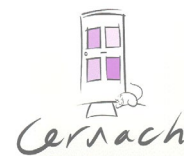


**Cernach Housing Association
Minute of Management Committee meeting held on
Thursday 31 October 2024 at 6.00pm in the boardroom**



Ag3

1. Present and apologies

Present

S McDonald MBE (Chair)	K McGinley	J Brannan
S Brannan	A Sproul	M Mellon
J McFarlane (on Zoom)		

In attendance

C Jardine	P Baylis	E McShane
C McCulloch	L Crawford	Rhys Atkinson (observer)

Minute taker

L Crawford

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

Noted

2. Declaration of interests

- 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 19 September 2024 were proposed by M Mellon and seconded by K McGinley.

4. Matters arising from previous meeting

- 4.1 There are no matters arising.

5. Governance report

5.1 Annual Assurance Statement – 2024

- 5.1.1 E McShane presented the report outlining our assurance statement for 2024, which we are required to submit every year by the 31 October. This year we have a three-page statement and have followed the same process that has been in place since 2019, with updates as per the annual revisions to the SFHA's recommended good practice guidance.

5.1.2 E McShane presented the two matrices, the Governance and Financial Management and the Operations assessments. E McShane also discussed the evidence bank, which has been uploaded to decision time.

5.1.3 E McShane detailed our consultation process with staff and residents this year and provided details of a selection of the comments received. Our resident survey was completed by 66 people and was generally positive.

5.1.4 E McShane concluded the report stating that we are fully compliant with the regulatory standards. We have identified six recommendations which will be monitored on a quarterly basis by the Assurance sub-Committee. These recommendations relate to equalities training, including equalities impact information in Management Committee papers, reviewing the presentation of asbestos information, consulting with tenants on the format of performance information and review arrangements for reporting on the AAS to residents.

5.1.5 The Management Committee approved the Annual Assurance Statement for submission to the SHR following this meeting and gave E McShane delegated authority to submit this on their behalf.

5.2 **ARC report to tenants**

5.2.1 L Crawford presented the report to Committee outlining our ARC performance and benchmarking for 2023/24. This had been posted to all residents during week commencing 24 October.

Noted

5.3 **Sub-Committee meetings**

5.3.1 Following the discussion at the last meeting, we have reconsidered the dates and frequency of the meetings and C Jardine presented the report with revised dates for the sub-Committee meetings.

5.3.2 The proposal is to have Operations sub-Committee meetings on Thursday 28 November 2024 and Thursday 27 February 2025. The Assurance sub-Committee would remain as Thursday 7 November 2024 and Thursday 6 February 2025. Meetings for the period April 2025 to March 2026 would be agreed at the meeting on 6 March 2025 (as would normally be the case).

Collectively approved

5.4 **Governance report – standing items**

5.4.1 C Jardine presented the report, which contains governance standing items we report on every month.

The following were specifically discussed:

- There were no entries in the entitlements, payments and benefits register since the last Committee meeting.
- The notifiable event for the Director's recruitment is still ongoing. We are liaising with EVH re the new Director's formal offer. Once this has been completed, J Brannan will officially advise the Regulator.
- There were no movements in risks or slippage of our action trackers.
- The next two-year DRUMCOG training programme is currently being developed by Kingsridge Cleddans HA.

6. Director's report

6.1 Director recruitment – update

6.1.1 C Jardine gave a verbal update on the recruitment panel's decision to select P Baylis for the post of Director. This followed a competitive recruitment exercise with EVH providing support and guidance.

6.1.2 S McDonald gave an overview of the process stating that it had been positive.

6.1.3 C Jardine thanked the panel members for their input during the process.

6.1.4 The Management Committee formally ratified the recruitment panel's selection of P Baylis as the successful candidate. The new Director's start date has been provisionally agreed as 13 January 2025, but this may be pulled forward to take account of (i) C Jardine's unused leave/TOIL and (ii) a short formal handover period.

