

Cernach Housing Association Minute of Management Committee Meeting held on Thursday 15 April 2021 at 6.00pm Via Zoom videoconferencing



Ag4

1. Present

J Brannan	J McFarlane	S McDonald MBE
R McGill	K McGinley	
M Mellon	T Bowie	
D MacMillan	A El Kadi	

In attendance

C Jardine	P Baylis	A Parker
S Mangan	S Eglinton	

Observers

C Love	Z Saad Hassan	M Dabek
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Minute taker

A Smith

2. Apologies

2.1 Apologies were received from A Biddell, F John, S Brannan and M Wylie

Approved

3. Declaration of interest

3.1 A Smith declared an interest in item 9 on behalf of the A Elkadi, C Love and Z Saadhassan

Noted

4. Minutes of previous meetings

4.1 The minutes of the Management Committee meeting held on 4 March 2021 were proposed by J McFarlane and seconded by T Bowie.

Approved

5. Matters arising

5.1 There is no matters arising at this time.

Noted

J Brannan advised Committee that there was a change to the agenda and that agenda item 7.1 would now be brought forward to be presented before Agenda item 6.

7 Equality and human rights policy

7.1.1 S Eglinton presented the updated Equality and human rights policy and action plan to Management Committee.

7.1.2 S Eglinton confirmed that training had taken place for both staff and committee.

7.1.3 A working group was set up with both staff and committee to review the policy and update the existing action plan.

7.1.4 Management Committee are asked to note the contents of the report.

Noted

S Eglinton left the meeting at this point.

6. Director's report

6.1 Welfare rights

6.1.1 A Parker presented the report to Management Committee with an update on the caseloads, financial gains and challenges facing tenants and owners.

6.1.2 A Parker highlighted the obstacles facing tenants and owners whilst working under this current pandemic.

6.1.3 A Parker was thanked by the Chair for the financial wins he has accomplished within his role as welfare rights and tenancy sustainment officer.

6.1.2 Committee noted the contents of the report.

Noted

A Parker left the meeting at this point.

6.2 Entitlements, payments and benefits report

6.2.1 C Jardine presented the report to Committee.

6.2.2 Three entries were made in the entitlements, payments and benefits register in the last year. All three were considered and approved by committee at the meeting held on 22 October 2020.

6.2.3. These were also included in a detailed audit carried out by the internal auditor and was satisfied that they met the conditions of our allocations policy and procedures and that good audit trails existed.

6.2.4 Management Committee noted the contents of the report.

Noted

6.3 Complaints report 2020/21

6.3.1 A Smith presented the annual complaints report and its findings.

6.3.2 Committee are asked to note that there was a drastic drop in complaints this year. This is due to the current pandemic and lockdown restrictions placed on RSLs carrying out non-emergency works for service users.

6.3.3 Committee are asked to note that two complaints received this year had an equalities issue raised in it. However, after further investigation both complaints were not upheld as on both occasions, policy and procedures were always adhered to.

6.3.4 Committee are asked to note the contents of the report.

Noted

6.4 Scottish Housing Regulator engagement plan – 2021/22

6.4.1 C Jardine informed committee that the Regulators engagement plan was published on 1st April 2021.

6.4.2 C Jardine announced that there is no engagement plan for the Association however it will continue to submit SHR returns as normal and as and when required.

Noted

6.5 Rule Change

- 6.5.1 C Jardine presented the report to the Management Committee.
- 6.5.2 C Jardine informed committee that all RSLs are required to have Rules. Our current Rules were adopted in August 2015 and periodically, the SFHA updates the model Rules and individual RSLs decide whether to update their own Rules to reflect any changes.
- 6.5.3 C Jardine advised that The SFHA issued revised Rules in 2020 however due to the pandemic these changes were not updated. We did however inform the regulator of our decision to adopt the new Rules in 2021.
- 6.5.4 C Jardine put forward the recommendations highlighted in the report.
- 6.5.5 A special SGM will be held on the same evening as the AGM – Monday 30 August to present the new Model Rules to the membership.
- 6.5.6 Management Committee approved the recommendations of the report

Approved

6.6 Development Committee

- 6.6.1 Invercanny Drive
C Jardine presented the report on the Association's developments activity, including the office refurbishment.
- 6.6.2 C Jardine advised that some works to the open space are still outstanding. The Development Manager conducted a walkaround with the HSM, two members of the maintenance team, the architect, and the contractor. This was arranged as part of the handover procedure to ensure that staff were familiar with any outstanding issues.
- 6.6.3 C Jardine informed committee that a final decision on additional grant claimed is still outstanding. The original figure was £145,000 however after reductions from the council the claim for additional grant will be adjusted to approximately £35,000.

