

Minutes of the Management Committee Meeting held on **WEDNESDAY 19TH MAY 2021** at **6.00PM** at **Larkfield, via on-line Microsoft Teams Meeting**

Present: Suzanne Harris
Aileen Hunter
William Rice
Kelly-Ann Doherty
David Wilson

In attendance: Lynne Griffin

Stephanie McEwan (minutes)

BUSINESS

1. INTRODUCTIONS/ DECLARATIONS OF INTEREST/ NOTIFIABLE EVENTS

William Rice declared an interest in Agenda Item 11.

2. APOLOGIES

Apologies were received from Mareta Greig, Alison McManus, Ashley Brown, Allison Ahktar and Alan Semple.

3. DRAFT ACCOUNTS TO 31ST MARCH 2021

Overall, the surplus was £595,394 ahead of the budgeted surplus of £363,123 figure. This was due to the underspend in the major repairs budget and lower office and team overheads, primarily as a result of the Covid19 restrictions.

Rental income showed a slight variance compared to budget and void loss was higher than the budgeted figure. The main driver for the higher void costs was the Covid19 restrictions, and delays in reletting of void properties during the year.

Owner's charges (Factoring Income) was in line with budget and bank interest received was lower due to interest rate decrease. Link Housing management fee income received from Link Housing is in line with budget.

Other income received throughout the year included income from the Scottish Government in relation to Stage 3 medical adaptations and income from service charges to owner occupiers.

Staff costs of £452,734 were lower than the anticipated spend by £9,453.

Reactive maintenance was under budget by £45,352. The void repair budget was underspent by £54,596 whilst the reactive repair budget was £9,243 overspent.

Major repairs of £147,683 was £16,125 less than budget. The Major repairs programme had been delayed due to Covid19 restrictions during the year which was causing lower spend to date. Capitalised repairs amounted to £72,193 against a budget of £225,592.

Bad debts written off and provided for was £6,461 lower than budget for the year.

Overall operating expenditure was £184,063 lower than budgeted expenditure of £1,546,551, largely due to the Covid19 restrictions throughout the year.

4. APPROVAL OF THE MINUTES OF THE MEETING HELD ON 10TH MARCH 2021

The Minutes of the meeting held on WEDNESDAY 10TH MARCH 2021 were approved with no amendments:

Moved: Aileen Hunter
Seconded: William Rice

5. MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 10TH MARCH 2021

5.1 COMMITTEE ACTION REGISTER

It was noted that the annual Insurance Contract Renewal process had concluded, and a new insurance schedule was now in place from 28th April 2021.

All Committee members were required to sign up to Link's acceptable use policy in relation to the use of the new members extranet site/portal and members should receive their iPads in July.

6. (i) MEMBERS EXPENSES 2020/21

The Committee noted the report.

(ii) GIFTS & HOSPITALITY RECEIVED 2020/21

The Committee noted the report.

(iii) GIFTS & HOSPITALITY GIVEN 2020/21

The Committee noted the report.

7. HEALTH & SAFETY SUB COMMITTEE MEETING 3RD MARCH 2021

The Committee noted the minute of meeting.

8. KPI PERFORMANCE REPORT (QUARTER 4) 2020/21

The Committee noted the report and performance for Q4 2020/21.

9. COMPLAINTS PERFORMANCE REPORT (QUARTER 3 & QUARTER 4) 2020/21

The Committee noted the following from the report: –

- The number of complaints recorded for the year (during Quarter 3 and Quarter 4) remain low and may be because of the Covid-19 pandemic situation and changes to the service provision during “lockdown”
- No Stage 2 complaints received during the period.

10. LARKFIELD ABSENSE MONITORING STATISTICS

Members discussed the report and noted that the sickness absence rate for the 12-month period was 0.57%. The absence rates for the period were largely attributable to a number of short-term absences and covid-19 related absences. There were no long-term absences over the twelve-month period.

Eight employees (67%) of Larkfield Housing Association employees had no sick days during the 12-month period.

11. WIDER ROLE SERVICES - END OF YEAR OUTCOMES REPORT

The Management Committee discussed the end of years outcomes report and noted the encouraging outcomes for the year across the projects .

12. HOUSING TO 2040 SCOTTISH GOVERNMENT DOCUMENT

The Management Committee noted the summary of the Scottish Government's Housing to 2040 vision and road map.

13. HOUSING MANAGEMENT & MAINTENANCE SUB COMMITTEE MEETING 21ST APRIL 2021

The Management Committee unanimously approved the following recommendations from the Housing Management & Maintenance Sub Committee :

- Proposed Lettings Plan 2021/22
- Proposed Tenant Participation Action Plan (2021/22)
- Proposed changes to the Prevention of Arrears & Debt Management Policy
- The appointment of MP Group to carry out render upgrade works to 55, 57, 67 & 78 Banff Road & 1, 11 Banff Place.
- The appointment of Bell Group to carry out external decoration works to Wimpey No Fines stock houses and flats.
- Proposed planned maintenance programme of works for 2021/22.

14. FINAL APPROVAL OF INTERNAL MANAGEMENT PLAN & ACTION PLAN

a) INTERNAL MANAGEMENT PLAN (IMP) 2021-2026

The Committee unanimously approved the final draft of the Internal Management Plan (IMP) for 2021-2026.

b) Appendix 1 – 30- Year Financial Projections

The Committee had previously approved the attached 30-year financial projections.

c) Appendix 2 – SENSITIVITY ANALYSIS

The Committee had previously agreed the attached sensitivity analysis document.

d) Appendix 3 – Risk Register

The Committee had previously approved the attached risk register for 2021/22.

e) Appendix 4 – Action Plan 2021/22

Members requested that the draft IMP Action Plan for 2021/22 be brought back to the June meeting for final approval.

15. APPROVAL OF ANNUAL RETURN ON THE CHARTER (ARC) 2020/21

A detailed discussion took place on the proposed draft ARC Submission and focused on variances from last year's performance and related issues. The Committee unanimously approved the draft ARC return for 2020/21.

The Area Manager would submit the return through the on-line portal to the Scottish Housing Regulator by 31 May 2021.

16. ANY OTHER COMPETENT BUSINESS

A letter of resignation had been received from Mhairi Cushnaghan. Ms Cushnaghan wished to resign due to personal reasons and the Committee unanimously approved the resignation and wished her well in the future.

It was also noted that Ashley Brown was re-locating out with the Inverclyde area and had indicated that she would not be standing for re-election as a Larkfield committee member in September. The Committee wished to note their thanks to Ms Brown and wished her well for the future.

17. DATE OF NEXT MEETING:

WEDNESDAY 23rd JUNE 2021 at 6.00PM via MICROSOFT TEAMS.

The meeting closed at 7.40PM