

Cernach Housing Association Minute of Management Committee meeting held on Thursday 14 April 2022 at 6.00pm in the boardroom with a Zoom option



Ag3

1. Present and Apologies

J Brannan (Chair)	A Biddell	J McFarlane
T Bowie	D MacMillan	S Brannan
R McGill	C Love	F John

In attendance

C Jardine	P Baylis	P Long (FMD)
E McShane	K Dyson	F McDonald (FMD)

Minute taker

E McShane

- 1.1 Apologies were received from M Dabek, M Mellon, A El kadi, A Saad Hassan, K McGinley and S McDonald MBE.

Noted

- 1.2 Management Committee advised that they would like the return of the buffet to Committee meetings.

2. Declaration of interest

- 2.1 C Jardine, P Baylis and E McShane declared an interest at item 5.8

Noted

3. Minutes of previous meeting

- 3.1 The minutes of the Management Committee meeting held on 3 March 2022 were proposed by F John and seconded by A Biddell

Approved

4. Matters arising

- 4.1 Matters arising from meeting held on 3 March 2022:

Item 6.4: Vat de-registration: C Jardine informed Management Committee that the initial request had been refused by HMRC, however we have responded with clarifications and hope to receive a favourable response soon.

Noted

5. Director's report

5.1 Clydesdale Bank – options for current loans

- 5.1.1 F McDonald presented the paper on the current Clydesdale Bank loan portfolio, explaining that we are at the ten-year review stage and the bank is proposing increasing the margin.
- 5.1.2 The outstanding amount is just over £1 million and we have sufficient free cash to redeem these loans if we wish to do so. We are not in a *tie-in* period and there would therefore be no breakage costs.
- 5.1.3 F McDonald also discussed the impact on long term financial projections and confirmed that, should a need arise, there should not be an issue in securing new funding.
- 5.1.4 Committee approved option A to repay the Clydesdale loans in full.

Approved

F McDonald, P Long and K Dyson left the meeting at this time

5.2 Complaints report – 2021/22

- 5.2.1 C Jardine presented the year-end report on complaints.
- 5.2.2 Management Committee noted the contents of the report.

Noted

5.3 Equality and human rights monitoring report – 2021/22

- 5.3.1 E McShane presented the report on progress against the equality and human rights action plan, reminding members that this is an Annual Assurance Statement action plan area.
- 5.3.2 Discussion took place on communication with elderly residents and it was confirmed that carers do not have access to tenant's personal information unless there is a mandate or power of attorney in place.
- 5.3.3 Management Committee noted the contents of the report.

Noted

5.4 Entitlements, payments and benefits report – 2021/22

- 5.4.1 C Jardine presented the report to Committee.

5.4.2 Management Committee noted the contents of the report.

Noted

5.5 Business plan – update on resourcing and delivery plans

5.5.1 E McShane presented the report to Committee.

5.5.2 Discussion took place on the future plans and it was confirmed that routine work will continue to progress while plans are drafted and finalised and that nothing is on hold for completion of the suite of documents.

5.5.3 Management Committee noted the contents of the report.

Noted

5.6 Development update

5.6.1 C Jardine presented the report to Committee.

5.6.2 C Jardine provided an update to Committee that a revised offer of grant has been received from the Council for £18,000. This is lower than expected and the correspondence has been passed to our development agent at Queens Cross Housing Association for review. An update will be provided at the next Management Committee meeting.

5.6.3 Management Committee noted the contents of the report.

Noted

5.7 Request to change date of October Committee meeting

5.7.1 C Jardine presented the report to Committee.

5.7.4 Management Committee agreed to the recommendation to change the date of the October Management Committee and Operations sub-Committee.

Approved

C Jardine, P Baylis and E McShane left the meeting

5.8 Pay award 2022/23

5.8.1 J Brannan discussed proposals from EVH regarding the staff pay award for 2022/23.

5.8.2 The Management Committee decided to vote to reject the pay award and will instruct officers to advise EVH on their behalf.

Approved

C Jardine, P Baylis and E McShane returned to the meeting

6. Depute Director's report

6.1 Draft five-year investment plan – 2022/23 to 2026/27

6.1.1 P Baylis presented the report to the Management Committee.

6.1.2 P Baylis confirmed that we will review this plan annually to take account of any changes to stock and markets but that this is the best estimation of current plans at this time.

6.1.3 P Baylis discussed the tender process for windows in detail and the reasons for a multi-stage contract through procurement at Stage 1 only. P Baylis confirmed that this is the most efficient and most appropriate route to completing this work.

6.1.4 P Baylis confirmed that all repairs would still be carried out prior to capital investment and that should residents be experiencing issues with their property, they should contact the office to advise.

6.1.5 The Management Committee approved the recommendation and approved the plan.

Approved

6.2 Glasgow Housing Register - update

6.2.1 P Baylis presented the report.

6.2.2 Discussion took place around the history of the housing register and plans for renewal.

6.2.3 The Committee approved recommendation and will not be participating in the new scheme at this time.

Approved

6.3 Ground Maintenance procurement 2021/22

6.3.1 P Baylis presented the report to Committee.

6.3.2 P Baylis updated the Committee that we will likely not secure services for a gap period before the new contract commences as the timeframe is too short to get another company on site. However, the first cut of the new contract will be a larger cut alongside litter-picking services and so should catch up on the period of limited contract.

6.3.3 Committee noted the contents of the report.

Noted

6.4 Community Empowerment Thriving Places funding – 2022/23

6.4.1 P Baylis advised the Management Committee that revised Community Empowerment Thriving Places funding had been received for the Thriving Places project.

6.4.2 P Baylis advised that this fund is to cover the costs of the Community Connector post and is valued at £42,000 for the duration of one year.

6.4.3 Committee are asked to note the information from P Baylis.

Noted

7. Policy review

7.1 Social media policy

7.1.1 E McShane presented the table of proposed amendments and the equalities impact assessment to the Management Committee.

7.1.2 Management Committee approved the policy.

Approved

7.2 Financial regulations and procedures – interim update

7.2.1 C Jardine presented the table of proposed amendments for both documents, confirming that the scheduled review in December would still take place.

7.2.2 Management Committee approved the policy.

Approved

8. Notifiable events and regulatory engagement

8.1 Notifiable event – service disruption due to pandemic

8.1.1 C Jardine presented the report.

8.1.2 Discussion took place on fully resuming office opening from 25 April 2022 and Management Committee noted the contents of the report.

Noted

8.2 SHR engagement plan – 2022/23

8.2.1 C Jardine presented the report and accompanying engagement plan.

8.2.2 Discussion took place on the positive nature of the plan and Management Committee noted the contents of the report.

Noted

9. Sub-Committee minutes and recommendations

9.1 Operations sub-Committee

9.1.1 The minute of the meeting on 24 February 2022 was noted.

Noted

9.1.2 There were no recommendations from the meeting on 7 April 2022

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 updated the Management Committee on the approval of new homes for sale at the former Cleddans Primary School site. Discussion took place surrounding access to the site but it is not known at this time what detailed road plans will be.

Noted

11.2 C Jardine advised the Management Committee that staff are considering facilitating energy advice services within the office to be accessed by tenants. Discussion took place and Management Committee agreed to hosting any services which are deemed beneficial to residents within the office.

Approved

12. Date and time of next meeting

12.1 The next scheduled meeting will be on **Thursday 26 May 2022** at 6.00pm. It will be held in the boardroom with a Zoom option.

Chair:

Date: