

# Cernach Housing Association

## Minute of Management Committee Meeting

### Held Thursday 5 December 2019, 5.30pm, Boardroom, 79 Airgold Drive, Drumchapel

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#### 1. Present

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

#### In attendance

C Jardine	P Baylis	E McShane
A Smith	K Dyson	P Long
A Parker		

#### Minute taker

E McShane

Prior to the meeting starting, J Brannan introduced Andy Parker to the Committee, advising that he had taken up the post of Welfare Rights and Tenancy Sustainment Officer on 18 November. A Parker was attending the meeting as part of his induction programme. Committee members introduced themselves and welcome A Parker to the Association.

#### 2. Apologies

2.1 Apologies were received from A Biddell, J Mullen, K McGinley, F John and S Frank.

**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 24 October 2019 were proposed by T Bowie and seconded by D MacMillan.

**Approved**

## **5. Matters arising**

- 5.1 Item 12.7: A Smith confirmed that the Christmas night out will be on 24 January 2020 at the Renfrew Ferry.

**Noted**

## **6. Director's Report**

### **6.1 Management accounts to September 2019**

- 6.1.1 P Long presented the Management Accounts and highlighted the key points.
- 6.1.2 K Dyson confirmed that the costs under Community Connector regarding "Community Planning" is related to continuation funding for the project to take forward follow-on actions from original funding granted and the staffing costs relating to this.

- 6.1.3 Management Committee approved the Management Accounts.

**Approved**

*P Long left the meeting at this point*

### **6.2 Internal audit – presentation of report**

- 6.2.1 C Jardine presented the internal auditor's report and highlighted key findings.
- 6.2.2 P Baylis confirmed that pre-allocation checks are carried out for applicants in advance to offers being made.
- 6.2.3 Management Committee approved the internal audit reports and the associated action plans.

**Approved**

### **6.3 Health and safety audit – presentation of report**

- 6.3.1 K Dyson presented the findings from the recent Health and Safety audit and highlighted the key findings.
- 6.3.2 Management Committee were pleased to note an overall very positive outcome with only a small number of recommendations (all but one of which had already been actioned by the Finance Officer).

**Approved**

*K Dyson left the meeting at this point.*

**6.4 Annual Assurance Statement - workplan**

6.4.1 C Jardine presented the workplan following the annual assurance statement.

6.4.2 J Brannan provided feedback from some RSLs at the governance conference, advising Committee that, in some cases, completing the Statement and agreeing an action plan had been very costly. Committee were pleased that Cernach had not really experienced any additional costs.

6.4.3 Management Committee approved the workplan.

**Approved**

**6.5 Risk matrix – annual review**

6.5.1 C Jardine presented the risk matrix and the covering report identifying changes to the previous matrix. The revised matrix represents the consensus from the working group comprising six staff members from across the organisation.

6.5.2 C Jardine confirmed that failure by staff to follow procedures remains at medium predominantly due to the potential impact and the fact that we have a full set of relatively new service procedures and these are still being bedded in. Committee should be aware, however, that the “medium” rating does not indicate any ongoing concerns.

6.5.3 Management Committee approved the updated risk matrix.

**Approved**

**6.6 Rent review – consultation on 2020/21 rents**

6.6.1 P Baylis presented the report on the upcoming rent consultation.

6.6.2 Management Committee discussed the potential of having a feasibility study conducted into the affordability of rent payments. This is something that we may embark upon in the future but, with lower than average rents for existing stock and two new build projects currently on site, now is probably not the best time to progress it.

6.6.3 Management Committee approved the proposal to consult on a CPI only increase of 1.7%, but asked P Baylis to add the option of 2.7% (CPI + 1%) so that tenants had a choice.

**Approved**

**6.7 Procurement strategy**

6.7.1 C Jardine presented the updated procurement strategy. This was approved by the Committee.

**Approved**

**6.8 Co-operation agreement – annual review**

6.8.1 C Jardine presented a tabled report on the current co-operation agreement.

6.8.2 Management Committee agreed to the recommendation of having a special meeting to discuss the co-operation agreement fully.

6.8.3 The meeting will be held on Thursday 16 January 2020 at 5:30pm. C Jardine will advise P Burke of this.

**Approved**

**6.9 GDPR and Freedom of Information – progress reports**

6.9.1 A Smith presented the report on GDPR and FoI.

6.9.2 Management Committee noted the contents.

**Noted**

**6.10 Annual appraisal of chair**

6.10.1 C Jardine confirmed that the Chair's annual appraisal had taken place and had been signed off. J Brannan thanked the Management Committee for their responses.

6.10.2 Management Committee noted the contents.

**Noted**

**6.11 Procurement of finance services**

6.11.1 C Jardine presented the report on financial services procurement. This will be a regulated procurement and will therefore be advertised on the Public Contracts Scotland website.

6.11.2 Management Committee noted the contents and agreed with the recommendations contained in the report.

**Noted**

**7. Policy review**

**7.1 Financial regulations**

7.1.1 C Jardine presented the policy and summarised the changes.

7.1.2 Management Committee approved the revised policy.

**Approved**

## **7.2 Financial procedures**

7.2.1 C Jardine presented the table of proposed amendments for the policy alongside the covering report.

7.2.2 Management Committee approved the revised policy.

**Approved**

## **8. Sub-Committee minutes and recommendations**

### **8.1 Property Management sub-Committee**

8.1.1 The minute of the meeting on 17 October 2019 was noted.

**Noted**

8.1.2 There was a recommendation from the meeting held on 28 November 2019 to approve the Tenancy Management Policy.

**Approved**

8.1.3 There was a recommendation from the meeting held on 28 November 2019 to approve Jet worktops, dark grey cupboards and HLE68 Handles for the kitchen installations for the Invercanny Drive development. This was agreed.

**Approved**

*Standing orders were suspended to allow the meeting to continue for up to half an hour after 7.30pm.*

### **8.2 Staffing, general purposes and audit sub-Committee**

8.2.1 The minute of the meeting on 15 August 2019 was noted.

**Noted**

*A Parker left the meeting as the sub-Committee recommendation related to staffing was confidential business.*

8.2.2 C Jardine presented the paper that had been considered by the sub-Committee on 7 November. The Management Committee agreed to recruit a Senior Maintenance Officer on a permanent basis.

**Approved**

*A Parker rejoined the meeting.*

## **9. Membership and use of seal**

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

## **10. Correspondence**

10.1 There were no items for correspondence.

## **11. Good news spot**

11.1 Andy Parker has commenced his contract with the Association and has already begun to make a positive impact.

**Noted**

## **12. AOCB**

12.1 P Baylis updated the Management Committee that the new build properties in the first tranche of Airgold Drive will be coming off site as planned in December 2019.

**Noted**

## **14. Date of next meeting**

14.1 The next ordinary meeting will be held on **Thursday 30 January 2020** within the boardroom of Cernach HA starting at 5.30pm. There will be a special meeting to discuss the co-operation agreement on **Thursday 16 January 2020** at 5.30pm.

Chair: ..... Date: .....