

Cernach Housing Association

Minute of Management Committee

Meeting held on Thursday 9 September at 6.00pm

Held in the boardroom with a Zoom option



Ag4

1. Present

J Brannan (Chair)	Z Saad Hassan	S McDonald MBE
M Mellon	K McGinley	S Brannan
A El kadi	T Bowie	M Dabek
A Biddell	R McGill	C Love

In attendance

C Jardine	P Baylis	O Gaffney (Share)
S Mangan	K Dyson	P Long (FMD)
A Smith	J Allan	T Scanlon
E McShane		

Minute taker

A Smith

Prior to the start of the meeting, J Brannan introduced O Gaffney from SHARE who was in attendance to present the report on committee annual appraisals and recommendations.

J Allan, the new Assistant Housing Officer, introduced himself to the Management Committee and gave an overview of his previous experience.

2. Apologies

2.1 Apologies were received from F John, J McFarlane, and D MacMillan

Noted

3. Declaration of interest

3.1 P Baylis, E McShane and J Allan declared an interest in item 8.2

Noted

4. Minutes of previous meeting

4.1 The minutes of the Management Committee meeting held on 5 August 2021 were proposed by A Biddell and seconded by S McDonald MBE.

Approved

- 4.2 The minutes of the post-AGM Committee meeting held on 30 August 2021 were proposed by T Bowie and seconded by A Biddell.

Approved

5. Matters arising

- 5.1 Matters arising from meeting held on 5 August 2021:

Ag item 6.1.7: C Jardine informed Committee that there was an addition to the minute from the previous meeting and this was down to the actuarial fund and accounted to just over £200,000. It was noted that this was an addition for clarity rather than a correction.

Ag item 6.5: Following the delegated authority given to the AAHR sub-Committee for a request for further education, C Jardine confirmed that the sub-Committee had agreed to fund the Senior Housing Officer to undertake the Post-graduate Diploma in Housing at Stirling University. The staff member is appreciative of the support shown in this instance.

Noted

- 5.2 There were no matters arising from the meeting on 30 August 2021.

6. Director's report

6.1 Annual Committee appraisals – presentation of report by O Gaffney (SHARE)

- 6.1.1 O Gaffney presented the report to Committee.

6.1.2 She advised that twelve annual appraisals were completed along with twelve individual meetings. This means that all Committee members took part.

6.1.3 She confirmed the findings of the survey were positive and asked Committee to note only two recommendations were highlighted compared with five last year.

6.1.3 O Gaffney stated that individual learning plans would be provided to each member who took part at a later date.

6.1.4 S McDonald MBE commented on how beneficial the exercise had been and taking part in training gives the individual confidence.

6.1.5 Committee noted the contents of the report.

Noted

O Gaffney left the meeting at this point

6.2 Management accounts to end of June 2021.

6.2.1 P Long presented the management accounts to Committee.

6.2.2 He confirmed that the operating surplus is higher than expected at £317,000 against a budgeted figure of £154,000. This was due to Covid-related underspends in various cost centres including management, maintenance costs and planned maintenance costs. This should rectify itself as the year progresses.

6.2.3 S McDonald asked for clarity on the frequency of the pension deficit fund of £20,000. P Long confirmed that the payment is noted in the accounts on a quarterly basis, however it is made in monthly instalments.

6.2.4 P Long highlighted the increase in grant income to the Association. The majority of this can be attributed to the wider action projects and the Community Connector.

6.2.5 P Long advised the forecast net surplus to March 2022 is now £897,000, very close to the original budget of £889,000.

6.2.6 Total comprehensive income for the period to June 2021 is therefore £290,000.

6.2.7 Management committee approved the management accounts

6.2.8 C Jardine would like Committee to note that the Clydesdale Bank complimented the style in which the management accounts are laid out and wanted to thank P Long and K Dyson for this.

Approved

K Dyson and P Long left the meeting at this point.

6.3 Annual Committee declarations – including Code of Conduct

6.3.1 C Jardine presented the report to the Committee

6.3.2 Authorised signatories were agreed at this time and are John Brannan Chair, Susan McDonald MBE Secretary, T Bowie committee member, C Jardine Director and P Baylis Housing Services Manager.

6.3.3 Returning Committee members confirmed that they had read, understood, and agreed to abide by the requirements of each section of the declaration. Declarations will be circulated for signing at the conclusion of the meeting and C Jardine reminded members that they could ask for any clarifications that they had not raised during the meeting at that point.

6.3.4 Our new three members attended a briefing session on the Committee Code of Conduct prior to the meeting starting. The remainder of the induction programme will now follow.

Approved

K Dyson and P Long left the meeting

6.4 **Development update**

6.4.1 C Jardine presented the report on the Association's development activity, including the office refurbishment.

6.4.2 Invercanny Drive

C Jardine advised that QCHA is still awaiting final information from the consultants with regard to our request for additional grant of £35,000.

P Baylis updated Committee on the surveys being carried out on the rear gardens.

6.4.3 Linkwood Drive

No further updates at this time.

6.4.4 Office Improvements

No further updates at this time.

6.4.5 Damage to the road at the car park

C Jardine highlighted the damage to the road at the entrance to the carpark and several options were offered as a resolution to Committee. After some discussion, it was agreed to obtain a quote and bring this back to a future Committee meeting.

6.4.5 Committee noted the contents of the report.

Noted

6.5 Annual Assurance Statement - update

- 6.5.1 C Jardine presented the report to Committee and asked them to note the contents.
- 6.5.2 C Jardine confirmed that new guidance from SFHA was updated and published June 2021; the SHR had been consulted on the revised guidance. Committee training was delivered in August 2021.
- 6.5.3 The AAHR sub-Committee has set up two working groups to work together to produce our third Annual Assurance Statement. These groups are made up of six committee members and seven staff members. The groups will discuss (i) governance and finance aspects of assurance and (ii) operational matters as they relate to assurance.
- 6.5.4 Committee are asked to note the contents of this report.

Noted

6.6 Thriving Places funding update

- 6.6.1 T Scanlon presented the report to Committee.
- 6.6.2 T Scanlon gave an update on his community work, funding, progress through Covid-19 and what's next for the group.
- 6.6.3 Committee were asked to note the contents of the report

Noted

T Scanlon left the meeting at this point

6.7 Strategy Away Day

- 6.7.1 C Jardine presented the report to Committee.
- 6.7.2 C Jardine confirmed that B Coyle is available to facilitate our event and the venue has confirmed its availability to us.
- 6.7.4 Committee are asked to note the contents of the report

Noted

6.8 30th anniversary, new build openings and Marion McDonald House

- 6.8.1 C Jardine advised Committee that the installation of the new signage on the fabric of the building had to be delayed for the time being.

6.8.2 It was agreed that A Smith, Corporate Services Officer would meet with S McDonald MBE to discuss how to mark the occasion of re-naming the office.

6.8.3 Committee noted the verbal update.

Approved

7. Policy review

7.1 There was no new policies to review this month.

Approved

8. Sub-Committee minutes and recommendations

8.1 Operations sub-Committee

8.1.1 The minute of the meeting on 2 September 2021 was noted. Committee were asked to note that J McFarlane, committee member had been duly elected as Chair of the Operations sub-Committee.

Noted

8.1.2 There were no recommendations from the 2 September 2021 meeting.

8.2 The minute of the meeting on 13 May 2021 was noted

P Baylis, E McShane and J Allan left the meeting at this point

8.2.1 C Jardine reported on a staffing-related recommendation from the AAHR sub-Committee meeting that had been made following consideration of a written report to the sub-Committee. The Management Committee agreed to the recommendation.

Agreed

P Baylis, E McShane and J Allan re-joined the meeting at this point.

9. Membership and use of seal

9.1 There was no new members and 21 removals from the membership.

Approved

10. Correspondence

10.1 A Smith read out a thank you letter from a tenant in appreciation of receiving one of our anniversary hampers.



11. Good news spot

11.1 A Smith announced that a card was also received from a tenant to thank us for the adaptation carried out in her house.

12. AOCB

12.1 There was no other business.

13. Date and time of next meeting

13.1 The next scheduled meeting will be on **Thursday 21 October 2021** at 6.00pm. It will be held in the boardroom with the option to attend via Zoom.

Chair: Date: