

Cernach Housing Association

Minute of Management Committee meeting held on Thursday 30 June 2022 at 6.00pm in the boardroom



1. Present and apologies

J Brannan (Chair)	J McFarlane	S McDonald MBE
T Bowie	M Mellon	Z Saad Hassan
R McGill	M Dabek	

In attendance

C Jardine	P Baylis	P Long (FMD)
E McShane	A Smith	K Mulholland
A Cameron		

Minute taker

A Smith

Prior to the start of the meeting, J Brannan welcomed A Cameron, internal auditor from Quinns Internal Audit Services and new staff member K Mulholland, covering maternity leave for the Senior Maintenance post. R Rankin, the new Corporate Services Assistant was unable to attend this evening and will attend next month's meeting.

A special leave of absence was granted for Committee member D MacMillan for the next two meetings.

- 1.1 Apologies were received from F John, A Biddell, S Brannan, C Love and A El kadi

Noted

2. Declaration of interest

- 2.1 There were no declarations of interest.

Noted

3. Minutes of previous meeting

- 3.1 The minutes of the Management Committee meeting held on 26 May 2022 were proposed by S McDonald MBE and seconded by T Bowie.

Approved

4. Matters arising

4.1 Matters arising from meeting held on 26 May 2022:

Item 5.3: C Jardine advised that the external audit is now complete and the initial feedback from the auditor was positive.

Item 5.4: C Jardine confirmed that we received the final grant payment of £27,000 from GCC for the Invercanny Drive project.

***J Brannan advised Committee that he wished to suspend standing orders and discuss agenda item 6.1 immediately after agenda item 5.1
The record of discussion is noted under 6.1 in these minutes.***

5. Director's report

5.1 Baseline assessment on the Standards of Governance and Financial Management – presentation of findings

5.1.1 C Jardine introduced the item, handing over to A Cameron, internal auditor to present his findings.

5.1.2 There were seven recommendations and, once agreed, these will be noted in the tracker and monitored by the Assurance sub-Committee. A Cameron confirmed the exercise was a success and that the recommendations were minor.

5.1.4 E McShane, who undertook the role of audit assistant during this process, will take the above recommendations forward as part of her role as AIC.

5.1.5 She was pleased to confirm that the overall compliance level for the assessment was fully compliant, which is the highest level. The results of the baseline assessment will feed into the Annual Assurance Statement.

5.1.5 Committee approved the action points and noted that the quarterly updates will be considered by the Assurance sub-Committee.

Approved

A Cameron left the meeting at this time

5.2 Annual treasury management report

5.2.1 P Long presented the report and Committee noted its contents.

5.2.2 He also asked Committee to bear in mind that the report covers the period to 31 March 2022 and does not therefore reflect the paying off of the Clydesdale Bank loans (totalling just over £1.1 million) in April.

Noted

5.3 Loan portfolio return to March 2022

5.3.1 P long presented the loan portfolio return. The Committee approved the return for submission to the Scottish Housing Regulator. C Jardine will submit the return on the Association's behalf at the end of this Committee meeting.

Approved

5.4 Pension deficit payments - update

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

5.4.2 She advised that the valuation undertaken in September 2021 is currently being considered and we should have more information later in 2022. Meantime, The Pensions Trust has written to us to confirm that the current deficit reduction payment will end in September, meaning that we will only use half of the £83,000 amount budgeted. There could conceivably be additional deficits emerging in future years, particularly where markets are volatile and there is economic uncertainty but, for the time being, we have no payments due after September. At present we have two members of staff in the defined benefit scheme.

Noted

5.5 Risk management register and matrix – mid-year review

5.5.1 C Jardine presented the report to the Management Committee

5.5.2 The report looks at movements in the key risks not related to the pandemic (Table 1) and those associated with the pandemic (Table 2)

5.5.3 Following discussion, it was agreed to include more detail around the increased risks (lower income and higher expenditure) brought about by the conflict in Ukraine, Brexit and the post-pandemic economic struggles being faced by many of our tenants.

5.5.3 Committee are asked to note the contents of the report and to note the annual review will take place on December 2022.

Noted

5.6 Committee appraisals

5.6.1 A Smith presented the report to the Management Committee.

5.6.2 She advised that, following the use of SHARE in 2020 and 2021, it had been the intention to conduct this year's appraisals in-house. We will use a similar approach as was previously used by O Gaffney.

5.6.3 Committee agreed to the recommendation.

Approved

5.7 Annual Assurance Statement – update

5.7.1 E McShane delivered the report to the Management Committee

5.7.2 She advised that the lead-in time this year would be longer based on the feedback received after last year's process. A working group will also be formed, mirroring last year's format. This year the residents panel has been consulted ahead of the first meeting of the working group.

5.7.3 An initial table of meetings has been proposed and we expect to have the first working group meeting prior to the next Committee meeting.

5.7.3 Committee noted the contents of the report.

Noted

6. Depute Director's report

6.1 Baseline assessment on the Scottish Social Housing Charter – presentation of findings.

6.1.1 A Cameron, internal auditor presented his findings from the baseline assessment.

6.1.2 There as a relatively small number of minor recommendations and, once agreed, these will be noted in the tracker and monitored by the Assurance sub-Committee. A Cameron confirmed the findings were very positive.

6.1.3 As with the recommendations relating to the governance and financial management baseline assessment, E McShane will co-ordinate the implementation of the recommendations forward as part of her AIC role.

6.1.4 Committee were pleased to note that the overall compliance level for the assessment was fully compliant. The results of the baseline assessment will feed into the Annual Assurance Statement.

6.1.5 Committee approved the action points and noted that the quarterly updates will be considered by the Assurance sub-Committee.

Approved

6.2 QEF benchmarking annual report 2021/22

6.2.1 P Baylis presented the annual report to the Management Committee highlighting our performance. The information is taken from the ARCs submitted by QEF members in May.

6.2.2 The KPIs and strategic plan targets were agreed at our planning away days in December by staff and Management Committee.

6.2.3 The report compares year-on-year figures from 2020/21 to 2021/22 and the Scottish averages. P Baylis advised that performance is strong even although the full impact of the pandemic is still to materialise.

6.2.4 She also presented the top results relating to satisfaction levels, highlighting key figures, and pointed out how we compared to the Scottish average within the sector.

Noted

6.3 Window replacement procurement 2022/23 – 2023/24

6.3.1 P Baylis presented the report to Committee.

6.3.2 P Baylis confirmed that a contract is out for tender and closes Monday 4 July. Reids will take the contract forward with a one stage approach based on 60/40 quality/price. Committee were asked for two volunteers to participate in the tender opening in the boardroom. The contract is expected to start mid-November to mid-January.

6.3.3 Committee noted the contents of the report.

Noted

7. Policy review

7.1 Policy on Standing orders, remits and delegated powers

7.1.1 E McShane presented Committee with the changes to the areas covering meeting arrangements, conduct at meetings, Committee and sub-Committee

powers, delegation to staff, disciplinary and grievance matters. The changes have been significant and the changes reflect feedback from the Management Committee between 2020-2022 and consultation between the office bearers, sub-Committee chairs and the senior management team took place. The aim is to reduce duplication of work and make more efficient use of scarce Committee time.

7.1.1 E McShane went over the table of changes and gave context around the decisions taken.

7.2 Domestic Abuse policy – this was addressed at agenda item 9.1.2

7.2. A new policy on domestic abuse was introduced to the Management Committee. The development of this policy included consultation with the residents panel. An equalities impact assessment was also produced in line with current equality and human rights policy.

7.3 The Committee approved both policies.

Approved

8. Notifiable events and regulatory engagement

8.1 Notifiable event – verbal update at meeting

8.1.1 J Brannan updated the Committee on the recent notifiable event. He advised that the investigation remains ongoing. M Mellon asked a couple of questions however, due to the sensitive nature and the ongoing investigations, J Brannan confirmed that he would be unable to give any more details at this time.

8.1.2 Further updates will be given as we receive them. There will also be a full debrief to the Committee either as part of a scheduled Committee meeting or at a special meeting once we have a conclusion to the issue.

Noted

9. Sub-Committee minutes and recommendations

9.1 Operations sub-Committee

9.1.1 The minute of the meeting on 19 May 2022 was noted.

9.1.2 There were no recommendations from the meeting on 23 June 2022.

Approved

10. Membership and use of seal

10.1 There were no new members and no removals from the membership.

Noted

11. AOCB

11.1 C Jardine proposed that, due to the EVH conference taking place on 8 and 9 September, we change the date of the September Management Committee meeting from 8 September to 15 September 2022. This was agreed. (The Operations sub-Committee will take place on 1 September as originally scheduled).

Approved

11.2 Hilda from Cope has been awarded an MBE for services to mental health. Committee authorised the delivery of flowers to her.

11.3 C Jardine recommended that the treasury management policy review be brought forward to October 2022 to take account of the new SFHA guidance on the December 2021 CIPFA Code of Practice. This was agreed.

Agreed

12. Date and time of next meeting

12.1 The next scheduled meeting will be on **Thursday 4 August 2022** at 6.00pm. It will be held in the boardroom.

Chair:

Date: