

# MOLENDINAR PARK HOUSING ASSOCIATION LTD

## Minute of the Meeting of the Management Committee held remotely and in MPHA Offices on Tuesday 20<sup>th</sup> November 2022 at 6.30pm.

### Present:

|                 |                  |
|-----------------|------------------|
| Mr F Sheeran    | Chairperson      |
| Ms C McKinlay   | Vice Chairperson |
| Mr C Boyle      | Committee Member |
| Mr M Johnston   | Committee Member |
| Mrs M O'Donnell | Committee Member |
| Mr C Peacock    | Committee Member |
| Mr A Scott      | Committee Member |
| Mr N Thumath    | Committee Member |
| Ms M Gunn       | Co-optee         |

### In Attendance:

|               |                            |
|---------------|----------------------------|
| Julie Smillie | Director                   |
| Scott Rae     | Asset Manager              |
| Beth Anderson | Finance Officer            |
| John Mallon   | Senior Housing Officer     |
| Susan Paton   | Corporate Services Officer |

(Minutes)

The meeting is quorate.

#### 1. **Welcome, Apologies and Declaration of Interest**

The Chairperson welcomed Committee and Staff to the meeting. Apologies were received from A Wood, B Johnston, S Moore, C Meighan.

#### 2. **Adoption of Minutes of Meeting held on 18th October 2022**

The minute of the meeting held on the 18<sup>th</sup> October 2022 was proposed as a true record by N Thumath and seconded by C McKinlay. The Minutes will be signed by the Chair and passed to the CSO for filing.

#### 3. **Matters Arising from Minute of 18th October 2022**

The Director reported that the business planning away day had to be re-scheduled because of poor committee attendance. The Chair and Director had taken the decision that the business planning process was too important to have so few committee members able to participate. There is a cost to cancelling the venue and catering. The Director urged the committee to ensure they are able to attend the next event.

After discussion the Committee agreed to hold the re-scheduled business planning day with committee and staff on a Saturday in January.

#### 4. **Use of Seal**

None.

#### 5. **Applications for Membership**

None.

#### 6. **Notifiable Events**

The Director reported that there were no current notifiable events with the Scottish Housing Regulator.

## 7. Report on Rent Consultation 2023/2024

The Committee discussed the rent consultation report. The Director said that the consultation must go ahead despite the sector waiting on the Scottish Government to decide if they will impose rent control after April 2023. The Chancellor set a cap of 7% for England and Wales but we await the Scottish Government's announcement.

The Director noted that even consulting on a 5.6% increase still means that in real terms the Association will have to find cost savings as CPI in October was 11.1%. C Boyle noted that historically MPHA has comparatively low rents and that was good for tenant affordability. The Committee noted that there would be tough decisions going forward.

The Committee agreed to consult tenants on a 5.6% rent rise from April 2023.

### 7.1 Rent Consultation Document

The Committee referred to the tenant consultation document and discussed the layout and content. N Thumath asked what would happen if there were a majority of tenants objecting the rent increase. The Chair responded that the committee would discuss the responses carefully and sympathetically and would make a decision that is necessary for Association to sustain its service level.

The Committee agreed to progress with consulting with tenants on the rent increase as per the consultation document. The consultation will close on the 6<sup>th</sup> of January and results will be brought to the January 2023 management committee for discussion.

## 8. Finance - Narrative Report Management Accounts

The Finance Officer presented the narrative report.

### • Income

Rent collection is on on track for year to date. There have been fewer voids than were budgeted for therefore there is a positive variance in the management accounts. The stage 3 medical adaptations are only claimed when works are completed.

The Chair commended staff for turning voids around quickly.

### • Expenditure

Reactive repairs spend was higher due to replacement consumer units, bulk uplifts, void works, additional garden and slabbing works during that time. This overspend trend is likely to continue for the rest of the financial year.

With cyclical maintenance and major repairs spend there was a positive variance is timing difference with costs anticipated to fall into second half of year once programmes are confirmed.

The Director asked the Asset Manager how day to day costs were impacted by cost of materials and labour shortages and how that will affect budgets. The Asset Manager responded that there has been some impact from increased prices and labour shortages, mainly with contractors finding it

difficult to fulfil work. The budget this year was set with projections from the last two years and because of covid-19 and less work being carried out by the Association during these years, these projections could be skewed. The Asset Manager noted that higher costs will likely be the new normal for the foreseeable future and budgets going forward will reflect this.

The Committee noted the Finance Officers report.

## 8.1 Management Accounts

The Finance Officer presented the management accounts and explained the following points:

- Postage/Stationery costs were higher due to newsletter, annual report, equalities monitoring and landlord report printing and sending out to residents. Also letterhead and compliments slips were replenished during this period which will even out over year.
- The Finance Officer explained that under general expenses an unbudgeted strategy day and job advert for CSO Officer were the reasons for an overspend here.
- Increased consultancy costs were accrued from Q1 into early Q2 because of year end work.

### **SOFP**

Tangible Fixed Assets were down due to increase in depreciation charges being greater than component additions. Past service deficit from the pension liability is now expected to be £nil as PSD payments have ceased.

### **Cashflow**

The Committee noted that the cashflow report was updated to take account of underspends in maintenance etc which are planned for later in year. Loan repayments are also updated in line with the new agreement.

### **Covenants**

The Committee noted that all covenants complied with.

### **Key Performance Indicators**

The Finance Officer explained that reactive repairs are higher per unit due to higher spend. Cyclical and Major Repairs spend was lower due to underspend year to date.

The Committee noted the Management Accounts monitoring report.

**9 Services Sub Committee - Chair's Report on Services Sub Committee Meeting held on Tuesday 8<sup>th</sup> November 2022**

The Chair informed Committee that the Services Sub Committee was now chaired by A Scott. A Scott explained the report and said that the services sub committee had brought three policies for management committee approval. There were no questions from for the Chair of the services committee.

The Committee noted the Chair of the Services Sub Committee's report.

**9.1 Minutes from Services Sub Committee on Tuesday 2nd August 2022**

The Committee noted the previous minutes of the Services Sub Committee.

**10 Income, Arrears and Debt Management Policy**

The Senior Housing Officer presented the policy. This policy is more than a rent arrears policy, it ties into tenancy sustainability to ensure that the Association has a proactive role in ensuring tenants are supported in avoiding debt and managing their household budgets.

The Committee approved the Income, Arrears and Debt Management Policy. This policy will reviewed no later than November 2025.

**11 Anti Social Policy**

The Senior Housing Officer presented the policy and explained that it had been updated to include the equalities impact assessment. C Boyle asked if the Association would consider the use of Short Assured Tenancies for ASB management as per the 2014 Housing (Scotland) Act 2014 Part 2.

The Committee agreed that the SHO should look at the potential inclusion of using Short Assured Tenancies as a tool for anti-social behaviour and come back to Office Bearers with an updated recommendation.

**12 Estate Management Policy**

The Senior Housing Officer presented the policy and noted there were no planned changes to the policy. The Committee discussed annual close cleaning and recharging known resident fly-tippers. Glasgow City Council has changed what they charge for bulk uplift and it's had a detrimental impact on residents fly-tipping and being unwilling to pay for bulk refuse. The Director noted that other RSLs in Glasgow have also noted an increased day to day cost in removing fly-tipping and they have lobbied GCC through the Glasgow and West of Scotland Housing Forum for more support.

The Committee approved the Estate Management Policy. This policy will reviewed no later than November 2025.

### 13 Tenant Sustainability Policy

The Senior Housing officer presented the policy and noted tenancy sustainment was measured as maintaining a tenancy for more than 12 months from sign-up.

The Committee approved the Tenant Sustainability Policy. This policy will be reviewed no later than November 2025.

### 14. Director's Report

Confidential agenda item has been redacted due to commercially sensitive information.

**Staffing** – The Director has received a request from a staff member for a 1 year sabbatical. The Director will seek advice from RBS Mentor and get back to Committee for discussion and recommendation.

**Office Refurbishment** – Staff are working with Paisley College for concepts for the redesign of the office. There are approximately 12 submissions and the judging panel will choose the top 5 and reward the top three with prizes.

The Committee agreed that prize money should be £300 for 1st prize, £200 for 2<sup>nd</sup> prize and £100 for 3<sup>rd</sup> prize. The Committee agreed that the judging panel will be Director, Asset Manager, Chair, A Scott, N Thumath, C Peacock in conjunction with staff who will be working within the new office design.

#### **Drakemire Christmas Lunch – 17<sup>th</sup> December 2022**

The Director was happy to report that the Drakemire Christmas lunch could go ahead this year after the disappointing cancellations due to Covid-19 over previous years.

The Committee agreed to approve a spend of approximately £300-400 on supplying food for the Director and the Warden of Drakemire to make Christmas lunch. The Director will confirm costs with Office Bearers once known and will seek approval under delegated authority.

The Director will send Committee details on the Drakemire Christmas Lunch for them to decide if they wish to attend.

#### **Christmas Celebrations – Staff and Committee**

The Committee agreed to meet socially after the away day in January. Mr A Scott suggested that the new committee and staff would benefit from meeting each other. The Committee agreed to have a small, informal drop in lunch in January for staff and committee to meet each other. The Committee agreed to give staff a contribution of £35 towards a Christmas celebration per person as per the payments, entitlements and benefits policy. The Chair asked the Director to seek staff views on whether to have a staff in person celebration or

a direct payment to each staff member as per the arrangement during the Covid-19 pandemic.

**15. SIC report**

This monitoring report was noted by the Management Committee.

**16. AOCB**

M Gunn asked if there had been any campaign groups approaching the Association. The Director reported that there had been no contact made by any campaign groups.

Date and Time of Next Meeting - Tuesday 17th January 2023 at 6.00pm