

# Cernach Housing Association Minute of Management Committee Meeting held on Thursday 27 May 2021 at 6.00pm Via Zoom videoconferencing



**Ag4**

## 1. Present

J Brannan  
M Mellon  
A El Kadi

J McFarlane  
K McGinley  
T Bowie

S McDonald MBE  
S Brannan

### In attendance

C Jardine

P Baylis

P Long

### Observers

C Love

Z Saad Hassan

### Minute taker

A Smith

## 2. Apologies

2.1 Apologies were received from F John, D McMillan, R McGill and A Biddell.

**Approved**

## 3. Declaration of interest

3.1 No Declarations of interest were noted.

**Noted**

## 4. Minutes of previous meetings

4.1 The minutes of the Management Committee meeting held on 15 April 2021 were proposed by J McFarlane and seconded by T Bowie.

**Approved**

## 5. Matters arising

5.1 Ag item 6.10: C Jardine confirmed that the service level agreement with Queens Cross Housing Association for limited development services had been formally signed.

**Noted**

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

### **6.1 Management Accounts to March 2021**

6.1.1 P Long presented the management accounts to 31 March 2021, noting the following:

- Following discussion, P Long clarified the distinction between total fixed assets and net assets.
- The operating surplus for the year is £1,211,000 which is higher than budgeted surplus of £769,000. This mainly due lower management and planned maintenance costs and reduced rental income from new builds.
- The total comprehensive income for the year is therefore £1,104,735.

6.1.2 S McDonald noted a mismatch between some of the figures reported in the covering narrative paper and the management accounts themselves. Following some discussion, it was confirmed that the figures included in the management accounts were correct but that the figures in the covering report were not. C Jardine advised that she would look into this and report back to the July meeting.

6.1.3 The management accounts as presented were approved by the Committee.

**Approved**

### **6.2 Annual Return on the Charter**

6.2.1 P Baylis presented the draft ARC, highlighting our performance in relation to some of the key indicators.

6.2.2 Management Committee noted the contents and approved the ARC return. They also delegated authority to staff for submission to the Regulator on the Association's behalf.

**Approved**

*[post-meeting note: the return was duly uploaded onto the Regulator's portal after the meeting was finished].*

### **6.1 Development Update**

#### **6.3.1 Invercanny Drive**

C Jardine presented the report on the Association's development activity, including the office refurbishment.

- 6.3.2 C Jardine advised we had received the Health and Safety file and this has been saved electronically for future reference.
- 6.3.3 C Jardine informed Committee that we still await the final decision on additional grant which amounts to £35,000.
- 6.3.4 The Senior Maintenance Officer has been in contact with the architect and contractor regarding the back garden inspections. We have been advised that this should take place June.
- 6.3.5 Linkwood Drive  
There is no update since the last Committee meeting.
- 6.3.6 Office Improvements  
No further update to report since last meeting and have not received a cost for replacement of both fire doors. We should have an update for the next meeting.

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

**Noted**

#### **6.4 30<sup>th</sup> Anniversary, new build openings and Marion McDonald House opening – progress report**

- 6.4.1 A Smith gave a verbal update from the most recent meeting of the working group. Due to continuing uncertainty around Covid-19 restrictions, particularly in relation to multi-household gatherings, the group felt that it would be best if the social events around this be postponed until next year.
- 6.4.2 However, they would like to continue with the other parts that do not involve a social gathering, for instance the newsletter, the hampers and decoration outside which includes the new signage.
- 6.4.3 Committee noted the verbal update and approved the proposed delay until 2022.

**Approved**

#### **6.5 Gas servicing contract – procurement update**

- 6.5.1 P Baylis presented the report on the procurement of gas maintenance which is being procured with DRUMCOG partners.
- 6.5.2 P Baylis asked Committee to agree to the following recommendation:

- Award a four-year contract at the rates noted in the report for maintenance and servicing. This will also include all aspects of the current service that we receive and to commence 3 June 2021.

6.5.3 Committee approved the recommendation.

**Approved**

## **6.6 Reactive maintenance framework – procurement update**

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

6.6.2 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.

6.6.3 P Baylis confirmed that notification results were issued on Public Contracts Scotland on 22 April 2021. All contractors will be available on the framework.

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

**Noted**

## **6.7 Review of loan terms – Clydesdale Bank**

6.7.1 C Jardine presented the report to Committee.

6.7.2 Committee are asked to note the update and contents of this report.

**Noted**

## **6.8 Special meeting on 24 June – financial returns**

6.8.1 C Jardine presented the report recommending that Committee hold a special meeting on 24 June to:

- Approve the five-year financial projections
- Approve the loan portfolio return
- Consider the annual treasury management report

6.8.2 Committee approved the recommendations.

**Approved**

## **6.9 Annual committee appraisals**

6.9.1 C Jardine presented the report to Committee.

6.9.2 Committee are asked to approve SHARE to carry out this year's committee appraisals and to agree to invite O Gaffney to the special Committee meeting

on 24 June to discuss the process and to come along and observe the Committee meeting on 1 July meeting.

6.9.3 Committee also agreed to observers taking part in SHARE's e-learning modules for new Committee members.

6.9.3 Committee agreed to have SHARE carry out the Committee appraisals however, on SHARE's recommendation, agreed not to conduct a 360° appraisal of the Chair as this had been conducted in 2020.

**Approved**

## **6.10 Lockdown Report**

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

- there have been no new Notifiable Events since the last Committee meeting.
- we continue to follow appropriate legislation/guidance whilst working under current restrictions and are working towards being able to return to the office as two bubbles and broaden the scope of having more people attend the office by appointment only.
- work is progressing well, and the working group are making effective contributions.

6.10.2 C Jardine suggested that the lockdown report be removed as a standing item from 1 July. This was agreed.

**Agreed**

## **6.11 Future Committee meetings**

6.11.1 C Jardine presented the report to Committee and asked them to note the content.

6.11.2 Committee felt it would be beneficial to have options to attend in person or virtually, although this is dependent upon which restriction level the Glasgow area is classed as.

**Noted**

## **6.12 Annual General Meeting (AGM)**

6.12.1 C Jardine delivered the report to Committee and asked them to note the contents. The Association await further guidance.

**Noted**

### **6.13 Section 5 Referrals- update**

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

6.13.2 P Baylis confirmed that, in the year to date, we have received seven referrals from homeless team with three being carried forward from last year. Out of these seven, four resulted in successful lets.

**Noted**

## **7. Policy Review**

7.1 There are no policy reviews this month.

## **8. Sub-Committee minutes and recommendations**

### **8.1 Operations sub-Committee**

8.1.1 The minute of meeting on 25 February 2021 was noted.

8.1.2 Recommendations from meeting on 20 May 2021 are as follows:

- Allocations quota for 2021/22 as follows - 45% to the housing list, 20% to internal transfers and 35% to section 5 with a view to review at a later date if the staff team find that they are achieving these targets.
- Work towards eight TFFs (temporary furnished flats) by 2021-2022, flip the two properties to Scottish Secure Tenancies with Cernach and not replenish with new TFF leases, give delegated authority to HSM to deal with TFFs.
- No longer under occupy 3apt properties to 2apt Section 5 homeless households unless there is a requirement for an additional room such as access to children which is in line with practices for allocating from other lists.
- The mid-year write off is £1,022.58.
- Resume 'normal' frequency of Operations sub-Committee meetings from 29 July 2021.

**Approve**

### **8.2 Audit, Assurance and Human Resources sub-Committee**

8.2.1 The minute of meeting on 11 February 2021 was noted.

8.2.2 Recommendations from meeting on 13 May 2021 are as follows:

- Housing Assistant's hours to reduce from full-time to 60% FTE from 1 July 2021 following a request from the postholder.
- The Welfare Rights and Tenancy Sustainment Officer post be made permanent with immediate effect.
- A new Assistant Housing Officer full-time be created.

8.2.3 All recommendations were approved.

**Approved**

## **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 J Orr, Director at Pineview, had been approach by St Mark's Church seeking a donation towards a kitchen renewal. The church had done a considerable amount of work in the community during lockdown.

10.2 After discussion, Committee agreed that Cernach would donate up to £750 for this cause.

10.3 J Brannan relayed a thank you letter from Drumchapel Housing Co-operative Chair for the recent flowers received. It was very much appreciated.

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

## **11. Good news spot**

11.1 T Scanlon, Community Connector for Thriving Places secured additional funding of £20,000 for Argos and Aldi vouchers to be used for local people in need of food items and white goods.

## **12. AOCB**

12.1 A Smith advised members that we will continue to deliver hard copies of papers for all meetings until we identify a suitable replacement for Dropbox.

12.2 A Smith advised if anyone wishes to receive their personal login details for SFHA to access information for committee work, then please advise her.



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

13.1 The next scheduled meeting will be on **Thursday 1 July 2021** and will be held via Zoom starting at 6pm. However, we will be holding a Special Meeting on Thursday 24 June 2021 at 6pm to approve the financial returns to SHR. Invites will be sent out by email and WhatsApp.

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