

# Cernach Housing Association

## Minute of Management Committee meeting held on Thursday 20 April 2023 at 6.00pm in the boardroom



### 1. Present and apologies

J Brannan (Chair)	A Biddell	S McDonald MBE
R McGill	T Bowie	M Dabek
S Brannan		

#### In attendance

C Jardine	P Baylis	E McShane
R Rankine		

#### Minute taker

E McShane

- 1.1 Apologies were received from M Mellon, C Love, J McFarlane and Z Saad Hassan.

**Noted**

### 2. Declaration of interests

- 2.1 There were no declarations of interests.

**Noted**

### 3. Minutes of previous meetings

- 3.1 The minutes of the Management Committee meeting held on 26 January 2023 were proposed by T Bowie and seconded by A Biddell.

### 4. Matters arising from meeting

- 4.1 There were no matters arising from the previous meeting.

### 5. Director's report

#### 5.1 Business plan – 2023/24

- 5.1.1 E McShane presented the report on the strategic, delivery and resourcing plans making up the Association's business plan.

5.1.2 Discussion took place around the 12-month key aims and revisions to strategic priorities, including a focus on tenant health and safety compliance, work to carry out a revised stock condition survey and work in relation to tenancy sustainment.

5.1.3 E McShane confirmed that tenant health and safety will continue to be reported to the Operations sub-Committee and includes our strategy in relation to dampness, condensation and mould.

5.1.4 The Management Committee approved the business plan.

**Collectively approved**

**5.2 Complaints report – 2022/23**

5.2.1 C Jardine presented the report on complaints within the 2022/23 year and noted that there had been an increase in complaints which reflects the work done with staff to highlight when a complaint should be raised.

5.2.2 C Jardine further highlighted that there was one Stage 2 complaint within the year which was resolved outwith the timescale due to the complexity involved.

5.2.3 The Management Committee noted the contents of the report.

**Noted**

**5.3 Entitlements, payments and benefits report – 2022/23**

5.3.1 C Jardine presented the report and noted the new entries for the year ending 31 March 2023.

5.3.2 C Jardine confirmed arrangements for noting sensitive information within the register as decided at the previous meeting.

**Noted**

**5.4 Equality and human rights monitoring report – 2022/23**

5.4.1 E McShane presented the report on equality and human rights and noted that progress had been made against the Association's action plan and highlighted key elements to be worked on in 2023/24.

5.4.2 E McShane also highlighted the monitoring data available for comparisons between the staff team and those submitting job applications, and noted that the demography of both groups were largely similar and did not highlight any adverse trends.

5.4.3 The Management Committee noted the contents of the report.

**Noted**

## **5.5 ICT support services**

5.5.1 E McShane presented the report on ICT support services, noting that the current provider is currently in the fourth year of the contract. E McShane discussed the performance of the contract and that consideration had been given to going out to procurement at the end of this contractual year.

5.5.2 E McShane further noted discussion with membership organisations and other landlords on their experiences of ICT support service procurement and highlighted a diverse range of outcomes and costings for these services

5.5.3 Following discussion, the Management Committee agreed to extend the current contract with the ICT support service for the final year of the contract and to reprocure following this.

**Collectively approved**

## **5.6 Finance services**

5.6.1 C Jardine presented the report on financial services provided to the Association which is currently in the third year of the current contract.

5.6.2 C Jardine discussed the contract performance and advised that the contract could be extended for one further year.

5.6.3 C Jardine further advised that should the Management Committee wish to do this, the Association will also await the decision from Drumchapel Housing Co-operative's Board as their contract with the finance service provider is managed through Cernach. C Jardine further advised that if Drumchapel Housing Co-operative should not wish to extend the contract, the Association would extend the contract for Cernach services only.

5.6.4 The Management Committee approved the extension of one year for finance services.

**Collectively approved**

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

**6.1 Draft five-year investment plan – 2023/24 to 2027/28**

6.1.1 P Baylis presented the report on the planned investment programme, and highlighted several large projects over the following five years, including the current window replacement programme.

6.1.2 P Baylis further highlighted the ongoing market volatility and advised that should tender proposals be received above budget, works will come to the Management Committee for approval prior to deciding to proceed with the work.

6.1.3 The Management Committee approved the plan.

**Collectively approved**

## **6.2 Annual Return on the Charter (ARC) - update**

6.2.1 P Baylis presented the report on the Annual Return on the Charter (ARC) progress and advised that the full return will come to the next meeting of the Management Committee. The Management Committee noted the contents of the report.

**Noted**

## **7. Policy review**

7.1 There were no policy reviews this month

## **8. Notifiable events and regulatory engagement**

### **8.1 Notifiable event**

8.1.1 C Jardine presented the year-end report on the notifiable events register for 2022/23 noting one event.

**Noted**

### **8.2 Regulatory engagement**

8.2.1 There is currently no regulatory engagement, however C Jardine updated that have received our updated regulation plan which requires the Association to submit only the usual returns at this stage.

**Noted**

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

### **9.1 Operations sub-Committee**

9.1.1 The minute of the meeting on 2 March 2023 was noted.

**Noted**

9.1.2 There was a recommendation from the meeting on 13 April 2023 to approve the Harassment Policy. This was approved by the Management Committee.

## **10. Membership and use of seal**

10.1 R Rankine presented the membership report noting that there was one new member for approval. The Management Committee approved their application for membership.

**Collectively approved**

## **11. AOCB**

11.1 C Jardine informed the Management Committee that the SHAPS pension provider had been in touch to inform on the outcome of voting on the DB pension scheme, to which there will be no change.

11.2 The Management Committee further discussed pensions more generally and C Jardine advised that the Association will soon consider the DC pension scheme. At this stage, the Management Committee will have access to independent advice.

**Noted**

## **12. Date and time of next meeting**

12.1 The date of the next meeting will be Thursday 25 May 2023 at 6.00pm.

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