

# Cernach Housing Association Minute of Management Committee Meeting held on Thursday 6 August 2020 at 5.30pm Via Zoom videoconferencing



**Ag4**

## 1. Present

J Brannan  
A Biddell

J McFarlane  
T Bowie

M Mellon

### In attendance

C Jardine  
K Dyson  
A Smith

P Baylis  
P Long (FMD)

C Armstrong  
K Booth (Alexander  
Sloan)

### Minute taker

A Smith

Prior to the start of the meeting, J Brannan introduced K Booth from Alexander Sloan who was in attendance to present the draft annual accounts.

## 2. Apologies

2.1 Apologies were received from Diane McMillan and Susan McDonald MBE.

**Noted**

2.2 A Keegan, R McGill, M Wylie, and K McGinley are on special leave.

**Noted**

## 3. Declaration of interest

3.1 There were no declarations of interest.

**Noted**

## 4. Minutes of previous meetings

4.1 Subject to amending the sederunt to reflect that C Jardine had been in attendance, the minutes of the Management Committee meeting held on 2 July 2020 were proposed by J McFarlane and seconded by T Bowie.

- 4.2 The minutes of the special meeting held on 26 July 2020 were proposed by J McFarlane and seconded by T Bowie

**Approved**

## **5. Matters arising**

- 5.1 There was no matters arising that was not already noted on the agenda

***J Brannan advised Committee that there was a change to the agenda and that agenda item 6.6 would now be brought forward to be presented before Agenda item 6.1 The record of discussion is noted under 6.6 in these minutes. C Armstrong left the meeting at the end of this item.***

**Michael Mellon joined the meeting at the end of item 6.6**

## **6. Director's report**

### **6.1 Draft annual accounts**

- 6.1.1 K Booth presented the management letter, key figures from the annual accounts report and financial statements for the year ended 31 March 2020.
- 6.1.2 Both C Jardine and K Booth thanked K Dyson and P Long for the work they put in pulling the accounts together to present them to committee tonight, given the constraints of home working.
- 6.1.3 The statement of comprehensive income highlighted that the revenue was £3,960,555 which was an increase of 4.4% on last year. The operating surplus was £995,847. The net surplus for the year was £1,005,451. K Booth confirmed that the actuarial gains on the defined benefit pension plan was favourable this year and is shown in 'other comprehensive income'. The total comprehensive income comes to £1,180,451 which is up from last year.
- 6.1.4 K Booth confirmed that the accounts have been evaluated as giving a true and fair account of the Association's affairs, have been prepared in accordance with UK accounting standards and charity standards. A fully clean and unqualified audit opinion was therefore issued.
- 6.1.5 C Jardine asked Committee to note the management letter and approve the draft response. The letter of representations was also approved. The Committee agreed for C Jardine to sign these on behalf of the Association. The Auditor will send these out the accounts electronically (via DocuSign) to the Committee members.

6.1.6 Management Committee approved the draft accounts and these will now be presented to the membership at the AGM.

**Approved**

***K Booth, P Long and K Dyson left the meeting***

## **6.2 Lockdown Report**

6.2.1. C Jardine presented the report to the Committee noting the following:

- the monthly returns to the Regulator continued to be submitted timeously
- the next P&D sub-Committee will be held on 3 September 2020
- there were no new notifiable events.

6.2.2 C Jardine then updated the Committee of the progress made in relation to returning to the office. The staff working group met and discussed the findings of the recent staff survey which all staff had completed. The process will consider all staff and their needs, whilst remaining compliant with Scottish Government guidance. All staff have been asked to complete a Scottish Government Covid-19 age survey which will assist in the individual interviews that C Jardine will have with each staff member.

6.2.3 P Baylis updated the Committee on the allocations mini audits that normally get reported back to the P&D sub-Committee meetings. This is a paper-based exercise on completed allocations to help ensure that policy and procedures are being adhered to. We are unable to progress this whilst not working from the office, but the mini-audits will continue when we return to the office.

**Noted**

## **6.3 Recovery Plan**

6.3.1 C Jardine presented the report to the Committee and asks them to note the contents of the report.

**Noted**

## **6.4 Scottish Housing Regulator - consultation**

6.4.1 C Jardine presented the report to the Committee. The consultation was on:

- Submission of the Annual Assurance Statements
- Publication of Charter performance reports
- Publication of engagement plans

6.4.2 Following discussion, Committee asked the Chair to submit a formal response to the consultation on the Committee's behalf. C Jardine will liaise with the Chair prior to the deadline of 14 August 2020.

6.4.4 The Committee noted the contents of the report.

**Noted**

## **6.5 Allocation targets**

6.5.1 P Baylis presented the report to the Committee.

6.5.2 Committee were asked to discuss the allocation targets (quotas) which have not yet been set for 2020/21 due to Covid-19. Our lettings had been halted however, in line with government guidance, we will begin to start the lettings process in the near future.

