The motion was seconded by Andrew William Marshall and it was unanimously approved by the Management Committee.

8.12 The Director will oversee the membership renewal.

Dir

9.0 Notifiable Events

9.1 There were no new Notifiable Events to report.

10.0 Report from Sub-Committee Meetings

10.1 The paper 'Report from Sub-Committee Meetings – December 2023' was circulated in advance of the meeting. The content was noted by the Management Committee.

11.0 Performance Management

11.1 The paper 'Performance Management Proforma to 30th November 2023 – December 2023' was circulated to the Management Committee in advance of the meeting. The Management Committee noted the content.

12.0 Any Other Competent Business

Insurance Claim

12.1 The Maintenance Manager advised that a tenant had complained about a slip and fall they had in their close, contributing the fall to the close floor material.

12.2 He confirmed that he had liaised with Zurich regarding the incident and they had advised us to provide warning signage in the close. This has now been actioned.

12.3 He advised that he had researched a produce known as GRP (Glass Reinforced Plastic) flooring which is non-slip. He noted that he would recommend trialling this flooring at 29 Lenihall Drive.

12.4 After consideration, it was proposed by Audrey Laird that the Maintenance Manager proceeds with the trial of the GRP flooring. The motion was seconded by Andrew William Marshall and it was unanimously approved by the Management Committee.

12.5 The Maintenance Manager will oversee arrangements.

MM

30th Anniversary

12.6 The Maintenance manager advised that, as discussed at previous meetings of the Management Committee, the Association would like to mark its 30-year anniversary. Low cost options, which take cognisance of the current challenging economic climate, will be discussed and finalised.

MC/Dir

Contractor donations to Trussell Trust Food Bank

12.7 The Maintenance Manager advised that two contractors donated food to the Trussell Trust Foodbank on 15th December 2023.

Gutter cleaning

12.8 A member of the Management Committee commented that gutters are needing cleaned at Castlemilk Terrace and Stravanan Terrace, and twice per year is not sufficient.

12.9 The Maintenance Manager will investigate the matter.

MM

13.0 Date and Time of Next Meeting

13.1 The next meeting of the Management Committee will take place on Wednesday 24th January 2024 at 6.15pm, in the office and via MS Teams

13.2 The meeting ended at 7.45pm.

_____ Signed (Chairperson) _____ Date