

Cernach Housing Association Minute of Management Committee Meeting held on Thursday 22 October 2020 at 6.00pm Via Zoom videoconferencing



1. Present

J Brannan
A Biddell
R McGill

J McFarlane
F John
M Wylie

M Mellon
Susan McDonald MBE

In attendance

C Jardine
A Smith

P Baylis

C Armstrong

Observers

Aziza El kadi

Minute taker

A Smith

Prior to the start of the meeting, J Brannan welcomed observer Aziza El kadi to the meeting and asked all attending to introduce themselves. F John thanked Committee and staff for their condolences and support at the recent loss of his wife and fellow Committee member Shereen Frank.

2. Apologies

2.1 Apologies were received from T Bowie.

Noted

2.2 D MacMillan and K McGinley are on special leave.

Noted

3. Declaration of interest

3.1 M Mellon and J McFarlane declared an interest at item 6.9.
F John, A El kadi and J Brannan declared an interest at item 12.

Noted

4. Minutes of previous meetings

- 4.1 The minutes of the Management Committee meeting held on 10 September 2020 were proposed by J McFarlane and seconded by A Biddell.
- 4.2 The minutes of the Special Management Committee meeting held on 14 September 2020 were proposed by J McFarlane and seconded by A Biddell.

Approved

5. Matters arising

- 5.1 Item 6.8: P Baylis confirmed that we have secured the services of T Atkinson, Quantity Surveyor (QS) to take forward the gas contract procurement. This is to ensure we provide value for money and meet all legal and regulatory obligations. We will also request to join the Scotland Excel Framework and an update will be given to Committee in due course.

6. Director's report

6.1 Development Update

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

6.1.2 Invercanny Drive update

- a) C Armstrong pointed out that there is still a delay on materials reaching the contractor, particularly concrete which will have a knock-on effect to the hand over dates. Presently the contractor is envisaging the first handover dates to be 5 November 2020.
- b) The contractor confirmed that the total extension of time would be eleven weeks which includes the festive shut down of two weeks with a predicted handover date of 22 January 2021. However, due to the delay in concrete materials, that date is unlikely to be achieved and now looks more like February 2021 for handover.

6.1.3 Linkwood Drive

- a) C Armstrong confirmed that there was no update since the last report.
- b) J Brannan asked when the end of defects period comes to an end as he is aware that not all defects have been rectified. C Armstrong advised that,

due to COVID-19 restrictions, the contractor may give tenants a form to complete. C Armstrong will keep committee informed of any updates.

- c) M Mellon asked who is responsible for the site and its security and it was confirmed that it was the contractor until point of handover.

6.1.4 Office Extension

- a) C Armstrong advised that there was nothing to add since the previous report, apart from to confirm that the fault at the front door has been rectified. A CCTV feed will be made available at reception so that we can see who is at the front door awaiting access.

6.1.5 Committee noted the contents of the report.

Noted

C Armstrong left the meeting

6.2 **Annual declarations – including Code of Conduct**

6.2.1 C Jardine presented the report to Committee who are asked to:

- Agree the authorised signatories for the next twelve months
- Ensure that annual declarations are made by each member, in particular those relating to the Code of Conduct and declaration of interest.

6.2.2 The five authorised signatories were agreed as the Chairperson, the Secretary, one other committee member, the Director and the Housing Services Manager.

6.2.3 C Jardine confirmed that she will ask K McGinley, Committee member, to continue being a signatory and M Mellon volunteered as a back up to K McGinley if need be.

6.2.4 Returning Committee members are asked to read, understand, and agree to abide by the requirements of each section of the declaration. Due to the Association holding a virtual meeting, hard copies were delivered to all Committee members prior to the meeting and arrangements will be made to collect the signed declarations the following week.

6.2.5 C Jardine reminded members that they should advise her if there are any changes during the year and, if any member was unsure about whether to, for

example, declare an interest, then they should err on the side of caution and note it.

6.2.6 Management Committee noted the contents of the report.

Noted

6.3 Lockdown Report

6.3.1 C Jardine updated Committee with the report and asked them to note the following:

- the monthly return was made to the SHR on 7 October
- we will consider what changes we need to make to the business plan in light of the SHR's new Recommended Practice – this will be discussed at the meeting in January 2021
- that there have been no new Notifiable Events since the last Committee meeting
- the comments made in relation to returning to the office
- that a staff well-being survey is underway

6.3.2 C Jardine confirmed that the staff team have returned to the office whilst working in two bubbles. First team went back on 30 September with the second one returning on 7 October 2020. There are still some staff members working from home.

6.3.3 C Jardine advised that a well-being survey, conducted by Seamus Corry, (via Share) has begun and 1-2-1 discussions are being conducted. The Association is keen to understand the level of stress that staff may be feeling due to these unprecedented times and to identify what it can do as an employer to assist staff.

6.3.4 C Jardine informed Committee this would replace the stress, aggression and violence at work survey that is conducted annually. There will be a working group set up to work alongside S Corry to carry forward the findings and agree an action plan. The findings will be presented to the Staffing General Purposes and Audit sub-Committee on the 12 November 2020 by S Corry.

6.3.5 C Jardine asked if Committee would like the survey to be extended to the Committee given that members have been contributing to the smooth running of the Association via virtual platforms. Whilst the stressors may differ from those experienced by the staff team, Committee members are nonetheless being asked to attend meetings, training, etc often whilst sharing a room with

family members whose enjoyment of their home is inevitable affected. S McDonald added that it would be useful for those who maybe felt isolated and have not been out at work. Committee agreed to this in principle.

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

Noted

6.4 QEF benchmarking report 2019/2020 and mid-year performance report – operational KPIs

6.4.1 P Baylis presented the report and asked Committee to note that the report was received later than usual because of the pandemic and the extension on submitting to the ARC.

6.4.2 The report highlights the Association's mid-year performance against its peers. Committee are also asked to note that the Association is in the top quartile in four indicators and will continue to monitor the others which are not as strong.

6.4.3 The Association's performance remains good overall.

Noted

6.5 Internal audit – 2020/21

6.5.1 C Jardine presented the report and recommended that Committee agree to the attached which suggested that this year's focus be on the pandemic, as this is the key risk the Association is facing this year. Quinns will look at how we have responded to the risks presented by the pandemic and what measures we have put in place to mitigate the risks.

6.5.3 Quinns will also examine our lets to connected persons, of which there have been three since last year's audit. This is something that we ask the auditor to examine every year as a matter of routine.

6.5.4 Committee approved the contents of the report.

Approved

6.6 Official opening of Marion McDonald House, new build opening and 30th anniversary celebrations

6.6.1 C Jardine advised that S Mangan is on annual leave and wishes to present this report as part of her professional development. As there are no time pressures on this issue at present, Committee agreed to defer the report.

Noted

6.7 Draft five-year investment plan – 2020/21 to 2024/25

6.7.1 P Baylis presented the report to Committee are asked to note the contents and its recommendations.

6.7.2 P Baylis confirmed that Covid-19 has had a detrimental impact on our five-year investment plan, and we had been unable to progress with this year's planned works. No improvement works will be carried out this year and a revised five-year investment plan has been developed.

6.7.3 P Baylis recommended that all works scheduled for 2020/21 would be carried out over years 2, 3 & 4 of the five-year plan. She confirmed that this would not create any issue re the long-term integrity of the stock.

6.7.4 Committee approved the proposed five-year investment plan.

Approved

6.8 Entitlements, payments, and benefits report – mid-year report to September 2020

6.8.1 C Jardine presented the report to Committee confirming that there had been no entries in the first half of the year. and are asked to note the content

6.8.2 Committee noted the contents of the report.

Noted

6.9 Allocations to connected persons

Having declared an interest in this item, J McFarlane and M Mellon left the meeting and entered the virtual waiting room at this point

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

6.9.2 P Baylis confirmed that a Committee member has been identified for a new build property, a connected person to a Committee Member and a connected person to a staff member has also been identified.

6.9.3 P Baylis advised that all offers will be made in line with our entitlements, payments and benefits policy and in conjunction with our DRUMCOG Common Allocations policy and she confirmed that neither the applicant nor anyone connected to the applicant was involved in any way with the allocation process.

6.9.4 Committee approved the recommendation to make the offers of tenancy.

6.9.5 It was confirmed that, once the offers have been made, the tenancies will be recorded as benefits in the Entitlements, Payments and Benefits register within five days of the tenancy commencing.

6.9.6 As noted earlier, the internal auditor will examine each let to help give assurance that all have been in accordance with our agreed policies and procedures.

J McFarlane and M Mellon returned from the virtual waiting room at this point

6.10 Local lettings plan review

6.10.1 P Baylis introduced the report to Committee.

Standing Orders were suspended as the agenda ran after 8pm

6.10.2 Following discussion of the options presented, Committee agreed to:

- 80% of our net lets can be offered to the city council to help them discharge their responsibilities in relation to providing housing for homeless people. Net lets are those remaining once our 30% internal transfer target has been taken into account. There was also a discussion about the distinction between offers and lets – we report lets in the ARC but the agreement with the council will relate to offers. This is because, historically, the council has not been able to identify people wishing to live in Drumchapel.
- Under occupy three-apartment properties for Section 5 households – this is, in fact, something that is available to all applicants in any case.
- “Flipping” flats - ie converting temporary homeless lets to full Scottish Secure Tenancies if the tenants wish to do this.

Approved

6.10.3 We will review the position in March 2021.

7. Policy review

7.1 Whistleblowing

7.1.1 C Jardine presented the policy and asked Committee to note the amendments – these are mainly to clarify the process and are not substantive.

7.1.2 The Committee approved the revised policy

Approved

8. Sub-Committee minutes and recommendations

8.1.1 There is nothing to report this month

Noted

9. Membership and use of seal

9.1 A Smith presented the report and advised that there were no new members. However, there were 16 cancellations in relation to Rule 11.1.3 (missing five consecutive AGMs without apologies and Rule 11.1.2 (moved away with no forwarding address or that a member has died).

9.2 Committee were asked to note the content of the report.

Noted

10. Correspondence

10.1 EVH Salary Review

10.1.1 C Jardine advised Committee she received an email from EVH regarding the salary review for 2020/21.

10.1.2 Management were asked to delegate this matter to the SGP&A sub-Committee for discussion due to the tight timescale for a response (16 November 2020).

10.1.3 This was approved.

Approved

11. Good news spot

11.1 A Smith was delighted to announce that two tenants were interested in coming onto the Committee.

Noted

12. AOCB

Having declared an interest in this item, Frank John left the meeting and entered the virtual waiting room at this point

12.1 C Jardine reported to Committee that she received a letter from Ted Scanlon, Community Connector. He is asking us to consider a donation to the

Drumchapel Asian Forum to allow them to purchase a storage container for various of their items. C Jardine confirmed that the £1,250 annual donations budget for 2020/21 remains intact as there have been no other donation so far this year.

- 12.2 Committee have agreed to a donation in principle and asked C Jardine to liaise with the Asian Forum on the likely cost of the container. She will then discuss this with J Brannan.

Approved

Frank John returned to the meeting

Having declared an interest in this item, J Brannan left the meeting and entered the virtual waiting room at this point. A El kadi also left the room

S McDonald MBE took the chair

- 12.3 S McDonald MBE asked Committee to agree to invite S Brannan and Aziza El kadi to be co-opted to the Committee. This was agreed.

Approved

J Brannan and A El kadi returned to the meeting at this point.

J Brannan resumed the Chair

13. Date and time of next meeting

- 13.1 The next scheduled meeting will be on **Thursday 3 December 2020** and will be held via Zoom starting at 6pm. Invites will be sent out by email and WhatsApp.

- 13.2 There will, however, be a special meeting to review the Annual Assurance Statement on **Thursday 19 November 2020** at 6.00pm

Chair: Date: