

Cernach Housing Association

Minute of Management Committee meeting held on Thursday 1 December 2022 at 6.00pm in the boardroom



Ag3

1. Present and apologies

J Brannan (Chair)	J McFarlane	S McDonald MBE
S Brannan	M Dabek	A Biddell
Z Saad Hassan	R McGill	

In attendance

C Jardine	E McShane
P Baylis	Pat Long (FDM)
L Crawford	Alex Cameron (Quinn Internal audit)

Minute taker

L Crawford

- 1.1 Apologies were received from M Mellon, T Bowie and F John and C Love.

Noted

2. Declaration of interest

- 2.1 There were no declarations of interest.

Noted

3. Minutes of previous meetings

- 3.1 The minutes of the Management Committee meeting held on 27 October 2022 were proposed by J McFarlane and seconded by S McDonald MBE.
- 3.2 The minutes of the special meeting held on 10 November 2022 were proposed by A Biddell and seconded by S McDonald MBE.

4. Matters arising from meeting

- 4.1 P Baylis was pleased to report that we had a successful interview process for the Housing Officer job share role and would hope the new candidate would start in January 2023 following satisfactory references.
- 4.2 E McShane noted that official letter of resignation was received from A El kadi. It was agreed to send flowers to thank her for her contribution to the Committee over the past two years.

- 4.3 E McShane reported that the EVH employer ballot was 85.9% in favour and 10.1% against. The overall decision is still pending as the staff ballot is currently open and closes on 6 December 2022.

Noted

5. Director's report

5.1 External audit (Equalities)

5.1.1 A Cameron was pleased to report a clean audit.

5.1.2 A Cameron took Committee through the contents of his report, highlighting the areas covered:

- Policy
- Equality action plan progress
- Recruitment
- Data collection and storage

5.1.3 Committee asked about future data collection and merits of doing it every two years if Committee doesn't change. A Cameron highlighted that is it good practice to collect routinely as equalities data does change and a full survey of everyone would protect anonymity.

Collectively approved

5.2 Management accounts

5.2.1 P Long advised most areas are going as expected, but some were not (windows and ground maintenance). Committee have been made aware of these issues previously and detailed discussion.

5.2.2 P Long took Committee through the contents of his report and focused on areas in amber and red.

5.2.3 Committee explored the budget and sought clarity on invoicing, tree spend and community connections funding.

Collectively approved

5.3 Risk management review

5.3.1 C Jardine took Committee through the contents of this report, in particular noting that the operating landscape is changing rapidly and many of our risks are external. A key unknown is the rent income in 2023/24 (particularly given that the Scottish Government could extend rent controls beyond March 2023).

5.3.2 The risk management matrix annual review is due at the Committee meeting in late November/early December each year. In reviewing this we realised that most of the Covid-19 related risks had been addressed; with any residual Covid-19 risks being managed. Risks in the Covid-19 matrix that have not markedly reduced are impacted by other factors, mainly related to the (i) cost-of-living crisis, (ii) the conflict in Ukraine and (iii) steep increases in the cost of service provision. We are therefore recommending not having a separate Covid-19 matrix at future reviews.

5.3.3 C Jardine also sought Committee approval for bringing a review of our risk management process forward. Although our risk methodology policy is not set to be reviewed until 2025, we feel that improvements to the methodology could be made. C Jardine also requested that risk be placed on the agenda as standing item going forward, even if some reports will simply note that there is “nothing to report” in a particular month.

5.3.4 Committee acknowledged that right now it is a balancing act as the operating environment is so transitional.

Collective approval

6. Depute Director’s report

6.1 Rent review – 2023/24

6.1.1 P Baylis recapped on the previous meeting on 10 November 2022 and set out the approach to consulting on rents between now and 12 January 2023.

6.1.2 Committee discussed the proposal and were happy with the approach overall. They requested further information on the amount of increase per property alongside the consultation information that comes back to them in January.

6.1.3 A question was raised on 4-apt rents. P Baylis advised these rents are slightly higher compared to other Drumcog landlords as they include the supported accommodation rents.

6.1.4 Committee also highlighted the impact of the Royal Mail strikes and the potential to have further consultations out with the ones already arranged to avoid tenants missing out.

Noted

6.2 Community Connector (verbal update)

6.2.1 P Baylis advised committee that there is a deficit in the CC salary and is seeking approval for the Association to cover this in 2023/24. The EVH pay award is currently pending but we estimate the deficit to be £5,000.

6.2.2 Committee asked whether other RSLs could cover the cost as they benefit from the service. Staff explained that they are looking at a range of options for future sustainability and a report would be brought to committee.

Collective approval

6.3 Letter to all RSLs regarding mould and dampness

6.3.1 P Baylis took the Committee through a letter that the SHR sent to all landlords to ask that all governing bodies consider the systems they have in place to ensure their tenants' homes are not affected by mould and dampness and that they have appropriate, proactive systems to identify and deal with any reported cases of mould and damp timeously and effectively that was received that day. P Baylis discussed our commitment and advised that we would come back to Committee with a further update.

Noted

J Brannan asked Committee to agree to suspend Standing Orders to extend the meeting for 30 minutes beyond 8pm. This was agreed.

7. Policy review

7.1 C Jardine presented the table of proposed amendments to the following policies:

- Dealing with aggression and violence at work
- Dignity at work (including anti-bullying)
- Recruitment and selection
- Rewards and recognition
- Secondment
- Training and development (staff)

Collectively approved

8. Notifiable events and regulatory engagement

8.1 Notifiable event – verbal update at meeting

8.1.1 J Brannan updated the Committee on the meeting between SHR, C Jardine, P Baylis and E McShane. Following the meeting the notifiable event was closed. C Jardine confirmed there was nothing further to report under regulatory engagement.

Noted

9. Sub-Committee minutes and recommendations

9.1 Operations sub-Committee

9.1.1 The minute of the meeting on 20 October 2022 was noted. There were no recommendations from the meeting on 20 October 2022.

Approved

10. Membership and use of seal

10.1 There were no new members and no removals from the membership.

Noted

11. AOCB

11.1 P Baylis asked for approval for an overspend on the planned gutter cleaning. The budget is set at 13,000, but we have identified some additional works that could be done in line with this current programme.

Approved

11.2 E McShane advised Committee of the Christmas night out scheduled for the 27 January.

Noted

11.3 L Crawford reminded Committee of the business planning day on 10 February 2023 and that if there was anything they needed to let her know.

Noted

11.4 J Brannan wanted to note his thanks on behalf of committee to A El kadi for her contribution.

12. Date and time of next meeting

12.1 The date of the next meeting will be Thursday 26 January 2022 at 6.00pm.

Chair: Date: