

Cernach Housing Association Minute of Management Committee Meeting held on Thursday 1 July 2021 at 6.00pm Via Zoom videoconferencing



1. Present

J Brannan (Chair)	J McFarlane	S McDonald MBE
M Mellon	K McGinley	S Brannan
A El kadi	T Bowie	F John
A Biddell	R McGill	D MacMillan

In attendance

C Jardine	LJ Richards	O Gaffney (SHARE)
H Lochran	S Mangan	

Observers

M Dabek	Z Saad Hassan
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Minute taker

A Smith

Prior to the start of the meeting, J Brannan introduced O Gaffney from SHARE who was in attendance to observe Committee as part of the Committee appraisal process.

2. Apologies

2.1 Apologies were received from C Love (observer).

2.2 C Jardine reported that M Wylie had missed four consecutive meetings without a special leave of absence being granted. She is therefore no longer a current Committee member.

Noted

3. Declaration of interest

3.1 No Declarations of interest were noted.

Noted

4. Minutes of previous meeting

- 4.1 The minutes of the Management Committee meeting held on 27 May 2021 were proposed by J McFarlane and seconded by T Bowie.

Approved

5. Matters arising

- 5.1 Ag item 6.1: C Jardine presented report to Committee regarding the correction to management accounts cover report.

Noted

6. Director's report

6.1 Risk management

- 6.1.1 C Jardine presented the mid-year report to Committee, highlighting the key areas.

- 6.1.2 Committee approved the contents of the report.

6.2 Performance benchmarking – QEF results

- 6.2.1 H Lochran and LJ Richards both presented the report covering the QEF results received.

- 6.2.2 Committee were asked to note that during the past year, whilst delivering a service during a global pandemic, the Association's performance remains strong and fared well against other QEF benchmarking group members.

- 6.2.3 Close monitoring of the impact of the Coronavirus will continue.

- 6.2.4 Committee noted the contents of the report.

Noted

6.3 Development Update

- 6.3.1 C Jardine presented the report on the Association's developments activity, including the office refurbishment.

6.3.2 Invercanny Drive

C Jardine advised we had received an email from GCC in response to a request for additional grant. This has been passed to Queen's Cross for assistance.

6.3.3 The architect has contacted the Senior Maintenance Officer and advised that an inspection had taken place and individual ones would be carried out in late summer.

6.3.5 Linkwood Drive

C Jardine confirmed we had received a formal grant clawback request. This would be discussed in full at item 6.7

6.3.6 Office Improvements

No further update since last meeting.

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

Noted

6.4 30th anniversary, new build openings and Marion McDonald House opening – progress report

6.4.1 S Mangan gave an update of progress made since the last Committee meeting.

6.4.2 Committee noted the verbal update.

Noted

6.5 Committee appraisals

6.5.1 C Jardine presented the report to Committee.

6.5.2 A Smith confirmed that all surveys had been emailed out; A Smith is available to assist any members who may not feel comfortable in completing it online. Paper copies of the survey will be handed in out due course.

6.5.3 A Smith advised Committee that e-learning modules would be distributed to the three observers as part of Committee training and all three observers are looking forward to taking part in this exercise.

6.5.4 Committee noted the contents of the report.

Noted

6.6 Arrangements for AGM

6.6.1 C Jardine presented the report to Committee and asked them to note the contents.

6.6.2 Since the writing of the report, some RSLs have held a face-to-face AGM and guidance from the SFHA is expected soon. Committee agreed this was a

suitable approach for the Association and we would now look for an appropriate venue. This will, of course, continue to be dependent on Covid-19 restrictions at the time of our planned AGM. Committee agreed to stick with provisional date of 30 August 2021 and plan for a face-to-face meeting.

- 6.6.3 Frank John, Michael Mellon and Andy Biddell volunteered to stand down under the *one third Rule*; they can automatically re-stand without nomination should they wish to do so. The co-optees will also be required to stand down; they will require to submit nomination papers if they wish to stand.

Noted

6.7 Glasgow City Council – programme agreement

- 6.7.1 C Jardine presented the report to Committee.

- 6.7.2 Management Committee noted the contents and accepted the programme agreement and approved delegated authority to the Director to sign this on the Association's behalf.

Approved

6.8 Kitchen replacement 2021/22

- 6.8.1 H Lochran presented the report to Committee.

- 6.8.2 H Lochran advised Committee that the kitchen replacement programme will begin at Achamore Gardens and the mortgage to rent properties.

- 6.8.3 Reid Associates, on behalf of the Association, will take forward a one-stage procurement process.

- 6.8.4 H Lochran has asked for two volunteers to participate in the virtual tender opening meeting which will take place Tuesday 13 July 2021. Volunteers for this process will contact H Lochran directly.

- 6.8.5 Committee are asked to note the contents of the report.

Noted

6.9 Section 5 referrals

- 6.9.1 LJ Richards presented the report to Committee.

- 6.9.2 LJ Richards confirmed that we received two additional referrals from the homeless team and one offer of housing has been made. Two tenancies have been created for the month of May.

Noted

6.9.3 LJ Richards asked Committee for approval to move this report to the Operations sub-Committee which will be resuming its normal meetings cycle from 29 July 2021.

Approved

7. Policy review

There are no policy reviews this month.

Noted

8. Sub-Committee minutes and recommendations

8.1 There are no sub-Committee minutes this month.

Noted

9. Membership and use of seal

9.1 Committee were asked to note that there were no new members to be approved this month.

Noted

10. Correspondence

10.1 No correspondence was received this month.

Noted

11. Good news spot

11.1 LJ Richards was delighted to inform Committee that the joint Litter Pick event with St. Claires Primary, Thriving Places and 'Keep Drumchapel Tidy' group was a great success.

11.2 J Brannan suggested to support this ongoing campaign, that Cernach HA donate refreshments to the group as a goodwill gesture. Committee approved this.

Approved

12. AOCB

12.1 S McDonald MBE highlighted that some of the closes at Fettercairn seem to have two different shades of colour of paint around the windows.

12.2 H Lochran confirmed that B Strathearn, Maintenance Officer has had regular site visits with the contractor. However an inspection of this particular issue will be scheduled and we will feedback to Committee in due course.

Noted



13. Date and time of next meeting

13.1 The next scheduled meeting will be on **Thursday 5 August 2021** and will be held via Zoom starting at 6pm.

Chair: Date: