

MOLENDINAR PARK HOUSING ASSOCIATION LTD

Minute of the Meeting of the Management Committee held remotely on Tuesday 18th January 2022 at 6.00pm.

Present:

Mr A Scott (Chairperson)
Mr F Sheeran (Vice Chairperson)
Mr B Johnston (Committee Member)
Mr M Johnston (Committee Member)
Ms C Meighan (Committee Member)
Miss C McKinlay (Committee Member)
Mrs M O'Donnell (Committee Member)
Mr C Peacock (Committee Member)
Ms A Wood (Committee Member)
Mr N Thumath (Co-optee)

In Attendance:

Scott Rae (Acting Director)
Jayne Lundie (Corp Services Officer)
Representative (FMD)

		Action
1.	<p>Welcome, Apologies and Declaration of Interest The Chair welcomed Committee and Staff to the meeting.</p> <p>Standing Apology from Mr P Mann.</p>	
2.	<p>Adoption of Minute of The minute of the meeting held on the 23rd November 2021 was proposed as a true record by Mrs M O'Donnell and seconded by Ms C Meighan.</p>	
3.	<p>Matters Arising from the Minute of 23rd November 2021 There were no matters arising.</p>	
4.	<p>Use of Seal There was no Use of Seal</p>	
5.	<p>Application for Membership There were two applications for membership by:</p> <p>XXXXXXXXXX XXXXXXXXXX</p> <p>XXXXXXXXXX XXXXXXXXXX</p>	
Management Committee approved the applications. Share and copy of Rules to be issued to applicants.		
6.	<p>Notifiable Events A Notifiable Event was submitted to SHR on 14th December 2021</p> <p>The Notifiable event advised the regulator that Molendinar Park Housing Association has adopted new rules based on the SFHA model incorporating the additional variation to allow for virtual attendance at general meetings. The Association held an SGM on 21st September 2021 to adopt the new rules.</p>	

	Committee noted the Notifiable Event	
	Finance	
7.	<p>Report on Draft Budget 2021/22 The representative from FMD presented the Draft Budget Report to Committee.</p> <p>Committee noted:</p> <ul style="list-style-type: none"> • Budgeted annual surplus (total comprehensive income) is £487,014 • Rent restructure profile at £15 monthly cap on base rents • Annual Rents & service charge increase 4.2% (October 2021 CPI) • Cash balances decrease by <u>£74,614</u> from £1,612,666 to £1,536,052 • Bank loans reduce from £2,382,834 to £2,128,916 • Net pension liability reduces from £203,107 to £138,326 • Direct employee (total) related costs of £494,831 • Employer SHAPS DB 60th / 80th CARE & Defined Contribution • Planned maintenance major repairs (capital) of £141,505 • Office refurbishment costs of £60,000 (3 Graham Square) • Office overhead costs of £249,898 including £8.5k office depreciation • Bad debts write-off costs of £21,110(1% - General Needs & Sheltered) • Housing Property Insurance costs of £35,852 <p>The representative from FMD asked if Committee had any questions at this point. No questions were forthcoming.</p> <p>Committee were advised that any recommended changes agreed at the meeting would be amended in the Final Budget.</p>	
	Committee noted the report.	
7.1.	<p>Draft Budget Noted and approved subject to any further changes being made.</p>	
	Committee noted and approved the Draft Budget.	
8.	<p>Report on Response to Rent Consultation 2021/2022 Committee noted the report . It was also noted that the responses were significantly down on last year's numbers – 23 responses as opposed to 59 responses.</p> <p>The responses were predominantly positive. 17 out of 23 responders agreed with the 4.2% rent increase. The six responders who did not agree raised various issues, wages do not rise proportionately to inflation, people who don't maintain properties get everything done, level of services and two respondents do not think any services are provided.</p> <p>After discussion and considering the six negative responses Committee agreed that the rent increase of 4.2% was necessary for the Association to achieve its Business Plan objectives.</p>	

	<p>It was agreed that a personal reply should be sent to the six respondents who gave feedback as to why they did not agree with the increase addressing the reasons given by them.</p>	
	<ul style="list-style-type: none"> • Committee agreed to implement a rent increase of 4.2% as from 1st April 2022. • Housing Management to send personal reply to respondents who gave a reason as to why they did not agree with the 4.2% increase. 	
9.	<p>Rent Consultation/Restructure Follow Up Report The Acting Director presented the report.</p> <p>At the meeting of 23rd November 2021 the Management Committee asked the Acting Director and FMD to consult with Northstar with a view to revisiting the decision on the rent restructure cap of £20. It proved to be difficult in getting information worked into the model.</p> <p>FMD provided a comparison of the overall increases under two scenarios; £15 and £20 restructure caps, how this would affect tenants and how this would impact on the roll out of the restructure.</p> <p>A discussion took place on the how affected tenants would manage by having the inflationary increase plus the rent restructure increase. The general feeling of the committee was that tenants who were working and not on benefits would be most affected at a time of rising inflation.</p> <p>The Acting Director advised that another alternative would be to have a £10 cap which would be more palatable to the tenants. This would mean rolling out the restructure to nine years, however the representative from FMD pointed out that of the 179 tenants affected by an increase, 146 tenants would have the rent restructure completed between years one and five. In years six, seven and eight the remainder of the tenants would have their rent restructure completed with only one unit to be restructured in year nine.</p> <p>It was also made clear that any change of tenancy over the restructure period would automatically be put onto the restructured rent.</p> <p>Committee agreed to implement the £10 cap and requested that the budget be amended to reflect this decision.</p>	
	<p>Committee agreed to a rent restructure cap of £10 which should be reflected in the budget for 2022/2023.</p>	
	<p>Governance</p>	
	<p>The Governance Consultant joined the meeting.</p>	
10.	<p>Committee Appraisals Committee noted the report presented by the Governance Consultant.</p>	

	<p>The report acknowledged that the period under review had been very demanding and challenging for MPHA: in addition to the disruption caused by the pandemic, MPHA's Director has been unexpectedly absent since Easter as a result of a serious illness</p> <p>Every member of the management committee agreed that MPHA has performed remarkably well, given the very challenging circumstances and that the Asset Manager has been excellent in taking on the duties of acting Director, in addition to his own role. The response of the staff team to the pandemic and the staffing challenges of the last year was commended by everyone, being described as a 'testament to their commitment'.</p> <p>The Governance Consultant advised that MPHA's annual business plan review will be a good opportunity to consider the recommendations and suggestions contained within the report.</p>	
	Committee noted the report and agreed to consider the recommendations and suggestions contained therein at the Business Plan Review in March 2022.	
10.1	Succession Planning	
	Noted.	
	The Governance Consultant left the meeting.	
11.	Covid Return Committee noted the quarterly return.	
	Policies	
12.	Report on Complaints Handling Procedure/Equality Impact Statement	
	Noted.	
12.1	Adoption of Complaints Handling Procedure	
	Noted and agreed.	
	Committee considered and approved the adoption of the Complaints Handling Procedure.	
	Staffing	
13.	<p>Report on Recruitment of Senior Housing Services Officer The Corporate Services Officer presented the report.</p> <p>Committee noted the report and agreed to advertising the position with EVH and Scottish Housing News and also agreed to the timescales set out in the report.</p> <p>The composition of the Interview Panel was agreed as undernoted:</p> <p>Chairperson, Vice Chairperson and a Committee Member with Acting Director in attendance.</p> <p>A discussion took place on how the interviews should be conducted; face to face or virtually. After consideration it was agreed that the interviews should be held virtually.</p>	

13.1	Job Advert Noted.	
13.2	Job Description Noted.	
13.3	Person Specification Noted	
	Committee noted and agreed to: <ul style="list-style-type: none"> • Advertising the position with EVH and the Scottish Housing News in the agreed timescales • The interview panel should consist of the Chairperson, Vice Chairperson and one committee member and that the interviews should be held virtually. 	
General		
14.	Report on Smoke and Heat Alarms The Acting Director presented the report. The Association has a duty to meet the changes in law that will come into effect on 1 February 2022, that all Scottish homes will be required to have Smoke and Heat alarms installed that must be interlinked and must all be ceiling-mounted. Four contractors are carrying out the programme which is going well. However, there have been a number of no accesses and the Association does not have an agreed to procedure to deal with such situations. The Acting Director proposed that in order that the Association meets the deadline of 1 st February 2022 that a similar process for non-access for Gas servicing should be adopted. The Acting Director pointed out that failure to meet the deadline would result in a Notifiable Event.	
Committee considered and agreed to the proposal to adopt a similar process for non-access for Gas Servicing.		
15.	Acting Director's Report Noted.	
15.4	Office Refurbishment The Acting Director reported that communication with the architect is proving difficult. The architect was supposed to provide further information in time for this meeting but failed to do so. However, the Acting Director has been advised that the cost of the refurbishment has been brought to just under £60,000.	
15.5	Connecting Scotland Grants and Cash For Kids Committee agreed that the various grant giving charity funding was something that the Association should be accessing. The Vice	

	Chairperson advised that he has contacts who could be approached to access future funding and he would be happy to facilitate this. It was agreed that the process should be started early..	
16.	AOCB	
16.1	Drakemire Hampers The Acting Director reported that the residents of Drakemire Sheltered Housing Complex received their hampers in time for Christmas and that the feedback from the residents was very positive.	
	Date and Time of Next Meeting -Tuesday 15th February 2022 at 6.00pm The next meeting of the Management Committee will be held remotely on Tuesday 15 th February 2022.	

Signed

Date