6.6.3 Linkwood Drive

Practical completion certificate was issued and backdated to 12 November 2020. The process of agreeing the final account should be finalised in the coming days.

6.6.4 Management Committee are asked to note that due to an underspend on the contract costs, the council have decided to claw back some grant. The total amount will be £37,500 and the council is entitled to ask for this.

6.6.5 Office Improvements

No further update to report since last meeting. However, committee are asked to approve the replacement of the both the side and back fire doors which were omitted from original costs of the office refurbishment. This was due to trying to keep costs down.

6.6.5 This upgrade can now be completed due to the underspend on the project which totals £23,000.

6.6.6 Committee are asked to consider this for approval.

Approved

6.7 30th Anniversary, new build openings and Marion McDonald House opening – progress report.

6.7.1 S Mangan presented the report to Management Committee and highlighted key points from the initial working party meeting.

6.7.2 S Mangan asked committee to agree to delegating authority to decide on signage for outside the Association.

6.7.3 Committee noted the contents of the report and approve delegated auth.

Approved

6.8 Gas servicing contract – procurement update

6.8.1 P Baylis presented the report on the procurement of gas maintenance which is being procured with DRUMCOG partners.

6.8.2 P Baylis advised that the aim to have the contract in place by the start of the financial year. There continues to be process in this area. Until this is concluded City Building (Contracts) have agreed to extend the existing

contract until 1 May 2021 to allow the process to be completed and SE Contract finalised.

6.8.3 Committee noted the contents of the report.

Noted

6.9 Reactive maintenance framework – procurement update

6.9.1 P Baylis presented the report and asked Committee to note its contents.

6.9.2 P Baylis advised the virtual tender opening took place on 29 March at 2pm. 30 submissions were received with one duplicate. Therefore 29 contractors submitted tenders.

6.9.3 Committee noted the contents of the report and updates will be provided as the progress continues.

Noted

As it was approaching 8.00pm, the Chair moved to suspend Standing Orders for 30 minutes. This was agreed.

6.10 Service Level Agreement - Queens Cross HA

6.10.1 C Jardine presented the report to committee and asked them to note the contents of the report and approve the following: -

- Entering into a Service Level Agreement with Queens Cross Housing Association for the provision of limited development services.
- Delegated authority for the Director to sign the agreement on the Association's behalf.

6.10.2 Management committee approved the recommendation.

Approved

6.11 Lockdown Report

6.11.1 C Jardine presented the report to Committee and asked them to note the following: -

- the monthly return was made to the SHR on 8 March.
- there have been no new Notifiable Events since the last Committee meeting.

- we continue to follow appropriate legislation/guidance whilst working under current restrictions.
- work is continuing following the health and well-being survey.

6.11.2 C Jardine asked Committee to note that gross arrears have gone from 3.83% to 3.88% which is an increase of 0.05%. However please note that is well below the sector average taken from the February return of 6.46%, which is a great achievement in the current climate.

Noted

6.12 Section 5 Referrals- update

6.12.1 P Baylis presented the report to Committee and asked them to note the contents of the report.

6.13.2 P Baylis confirmed that year to date 27 out of 84 properties have been let to section 5 referrals which equates to 32%.

Noted

7. Policy Review

7.2 Audit policy

7.2.1 There is no substantive changes to the policy however the policy will be updated with staff changes and the internal auditor will now attend the quarterly Audit, Assurance and Human Resource meeting.

Noted

8. Sub-Committee minutes and recommendations

8.1 There are no sub- Committee minutes or recommendations for this meeting.

9. Membership and use of seal

9.1 There were three new members in this period and no removals.

Noted

10. Correspondence

10.1 P Baylis informed committee that T Scanlon, our community connector received funds of £43,000 from the integrated grants fund.

11. Good news spot

- 11.1 S Mangan read out a complimentary email received from a tenant for the work, support and going over and beyond the call of duty on numerous occasions for her family.

12. AOCB

- 12.1 A Smith reminded committee that Drumcog Training will take place on Monday 19th April at 6pm.

Noted

13. Date and time of next meeting

- 13.1 The next scheduled meeting will be on **Thursday 27 May 2021** and will be held via Zoom starting at 6pm. Invites will be sent out by email and WhatsApp.

Chair:

Date: