

Cernach Housing Association

Minute of Management Committee Meeting

Held Thursday 18 April 2019, 6.00pm, Boardroom, 79 Airgold Drive, Drumchapel



1. Present

J Brannan	A Biddell	M Mellon
S McDonald MBE	A Keegan	T Bowie
D MacMillan	J McFarlane	K McGinley

In attendance

C Jardine	P Baylis	Laura-Jane Richards
A Smith	Alan Kennedy	

Minute taker

AE Smith

2. Apologies

2.1 Apologies were received from F John, S Frank and M Wylie

Noted

3. Declaration of interest

3.1 There were no declarations received.

Noted

4. Minutes of previous meetings

4.1 The minutes of the Management Committee meeting held on 7 March 2019 were proposed by S McDonald MBE and seconded by A Biddell

Approved

5. Matters arising

5.1 C Jardine confirmed EVH Pay deal of 2.3%. This is based on a three-year deal in line with CPI.

Noted

6. Director's Report

6.1 Staff survey – presentation by Alan Kennedy

6.1.1 Alan Kennedy from Knowledge Partnership presented the findings from the recent staff survey.

6.1.2 He noted that the survey was extremely positive, highlighting the key points to the Committee. There was a short discussion following which members noted that they were very happy with the findings.

6.1.3 A staff workshop has been arranged for 10am on Thursday 20 June. This will allow staff to discuss the survey's findings/comments and will feed into the draft action plan that will be taken to the Staffing, General Purposes and Audit sub-committee in August for discussion.

6.2 Regulatory Standards – baseline assessment

6.1.1 C Jardine presented an overview of the baseline assessment report that had been carried out by Sharon Flynn in February/March 2019. The results were exceptionally good and the small number of recommendations will now be programmed for action.

6.1.2 The report is currently in draft, but we do not anticipate any changes; any member wishing a copy of the full report once it has been finalised should contact A Smith.

6.1.3 The Committee noted the report.

Approved

6.3 Complaints Report

6.3.1 A Smith presented the complaints report, highlighting the overall increase in the number of complaints received; this is positive for the Association as the previously very low numbers of complaints received led us to believe that, whilst complaints were being logged, some expressions of dissatisfaction were being missed. The increase therefore suggests that our efforts to ensure that all expressions of dissatisfaction are recorded have so far been successful.

6.3.3 The Committee noted the contents of the report and thanked A Smith for her efforts.

Noted

6.4 Entitlements, payments and benefits report – 2018/2019

6.4.1 C Jardine advised committee that there were no entries in the register this year. The register will be brought to the August Committee meeting for the annual signing – any member wishing to see the register can do so at any time by contacting A Smith or C Jardine.

Noted

6.5 SHR engagement plan – 2019/2020

6.5.1 C Jardine presented the report, highlighting that the document did not give rise to any concern. Committee noted the engagement plan for 2019/20.

Noted

6.6 244 Kinfauns Drive – Turning Point accommodation

6.6.1 P Baylis presented report on recent developments regarding Turning Point Accommodation.

6.6.2 Due to Turning Point losing critical funding city-wide, we have been given notice for all six properties at 244 Kinfauns Drive. One of the properties will be used for office extension and P Baylis recommended that the other five properties be returned to mainstream housing (with the ground floor property being wheelchair accessible). This was agreed.

Approved

6.7 Glasgow Housing Register – management of housing list

6.7.1 P Baylis gave Management Committee update on GHR progression as it has been offline for some time.

6.7.2 Glasgow City Council has asked Cernach staff to be part of steering group to help develop the new ICT system that is being proposed. Cernach is being asked to represent the five Drumcog RSLs so, subject to the agreement of the other four RSLs, staff would be keen to join the steering group.

6.7.4 This new system is currently in place at Wheatley Group and can be adapted to each associations own criteria. It also has a number of functions that would save time and would take a lot of the manual work that staff need to do when we receive an application form.

6.7.5 Management Committee approved the recommendation.

Approved

6.8 Housing Services Manager recruitment –verbal update

P Baylis and L-J Richards left the meeting at this time

6.8.1 C Jardine provided a verbal update in the recruitment process.

Noted

P Baylis and L-J Richards returned to the meeting

6.9 Procurement strategy – 2019/2020

6.9.1 C Jardine discussed the paper on the procurement strategy and Committee noted that a draft document would be brought to Committee for consideration in the coming months.

Noted

6.10 Strategy away day

6.10.1 C Jardine confirmed strategy away day was booked and confirmed for Friday 14 June at Golden Jubilee Hotel and Conference Centre. Brian Coyle will facilitate the event, which will have a business focus in the morning and a team building focus in the afternoon.

Noted

7. Policy review

There are no policy reviews this month

Noted

8. Sub-Committee minutes and recommendations

8.1 Property and Development sub-Committee

8.1.1 The minute of the meeting on 28 February 2019 was noted.

8.1.2 The Committee approved the recommendation from the sub-Committee that the cheaper option for the reception extension be agreed.

Approved

9. Membership and use of seal

9.1 There were no new applications for membership in March and no removals.

Approved

10. Correspondence

10.1 An invitation had been received from Craigdale HA asking if two of our Committee would like to attend one of their meetings as observers (to reciprocate when Craigdale attended Cernach earlier in the year).

10.2 J Brannan, A Biddell and M Mellon all noted an interest in attending so C Jardine will liaise with Craigdale.

Noted

- 10.3 Drumchapel Community Business has sent an invitation to committee to attend AGM on Monday 13 May, 5.30pm for 6.00pm at Oliver's, Drumchapel. If any Committee members would like to attend they should contact A Smith.

Noted

11. Good news spot

- 11.1 A thank you letter was received from Graham Anderson House where the staff team's dress down money went to this year.
- 11.2 A thank you email to Cernach staff and Committee was received from Tom Gilfillan – Reid Associates for his retirement gift.

Noted

12. AOCB

- 12.1 C Jardine provided an update on Invercanny Drive, seeking approval to make a tender submission to Glasgow City Council. This was agreed.

Approved

- 12.2 Management Committee were asked to approve signatory list for the coming year 2019/20. Committee approved this following which the Secretary signed to authorise it.

Approved

- 12.3 An Edinburgh-based housing association has asked C Jardine if she would be co-oped to their Board on a short-term basis. This was discussed and, as it is for a limited period of time, the Committee agreed.

Approved

13. Date of next meeting

- 13.1 The next meeting will be held on **Thursday 30 May 2019** within the boardroom of Cernach HA starting at 6.00pm.
- 13.2 I certify that the above minute has been approved as a true and accurate record of proceedings:

Chair: Date: