

Cernach Housing Association

Minute of Management Committee Meeting

Held Thursday 24 October 2019, 5.30pm, Boardroom, 79 Airgold Drive, Drumchapel



1. Present

J Brannan	T Bowie	M Mellon
S McDonald MBE	A Keegan	R McGill
D MacMillan	J McFarlane	F John
A Biddell	S Frank	

In attendance

C Jardine	P Baylis	E McShane
A Smith		

Minute taker

E McShane

2. Apologies

2.1 Apologies were received from K McGinley and M Wylie.

Noted

3. Declaration of interest

3.1 There were no declarations of interest.

Noted

4. Minutes of previous meetings

4.1 The minutes of the Management Committee meeting held on 12 September 2019 were proposed by J McFarlane and seconded by T Bowie.

Approved

5. Matters arising

5.1 Item 7.3: C Jardine updated that the Regulator has provided positive feedback on the style and layout of the Annual Assurance Statement when they contacted us to ask for a signed copy to be provided.

Noted

5.2 Item 7.5: C Jardine updated that some appraisal forms had already been received and that the Chairperson's appraisal would be conducted over next few weeks. If any members require a replacement form they can receive this from A Smith.

Noted

6. Director's Report

6.1 Business plan KPIs – mid-year review

6.1.1 C Jardine presented figures relating to governance, corporate services, staffing and health and safety.

6.1.2 P Baylis presented figures relating to housing management and maintenance.

6.1.3 P Baylis confirmed that anti-social behaviour target would likely be reviewed at the next strategy away day as it is a new target for year 2019/20.

6.1.4 Committee were please to note overall positive performance during the first six months of the year.

Noted

6.2 Entitlements, payments and benefits – mid-year report

6.2.1 C Jardine presented the report on entitlements, payments and benefits to 30 September 2019.

6.2.2 J Brannan confirmed that the internal auditor had looked at both connected persons allocations at the conclusion of the audit phase and confirmed the process had been followed correctly. This will be confirmed in the follow-up report in due course.

Noted

6.3 Glasgow Communities Fund - update

6.3.1 P Baylis presented an update on the new Glasgow Communities Fund.

6.3.2 Management Committee noted the contents.

Noted

6.4 Model Publication Scheme Notification form – Freedom of Information

6.4.1 A Smith presented a covering report on the Freedom of Information (Scotland) Act 2002 and the accompanying model publication framework.

6.4.2 Management Committee noted the contents.

Noted

6.5 SHAPS (Scottish Housing Associations Pension Scheme) update – confidential

6.5.1 See confidential addendum

7. Policy review

7.1 Standing orders, remits and delegated authorities

7.1.1 C Jardine presented the policy and summarised the changes – these had taken account of the input given by the Committee at the September meeting.

7.1.2 Management Committee approved the revised policy.

Approved

7.2 Data retention policy

7.2.1 A Smith presented the table of proposed amendments for the policy alongside the covering report.

7.2.2 Management Committee approved the revised policy.

Approved

7.3 Freedom of information policy

7.3.1 A Smith presented the table of proposed amendments for the policy alongside the covering report.

7.3.2 Management Committee approved the revised policy.

Approved

7.4 Environmental Information policy

7.4.1 A Smith presented the table of proposed amendments for the policy alongside the covering report.

7.4.2 Management Committee approved the revised policy.

Approved

7.5 Abandoned tenancies

7.5.1 P Baylis presented the table of proposed amendments for the policy alongside the covering report, adding that the policy had been discussed in more detail at the Property and Development sub-Committee.

7.5.2 Management Committee approved the revised policy.

Approved

8. Sub-Committee minutes and recommendations

8.1 Property and Development sub-Committee

8.1.1 The minute of the meeting on 5 September 2019 was noted.

Noted

9.1.2 There was a recommendation from the meeting held on 17 October 2019 to approve the abandoned tenancies policy – see item 7.5 above.

Approved

9. Membership and use of seal

9.1 There was one new application for membership in September and no removals.

9.2 C Jardine updated that a certified copy of her marriage certificate had to be sent to approve a name change and J Brannan had authorised this.

Approved

10. Correspondence

10.1 C Jardine noted a letter from the Scottish Housing Regulator regarding tenant safety and cyber security. The Regulator had sent a copy to the Chairperson and copies were distributed to all other Committee members at the meeting.

11. Good news spot

11.1 E McShane updated that £1,575 has been approved from Clyde 1's Cash for Kids. The sums will be passed on to the successful tenants next month.

Noted

12. AOCB

12.1 P Baylis updated that a Welfare Rights & Tenancy Sustainment Officer has been appointed and will commence on 18 November 2019. The CAB service will finish at the end of November to allow a handover period.

Noted

12.2 C Jardine updated the Management Committee that, although the registers had been available for inspection at the August meeting (when they were also signed off), the Chairperson had suggested that they be brought along again so that any members who had not viewed them at the August meeting could do so. C Jardine advised members that the registers are available to inspect at any reasonable time in the office should they wish to see them.

Noted

12.3 C Jardine informed Management Committee that the meeting to review the current service sharing agreement with Drumchapel Housing Co-operative is due to take place in the coming few week between senior officers and chairpersons. C Jardine asked Management Committee to delegate authority to J Brannan to contribute at this meeting on behalf of the Association, but not to commit to any changes to the agreement.

Approved

12.4 P Baylis presented a report on the cyclical painterwork programme. P Baylis confirmed that the cleaning, which will be removed from the programme, does not relate to surfaces which are to be painted.

Approved

12.5 A Smith asked Management Committee members if they are happy to have new professional photographs taken for the website and she would subsequently arrange this.

12.6 A Smith asked Management Committee members if they would like to attend the office for a Christmas photograph alongside staff for the Winter Newsletter and she would subsequently arrange this.

12.7 Following the Management Committee meeting on 9 September 2019, A Smith has identified options for the Christmas night out which we will hold in January for staff and committee. The Management Committee opted to attend The Normandy Hotel on 1 February 2020.

12.8 Management Committee members suggested that the Committee Performance Review Policy be updated to ensure that Committee Members must attend at least five training sessions per year before they are able to attend external conferences. C Jardine will action this.

Action: C Jardine

14. Date of next meeting

14.1 The next meeting will be held on **Thursday 5 December 2019** within the boardroom of Cernach HA starting at 5.30pm.

Chair: Date: