

**Knowes Housing Association
Management Committee Meeting
Tuesday 6th August 2019 @ 6:30pm
Knowes Housing Association Offices, Field Road, Faifley**

MINUTE OF MEETING

In Attendance

Pierre De Fence, Director
Erica Davidson, Head of Finance
Steven Cunningham, Alexander Sloan
Sandra Love, Senior Corporate Services Officer
Isabel Pringle, Corporate Services Assistant (Minute)

Present

Rhona Polak	Sheila Cope
Billy Stevenson	Katie Devaney
Yvonne McDonald	Gary Clark
Lynsey Chrystal	

1.0	<u>Apologies</u>
1.1	No apologies were received
2.0	<u>Declaration of Interest</u>
2.1	None
3.0	<u>Welcome to Observers</u>
	Ellen Morris David Mandleson
	The Committee welcomed the observers to the meeting.
4.0	<u>Presentation of Annual Accounts and Management Letter for Year End 31st March by Alexander Sloan, Auditor</u>
	Steven Cunningham of Alexander Sloan was in attendance to discuss the Association's report and financial statements for the year ended 31 st March 2019.
	Copies of the report and financial statements were sent out with the papers and Mr Cunningham took Committee through the accounts and discussed the content in detail, encouraging questions from all present.

	<p>Mr Cunningham went on to say that the opinion of Alexander Sloan is that the financial statements give a true and fair view on the state of the Association's affairs and of its surplus for the year end. He advised that the accounts have been properly prepared and are an accurate and true reflection of the Association's financial status and have been issued a clean audit report with no problems arising.</p> <p>The report and financial statements for the year ended 31st March 2019 were formally accepted by the Committee. Proposed by Sheila Cope and seconded by Rhona Polak.</p>
5.0	<p><u>Minute of Meeting held on Tuesday 18th June 2019 and Matters Arising</u></p> <p>The minute was agreed as accurate</p> <p>Proposed by Sheila Cope Seconded by Katie Devaney</p>
5.1	<p><u>Minutes of Sub committee meetings</u></p> <p>The minutes of the Housing Management and Finance Sub Committees were for information and would be approved at their respective meetings.</p>
6.0	<p><u>New Share Members</u></p> <p>There were 2 new Share members this month, both of which were duly nominated and signed.</p> <p>1 resident of Dickens Ave, Clydebank 1 resident of Swallow Road, Faifley</p> <p>Proposed by Yvonne McDonald and seconded by Billy Stevenson.</p>
7.0	<p><u>Correspondence</u></p> <p>Pierre advised that he had received a response from WDC in relation to Lawrence O'Neill standing as our Councillor. Pierre had intended to ask Lawrence tonight if he was in agreement, however Lawrence was absent from tonight's meeting.</p> <p>In accordance with rule 68, a letter was signed by our Secretary confirming to Committee that Rules 62 – 67, regarding Minutes, Seal, Registers, Registered Name and all Documentation, have been followed.</p>
8.0	<p>EVH</p> <p>Included with the papers and for Committees information.</p>

<p>9.0</p>	<p><u>Health and Safety</u></p> <p>Sandra advised the Committee that this would be covered within the Corporate Services report.</p>
<p>10.0</p>	<p><u>Policies for Approval</u></p>
	<p><u>10.1 Freedom of Information</u></p> <p>Pierre advised that the Freedom of Information (Scotland) Act will come into effect for all Housing Associations in November this year. The Act places an obligation on Housing Associations to provide information relating to housing activities within specific timescales.</p> <p>Pierre went on to say that our intention is to put our Guide to Information which will replicate SFHA's Open all Hours document which is based on the Scottish Information Commissioner's Model Publication Scheme on our web site all policies, procedures, statistics and information will be available for anyone wanting to access information.</p> <p>The policy was accepted and agreed. Proposed by Rhona Polak and seconded by Gary Clark.</p> <p><u>10.2 Settlement Agreements</u></p> <p>Pierre advised that having a Settlement Agreement in place is one way in which employers and employees mutually agree to deal with disputes, business challenge issues, employment relationships etc that could have the potential to reach an employment tribunal.</p> <p>The policy is based on the EVH model policy and as such was agreed and accepted. Proposed by Sheila Cope and seconded by Yvonne McDonald.</p>
<p>11.0</p>	<p><u>Loan for smoke and heat detectors</u></p>
	<p>Pierre advised that we have secured a loan from the Scottish Government of up to £450k to install smoke and heat detectors. He advised that the loan is interest free over 5 years. Pierre noted that we have the permission of our funders Nationwide to enter this agreement. Now that we have tenders for the installations we will only need to draw down £250,000.</p> <p>We will now be able to take the project forward and the installs will be completed this year. This also means that we will not have to use the funding we had previously budgeted for on this contract this and next financial year..</p>
<p>12.0</p>	<p><u>Committee Appraisals</u></p>
	<p>The Committee Appraisals will take place on the 13th and 27th August. Lawrence and Gary have still to choose a suitable day and time.</p>

13.0	<u>Office closure Staff Training</u>
	Pierre advised Committee that the office will be closed on Friday 25 th October due to staff training
14.0	<u>AGM</u>
	Committee were reminded that the AGM will take place on Tuesday 3 rd September at 7 pm and will take on the same format as last year.
15.0	<u>Strategic Options Appraisal</u>
	<p>Pierre took Committee through this paper, explaining that it was very important that Committee agree to a strategy for the future.</p> <p>The background to the policy was that the SHR recommends that RSL's complete a Strategic Options Appraisal, which can be used for assessing projects, however in this case it is being used to choose the strategic direction of the Association as a whole and not for any specific projects we are involved in. The advantage of completing an options appraisal prior to changes in our environment is that we will know what direction we will take when the time comes.</p> <p>Pierre went on to talk about our mission and visions and what options could be considered:</p> <p>Option 1 – to keep the status quo Option 2 – Service sharing arrangement Option 3 – Subsidiary/Transfer of Engagement</p> <p>There followed much discussion and Committee agreed that they were happy with the direction the organisation was going.</p> <p>It was then agreed by all present that we proceed with Option 1 and stay with the status quo, i.e Knowes has the skills, financial resources, governance arrangements in place and strong service delivery which ensures Knowes is best placed as an independent organisation going forward after considering the potential challenges that we may face.</p> <p>Proposed by Billy Stevenson and seconded by Rhona Polak.</p>
16.0	<u>Director's Report</u>
	Stock Control as at 14 May 2019

Mortgage to Rent / Buy Backs

Empty home at Lawmuir Crescent has concluded
Mortgage to rent at Mallard Road has concluded
Buy back at 22 Waulkingmill Road has concluded
Buy back at Lawmuir Crescent has concluded
Mortgage to rent Burnbrae Street concluded
Buy back Faifley Road concluded
Buy Back Abbeylands Road conclude
Mortgage to rent Durban Crescent concluded
Buy back Langfaulds Crescent concluded

Total Properties 1041 rented (including Dunn Street respite centre). 690 owners

Abbeylands Road bowling green and tennis court sites:

Pierre has been in contact with WDC Estates Department and our solicitors should receive an offer to purchase soon. WDC have indicated that they would prefer for the purchase to go through this financial year and as SHIP is currently being revised, a build date has yet to be advised. A design team will be appointed once we are aware of the timescales involved.

Welfare and Money Advice Project

A grant application has been submitted to the Scottish Government for funding for a 3 year period. We are awaiting advice on whether the application has been successful.

Committee Training

A training plan will be agreed following the appraisals. The next training session will be "Change Management", with a date yet to be decided.

Universal Credit Roll Out

We currently have 86 Universal Credit cases and increasing, which account for approximately £33k of arrears.

Pensions Update

The next update from TPT will be September.

Tenant and Owner Surveys

We have appointed Research Resource to carry out the surveys, with the work expected to be completed mid December.

Business Plan

The Strategic Options Appraisals is on the agenda.

	<p>Committee Member Attendance Record</p> <p>The attendance record for Councillor Jim Finn was incorrect. It states that Jim had resigned when in fact he is still on leave of absence. This would be corrected.</p>
17.00	<p><u>Corporate Services Report</u></p>
17.00	<p>Community Engagement</p> <p>Share Members</p> <p>We have 2 Share Applications to go before the Management Committee, and both of the applicants are interested in becoming Members of the Committee.</p> <p>Community Engagement</p> <p>Paint Giveaway</p> <p>The giveaway was a great success and Skypoint was very busy with local residents who were looking for free paint. This is something we would like to do again in the future.</p> <p>Bus Trip</p> <p>The bus trip was well attended and we had great feedback on the day and subsequently, on all aspects including the destinations, food, Knowes staff and the coach and driver.</p> <p>Gala Day</p> <p>The Gala Day was a great success and there was a good turnout of local people. Knowes again sponsored 'Faillley's Got Talent' and Sandra is contacting some of the performers to see if they will entertain at the AGM.</p> <p>Schools</p> <p>Sandra has been invited to the next meeting of Edinbarnet Parent Council.</p> <p>Health and Safety</p> <p>Sandra is working on over 30 risk assessments for Knowes which are due to be revised and is continuing to work through staff DSE's.</p>

	<p>OFGEM Visit</p> <p>During their recent visit, the Board of OFGEM were very complimentary on Knowes' solar panel installations and the community feedback they received. We have also been congratulated in The Scottish Parliament by Gil Paterson MSP through a Parliamentary Motion and during a speech in the Chamber. Mr Paterson's office have provided us with a copy of a letter he received from the Minister for Local Government, Housing and Planning regarding our success in this field. (enc)</p> <p>Website</p> <p>The website is being upgraded and Alan from Kiswebs is meeting in the near future with a proposed new format which will incorporate an area for staff. The website will also have a section for FOI's.</p> <p>Scrutiny Panel</p> <p>Sandra met with the panel to discuss the Tenant Satisfaction Survey draft questionnaire in advance of the door knocking.</p>
18.0	<p>Property Services Report</p> <p>In Peter's absence, Pierre took Committee through the report.</p> <p>Budget Report</p> <p>Planned/Cyclical Maintenance. Painting contract is due to be completed next month.</p> <p>Landscape Maintenance. Program ongoing.</p> <p>Reactive Repairs. There is a slight overspend here, which is due to void work, however, this is being monitored.</p> <p>Gas Service & Maintenance. Programme ongoing.</p> <p>Medical Adaptations. There is £8k left in the budget, next grant award will be around June 2020.</p> <p>Maintenance Contract</p> <p>Dwelling Doors. This project has come in under budget. There are 3 no assesses.</p> <p>Kitchens – various addresses. We are awaiting the tender report, however once received, we anticipate that the majority of properties within the contract will have their new kitchens fitted this year.</p>

	<p>Fire Safety Compliance. Tenders returned and the award letter will be issued this month.</p> <p>Bathroom Replacement Project 2019/20</p> <p>As part of our 5 year Component Replacement Plan Phase 13, Whitehill Crescent properties were identified for replacement this financial year. A budget of £68k was originally allocated for this project however, it has now been identified that the unit costs within our Asset Management system require reviewing as they have not kept pace with inflation or costs within the sector. A review of our most recent Bathroom project in 2017 identified a unit cost which if used for this project would give a tender cost of £110k.</p> <p>The tender returns identified C Hanlon Ltd as having the best combined score for cost and quality and the tender proposed is for £110,000</p> <p>Committee were asked to approve this additional budget. Proposed by Billy Stevenson and seconded by Rhona Polak.</p>
<p>19.0</p>	<p><u>AOB and Apologies for Future Meetings</u></p>
<p>19.0</p>	<p>An Employment sub Committee meeting has been arranged for 28th August at 6pm.</p> <p>Apologies for Future Meetings</p> <p>Lyndsey has put in her apologies for the Sub Committee meetings on 20th August, as she will be on holiday.</p>
<p>16.0</p>	<p>Date of Next Meeting</p> <p>The next meeting is the Annual General Meeting, which will be held on Tuesday 3rd September 2019 at 7 pm.</p> <p>The date and time of the next Management Committee meeting will be Tuesday 8th October 2019 at 6.30pm. The reason for the meeting being held a week later than normal is that Pierre is on holiday and Erica will take the meeting on his behalf.</p>