6.5.3 After discussion it was agreed to set the quotas at 45% to the housing list, 30% to Section 5 Referrals and 25% to the internal transfer list. We are keen to work with GCC to help alleviate homelessness but we have consistently been unable to receive referrals in respect of people wishing to live in the area. Previous targets have therefore been missed and the Committee is reluctant to agree to the proposed target of 40% when it is very likely that we will fail to meet this target. We can, however, keep this under review.

6.5.4 Committee noted the contents of the report and approved the amended the quotas as noted above.

**Approved**

## **6.6 Development update**

6.6.1 C Armstrong presented the report with an update on the Association's development activity, including the office extension.

6.6.2 Although work has recommenced on the Invercanny site, ongoing restriction mean a slower pace of working than pre-Covid. Health and Safety guidelines are. However, being eased which means less need for social distancing. C Armstrong advised that the contractor will be giving us a six-week notice of handovers instead of the contractual four weeks. As for the completion of the site, this is likely to fall into early spring.

6.6.3 The office extension is finished except for the reception desk and social distancing measures which will be put in place once the staff and Committee working groups put together a process of returning to work safely.

6.6.4 Committee were asked to note the contents of the report.

**Noted**

### **6.7 Year-end report from Secretary**

6.7.1 C Jardine presented the report on behalf of S McDonald MBE.

6.7.2 Management Committee noted the contents.

**Noted**

### **6.8 Arrangements for AGM**

6.8.1 C Jardine presented the report to Committee for this year's AGM

6.8.2 After seeking legal advice we have been advised that, at this point, only a virtual AGM is permitted to take place. This is due to it being classed as a public gathering which is not permitted under lockdown regulations.

6.8.3 It was agreed by Committee to change the date of the AGM to Monday 14 September 2020. This will allow us more time to prepare for a virtual meeting, particularly in relation to assisting those who may not be able to use video conferencing platforms.

6.8.4 C Jardine asked for volunteers to stand down for re-election at the AGM. D MacMillan, J McFarlane, M Wylie and K McGinley all volunteered.

6.8.5 Committee approved this report.

**Approved**

### **6.9 Annual Review of Registers**

6.9.1 C Jardine presented the report on the registers and noted that they are available for inspection.

6.9.2 It was agreed that, due to lockdown measures, J Brannan would meet with C Jardine at the office in the near future to review the registers and sign them off. This will be reported to the September Committee meeting.

6.9.3 Committee noted the contents of the report.

**Noted**

### **6.10 Progress report – close cleaning tender**

6.10.1 P Baylis presented the report to the Committee.

6.10.2 P Baylis confirmed that the tender was in collaboration with Drumchapel Housing Co-operative and Kendoon Housing Association. She confirmed that

four submissions had been received, however one contractor failed to meet the minimum criteria set out in the tender and this tender was subsequently set aside.

6.10.3 P Baylis advised Committee that it is a 5-year contract based on quality and price quality. The successful bidder was Caledonian Maintenance Services Ltd.

6.10.4 Committee noted the report and approved the appointment of Caledonian Maintenance Services Ltd as close cleaning contractor.

**Approved**

## **7. Policy review**

### **7.1 Code of Conduct for staff**

7.1.1 C Jardine confirmed that there had been no changes to the SFHA model staff Code of Conduct since we adopted it in August 2017. Committee therefore agreed to the recommendation to leave Cernach's unchanged – if there are any amendments to the model before the latest review date, then these will be presented to the Committee within three months of issue. This was approved by Committee

**Approved**

7.1.2 C Jardine stated that she will send out a copy of the Code to staff as a reminder – all staff have a signed it previously.

## **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 – This is currently suspended**

**Noted**

## **10. Correspondence**

10.1 We received notification from EVH re their virtual AGM on Monday 7 September 2020. Committee to advise A Smith if they wish to attend.

## **11. Good news spot**

11.1 We received good news from our insurers that they paid out for one of our broken servers which was damaged due to an outage last November.

**Noted**

**12. AOCB**

- 12.1 P Baylis updated Committee regarding the kitchen contract. This had been tendered and appointed last year. The works were due to start this summer, however they have been on hold due to Covid-19. Because of the uncertainty surrounding Covid-19 we believe that we should postpone it and retender next year if the current pandemic has subsided and safe to do so. The contractor had agreed to hold their price initially but can no longer do this.
- 12.2 Committee approved the request to halt proceedings and review it again in the coming year.

**Approved**

**13. Date and time of next meeting**

- 13.1 The next meeting will be on **Thursday 10 September 2020** and will be held via Zoom starting at 5.30pm. Invites will be sent out by email and WhatsApp.

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