Noted

7. Depute Director's report

7.1 Business plan targets – mid-year report

7.1.2 P Baylis presented the report noting our performance against targets at the mid-year. P Baylis highlighted the success of our re-let times, noting that whilst we have a higher number of voids, we have managed to maintain very effective timescales.

7.1.3 P Baylis specifically highlighted the small number of amber areas, noting that the team are keen to continue to push on former tenant arrears. With regards to repair timescales, P Baylis advised that through our routine property

inspections, we are attempting to proactively identify repairs before tenants report them to us.

7.1.4 P Baylis discussed the one KPI that was in red, which related to legionella. We are making good progress, although there is still some delay to getting access to lofts owing to residents' items being stored in some of the roofspaces; this does not give rise to any particular concern. One member asked about whether items belonged to current or former tenants. P Baylis advised that we are unsure but have been liaising with residents to get things moved.

7.1.5 One member noted that it is a positive that there are amber and red areas, as there is always room for improvement.

Noted

7.2 Close cleaning contact 2024/25

7.2.1 P Baylis presented the paper, setting out our joint procurement with Drumchapel Housing Co-operative. We received four quotes, which is a good response for this type of contract. One of the four has been excluded due to abnormally low value. The best quality and value contractor was CAS.

7.2.2 One member asked if we have used CAS before. P Baylis advised they were our previous contractor, and we currently use them for other services such as bulk uplift. One member asked about the employment checks that are carried out on the operatives and P Baylis advised that staff will be subject to regular employment verifications in line with their own insurance requirements.

7.2.3 P Baylis asked Committee to approve the close cleaning contract to CAS for the sum of £60,483.60 (exclusive of VAT) for works to commence from 1 December 2024

Collectively approved

7.3 Reactive maintenance framework update

7.3.1 P Baylis presented the report, advising that work has begun on the renewal of our third reactive maintenance framework. We are currently working with Tom Atkinson Partnership.

Noted

8. Policy review

8.1 Procurement Policy

.../...

8.1.2 C Jardine presented our revised Procurement Policy. There have been no substantive changes, however, there have been some updates to the minimum thresholds, which are updated every two years, most recently in January 2024. We will therefore update the policy with the most recent threshold values.

Collectively approved

9. Sub-Committee minutes and recommendations

9.1 Operations sub-Committee

9.1.1 There are no minutes for noting nor any recommendations for Management Committee approval.

Noted

*Following this item, we proceeded with Item 11, AOCB.
Rhys Atkinson left the meeting at 18:57, we then returned to Item 10,
In keeping with the prepared agenda these items are
recorded under the relevant sections.*

10. Membership and use of seal

10.1 L Crawford presented the report and advised that there was one request for membership, which had been received in accordance with our rules. Committee approved the membership.

11. AOCB

11.1 C Jardine asked Committee to invite Carole Stewart to be co-opted. Carole had attended as an observer at the September meeting.

Collectively approved

11.2 P Baylis advised that H Lochran will be going on maternity leave at the end of January 2025. We are in the process of arranging to have the post covered during this period.

Noted

11.3 L Crawford presented two requests for donation. One was from 3D Drumchapel, who asked for a donation to cover the cost of selection boxes for their Christmas Market. Committee decided to offer £100 cash donation. We also received a donation request from a coach at Milngavie Football Club looking for one year's sponsorship for one member of their boys' team. It was

discussed that this is not in line with our policy, as we do not generally support individuals, therefore the request was rejected.

11.4 C Jardine asked Committee their thoughts on having the Business Strategy Away day on 21 February 2025, with facilitation from Brian Coyle, at the Jubilee, similar to arrangements this year. Committee were happy to approve this.

11.5 E McShane asked Committee whether they would like to have the staff and Committee annual event in January, like this year's arrangement. If agreed, E McShane will gather some venue options for Committee to consider further. Committee were happy with this.

12. Date and time of next meeting

12.1 The next full Committee meeting is due to be held on **Thursday 5 December 2024** at 6.00pm.

Chair:

Date: