

# Cernach Housing Association Minute of Management Committee Meeting Held Thursday 2 July 2020, 5.30pm, Boardroom, 79 Airgold Drive, Drumchapel



**Meeting held via Zoom**

## 1. Present

J Brannan	S Frank	M Mellon
F John	J McFarlane	D McMillan
S McDonald MBE	A Biddell	K McGinley
T Bowie		

### In attendance

P Baylis	A Smith	H Lochran
K Dyson	P Long (FMD)	C Armstrong

### Minute taker

A Smith

## 2. Apologies

- 2.1 Apologies were received from M Wylie, A Keegan.
- 2.2 R McGill is on special leave
- 2.3 J Brannan has asked for special leave to be granted to A Keegan and M Wylie until December 2020. This was agreed.

**Approved**

## 3. Declaration of interest

- 3.1 There were no declarations of interest.

## 4. Minutes of previous meeting

- 4.1 The minutes of the Management Committee meeting held on 28 May 2020 were proposed J McFarlane and seconded by K McGinley,

**Approved**

## 5. Matters arising

- 5.1 Item 5.1: Close cleaning contract – we have gone back to the tenderers to ask them for a revised tender based on risk assessments of COVID-19 and any implications it may have on pricing. The tender opening has been confirmed for 10 July 2020. Under normal circumstances, we would require two Committee members to be present. However, in the current circumstances, the Committee confirmed that they would be happy to delegate authority to P Baylis on this occasion.

Item 13.2: Following on from our good news spot last month, we felt that Committee should note that take up of the additional hardship funding is good. The fund has been of great assistance for many families on low incomes within Drumchapel (not just in Cernach's area).

***J Brannan advised Committee that there was a change to the agenda and that agenda item 7.6 would now be brought forward to be presented before Agenda item 6. The record of discussion is noted under 6.7 in these minutes. C Armstrong left the meeting at the end of this item.***

## 6. Director's report

### 6.1 Annual treasury management report to March 2020

- 6.1.1 P Long presented the annual report on treasury management. The Management committee noted the contents of the report.

### 6.2 Loan portfolio return – submission to the Regulator

- 6.2.1. 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 Committee's behalf.

**Approved**

***P Long and K Dyson left the meeting***

***Frank John and Shereen Frank joined the meeting***

### 6.3 Annual Return on the Charter (ARC) – 2019/20

- 6.3.1 C Jardine presented the report to the Committee, asking that a special Committee meeting be held on 23 July 2020 to approve the ARC. This was agreed.

## **6.4 Lockdown Report**

- 6.4.1 C Jardine presented the lockdown report to the Committee
- 6.4.2. Committee agreed that the Committee meeting on 10 September 2020 would have a financial focus to allow us to review our financial projections in light of Covid-19. We will also invite F McDonald and P Long to this meeting.
- 6.4.3 C Jardine asked Committee if they would like to resume Property and Development sub-committee as scheduled before the pandemic or put it on a two-monthly cycle. J Brannan suggested a two-monthly cycle until we resume normal face-to-face meetings. This was agreed.
- 6.4.4 The Committee acknowledged the two Notifiable Events raised with SHR since the last meeting. No further information is required at present.
- 6.4.5 Committee agreed not to set key performance indicator (KPI) targets for 2020/21 due to uncertainty around how the pandemic is going to impact the Association and the consequent difficulty in identifying meaningful targets.
- 6.4.6 C Jardine discussed the returning to the office and developing an initial route map. T Bowie, J McFarlane, D McMillan, J Brannan, A Biddell, M Mellon all agreed to participate in the Committee working party.

## **6.5 Recovery plan**

- 6.5.1 C Jardine presented the report. Committee noted its contents.

## **6.6. Committee appraisals**

- 6.6.1 A Smith presented the report on Committee appraisals. Good progress is being made and O Gaffney will attend the Committee meeting in September to present her findings and recommendations.

## **6.7 Development update**

- 6.7.1 C Armstrong presented his report on Invercanny Drive, noting that work had recommenced on site on 15 June and not 22 June as stated in the report.
- 6.7.2 The remainder of the presentation was as noted in the report. Committee were pleased that work had re-started and also that the office extension was only several weeks from completion.

## **6.8 Policy review- remainder of 2020/21**

- 6.8.1 C Jardine presented the report to Committee, recommending that nine policy reviews be delayed until 2021/22, with five progressing as scheduled as they do not require consultation.
- 6.8.2 This was agreed and appropriate amendments will be made to the five-year plan.

**Approved**

## **6.9 Risk management matrix and register – mid-year review**

- 6.9.1 C Jardine presented this report to the Committee
- 6.9.2 P Baylis discussed the income losses and interruption to the repairs service (including gas servicing) that are affecting the Association.
- 6.9.3 With regard to gas servicing, P Baylis confirmed that SHR has accepted that some inspection may be carried out late where tenants do not wish contractors to enter their home – there would, however, still be a legal breach although our position would be aided by the fact that we took all reasonable steps to carry out the inspection in time. Whatever the case, we will need to have robust audit trails in place to demonstrate the steps taken.
- 6.9.4 C Jardine noted that one of the Covid-19 related risks to the Association would be loss of rental income for 48 new build properties. This is due to lockdown and the subsequent drop in productivity, which is expected to be around 20%-30%.
- 6.9.5 C Jardine confirmed that staff are being spoken to individually regarding working hours under lockdown.
- 6.9.6 C Jardine gave update on progress of the audit, which seemed to be going well. The auditor is due to present the draft accounts at the Committee meeting on 6 August.

## **7. Policy review – remainder of 2020/21**

### **7.1 Code of Conduct for Committee**

- 7.1.1 C Jardine reported that there had been no changes to the SFHA's model Committee Code of Conduct since we adopted it in August 2017. It was therefore agreed to leave the Code unchanged at present, although it will be

brought back to the Committee for review if there are any revisions to the model.

7.1.3 The remaining three policies scheduled for review at this meeting policies are recommended to be deferred until 2021/22.

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

### 8.1 Property and Development sub-committee

8.1.2 The minute of the meeting on 27 February 2020 was noted.

8.1.3 There were no recommendations from the meeting held 25 June 2020.

**9. Membership and use of seal** – This item is currently suspended

**10. Correspondence** – Nothing to report

## **11. Good news spot**

11.1 P Baylis advised Committee that we have recruited Lizi O'Rourke as temporary replacement for Ruth Ghumman who is on maternity leave. Lizi worked with us two years ago and we are delighted she has agreed to join us.

## **12. AOCB**

12.1 J Brannan has requested that Committee papers are still delivered to those members who are on special leave of absence.

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

13.1 The next scheduled meeting will be on **Thursday 6 August 2020** and will be held via Zoom starting at 5.30pm. Invites will be sent out by email and Whatsapp.

13.2 A special meeting will be held on Thursday 23 July 2020 to approve the ARC

Chair: .....

Date: .....