

Cernach Housing Association

Minute of Management Committee meeting held on Thursday 27 October 2022 at 6.00pm in the boardroom



1. Present and apologies

J Brannan (Chair)	J McFarlane	S McDonald MBE
T Bowie	S Brannan	M Dabek
C Love		

In attendance

C Jardine	P Baylis	E McShane
L Crawford		

Minute taker

E McShane

Prior to the start of the meeting, J Brannan welcomed Lindsay Crawford, the new Corporate Services Officer from 7 November 2022.

- 1.1 Apologies were received from M Mellon, R McGill, Z Saad Hassan, A El kadi and A Biddell

Noted

2. Declaration of interest

- 2.1 There were no declarations of interest.

Noted

3. Minutes of previous meeting held on 15 September 2022

- 3.1 There was one correction to the minute as issued in that C Love was in attendance.

- 3.2 Subject to the above correction, the minute was proposed by S McDonald MBE and seconded by J McFarlane.

Approved

4. Matters arising from meeting held on 15 September 2022

- 4.1 11.4: P Baylis confirmed that, following the retirement of B Strathearn, the Association had successfully completed recruitment for a new Maintenance Officer and Chris Johnson will start in November 2022.

- 4.1 11.6: The Association's Health and Wellbeing group has discussed options for both a staff and a Committee team building event. Various options were discussed and the matter delegated to the staff team to organise events.

Noted

5. Director's report

5.1 Annual Assurance Statement

- 5.1.1 E McShane presented the covering report on the Annual Assurance Statement on behalf of the Association's working group.
- 5.1.2 E McShane also presented the matrices developed by the working group detailing the self-assessment questions which were considered by the working group.
- 5.1.3 E McShane showed elements of the evidence bank on screen so that the Management Committee members present could interrogate the data compiled to form the statement. It was noted that item AN1.9 was not in the evidence bank but all other items were.

[post-meeting note:- item AN1.9 was identified as the Annual Assurance Statement itself and is marked for being added 'post-completion' as it cannot be approved prior to the meeting, the Management Committee were informed of this via Whatsapp the following morning.]

- 5.1.4 E McShane presented the recommendations developed by the working group to further strengthen the Association's assurance moving forward.
- 5.1.5 E McShane advised that the working group recommend to the Management Committee that the Assurance Statement confirms no areas of material non-compliance and that the draft statement is published to this effect.
- 5.1.6 Management Committee approved the Annual Assurance Statement and delegated authority to C Jardine to submit on the Association's behalf.

Approved

5.2 Internal audit – cyber incident

- 5.2.1 E McShane presented the covering report and the full report from the Association's internal auditor.
- 5.2.2 The Committee discussed the contents of the report and noted that there were no recommendations.

Noted

5.3 Entitlements, payments and benefits mid-year report

5.3.1 C Jardine presented the report.

5.3.2 Management Committee noted the contents.

Noted

5.4 Progress against business plan targets – mid-year report

5.4.1 E McShane presented the covering report and table noting performance against KPIs for the first six months of the financial year.

5.4.2 The Management Committee discussed the contents and noted the positive improvements which had been made, as well as the developments in relation to demand for adaptations.

5.4.3 Management Committee noted the contents of the report.

Noted

5.5 Committee training plan - update

5.5.1 C Jardine presented the report to the Management Committee.

5.5.2 C Jardine further confirmed some minor changes following the successful DRUMCOG event on 24 October 2022 at the Titan and confirmed that training would continue to be held bimonthly on Monday evenings between 6:30pm and 8:00pm.

5.5.3 Management Committee noted the contents of the report.

Noted

5.6 Loan portfolio return – in-year return

5.6.1 C Jardine presented the report to the Management Committee detailing the reasons for the in-year return following the paying off of a large loan.

5.6.2 The Management Committee noted the contents of the report.

Noted

6. Depute Director's report

6.1 Rent review – 2023/24

6.1.1 P Baylis presented the report to Committee.

6.1.2 Management Committee noted the contents prior to full discussion at the special meeting on 10 November 2022.

Noted

6.2 Keep Safe initiative

6.2.1 P Baylis presented the report on the Keep Safe initiative.

6.2.2 Management Committee noted their keen support of this project and approved the recommendation to take the project forward.

Approved

6.3 Annual return on the Charter – report to tenants

6.3.1 P Baylis presented the covering report and accompanying report to tenants.

6.3.2 Management Committee noted this and were pleased with the revised format of the report.

Noted

6.4 Revised policy review timetable

6.4.1 P Baylis presented the report on the revised schedule and covering report.

6.4.2 Management Committee approved the revised timetable.

Approved

7. Policy review

7.1 Financial regulations

7.1.1 C Jardine presented the table of proposed amendments and cover report for the policy. Committee approved the policy.

Approved

7.2 Financial procedures

7.2.1 C Jardine presented the table of proposed amendments and cover report for the procedures. Committee approved the procedures.

Approved

7.3 Treasury management

7.3.1 C Jardine presented the table of proposed amendments with changes and clarified that sections on new borrowing were likely not needed at present, but should be included in the policy in any case. Management Committee approved the policy.

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 and advised that all information related to insurance and the internal audit report had been submitted to the SHR. He advised that the SHR had requested a meeting, following which it is hoped that the notifiable event can be closed.

8.1.2 Management Committee also discussed the event and the total costs involved and actions taken thus far.

8.2 Nothing to report

8.2.1 C Jardine confirmed there was nothing further to report under regulatory engagement.

Noted

9. Sub-Committee minutes and recommendations

9.1 Operations sub-Committee

9.1.1 The minute of the meeting on 1 September 2022 was noted.

9.1.2 There were no recommendations from the meeting on 20 October 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 E McShane advised Committee that EVH had sent in correspondence regarding the process for pay negotiations alongside the JNC and that there were information and training sessions running should any members be interested.

Noted

11.2 E McShane advised that a card had been received from K McGinley thanking the Association for the support over the years and wishing all Committee members the best for the future.

Noted



11.3 P Baylis advised that, following the request of one of the Housing Officers to move to job share, the role of job share partner had been advertised.

Noted

12. Date and time of next meeting

12.1 There will be a special Management Committee meeting on Thursday 10 November 2022 at 6.00pm.

12.2 The next scheduled meeting will be on **Thursday 1st December 2022** at 6.00pm. It will be held in the boardroom with a Zoom option.

Chair:

Date: