

Cernach Housing Association

Minute of Management Committee

Meeting held on Thursday 5 August at 6.00pm

Via Zoom videoconferencing



1. Present

| | | |
|-------------------|-------------|----------------|
| J Brannan (Chair) | J McFarlane | S McDonald MBE |
| M Mellon | K McGinley | S Brannan |
| A El kadi | T Bowie | F John |
| A Biddell | R McGill | D MacMillan |

In attendance

| | | |
|-----------|----------|---------------------------|
| C Jardine | P Baylis | K Booth (Alexander Sloan) |
| S Mangan | K Dyson | P Long (FMD) |
| A Smith | | |

Observers

| | |
|---------|---------------|
| M Dabek | Z Saad Hassan |
|---------|---------------|

Minute taker

A Smith

Prior to the start of the meeting, J Brannan introduced K Booth from Alexander Sloan who was in attendance to present the audited accounts and associated documentation.

2. Apologies

2.1 Apologies were received from C Love (observer).

2.2 A Smith noted that M Mellon called before the meeting to say he would be late in joining the meeting tonight.

Noted

3. Declaration of interest

3.1 M Dabek declared an interest in item 9.

Noted

4. Minutes of previous meeting

4.1 The minutes of the Management Committee meeting held on 24 June 2021 were proposed by A Biddell and seconded by T Bowie.

Approved

4.2 The minutes of the Management Committee meeting held on 01 July 2021 were proposed by T Bowie and seconded by J McFarlane

Approved

5. Matters arising

5.1 There were no matters arising from meeting 25 June 2021.

5.2 Matters arising from meeting held on 1 July 2021:

Ag item 6.5.1: A Smith informed Committee that the appraisals had been carried out successfully by O Gaffney of SHARE and that she would attend our next meeting (9 September 2021) to present the report.

Noted

M Mellon, having previously submitted apologies for late arrival, joined the meeting at this point.

6. Director's report

6.1 Draft annual accounts to 31 March 2021

6.1.1 K Booth presented the management letter, key figures from the annual accounts report and financial statements for the year ended 31 March 2021.

6.1.2 Both C Jardine and K Booth thanked K Dyson and P Long for the work they put in around this year's audit.

6.1.3 The statement of comprehensive income highlighted that the revenue was £4,433,513. This can be attributed to grants received via the Community Connector fund. The operating costs totalled £3,230,388 which was also an increase on the forecast figure. The net surplus for the year was £1,167,401.

6.1.4 K Booth confirmed that the actuarial losses on the defined benefit pension plan, which is a non-cash item, is £294,000. The total comprehensive income comes to £873,401, this has dropped from last year due to variance in the actuarial losses and increased operating costs.

- 6.1.5 K Booth confirmed that the accounts have been evaluated as giving a true and fair account of the Association's affairs, have been prepared in accordance with UK accounting standards and charity standards. A fully clean and unqualified audit opinion was therefore issued.
- 6.1.6 K Booth asked Committee to note the management letter and approve the draft response. The letter of representations was also approved. The Committee agreed for C Jardine to sign the two letters on behalf of the Association. The Auditor will send these out with the accounts electronically (via DocuSign) to the Officer Bearers.
- 6.1.7 P Long pointed out that the surplus noted previously in the management accounts was £1,400,000 and is now sitting at £873,000 in the annual accounts. This was due to invoices and other transactions being identified after the management accounts had been completed.
- 6.1.8 Management Committee agreed to remit the draft accounts to the membership at the AGM for approval.

Approved

K Booth left the meeting at this point

6.2 Credit card – change to financial regulations

- 6.2.1 K Dyson delivered the report updating Committee on changes to the Bank of Scotland's authorisation procedures which mean that, for practical purposes, we wish to increase the number of credit card holders from two to six staff members.
- 6.2.2 Each staff member noted would have their own card and own credit limit. If approved, this would require a change to the current financial procedures. K Dyson would continue to audit each purchase from five staff members and the Corporate Services Officer would audit K Dyson's purchases. This would continue to be done on a monthly basis when the statements are received.
- 6.2.2 M Mellon asked if this was following a request from the Association or whether it had come from the bank. K Dyson confirmed that it was as a result of changes to the bank's own internal procedures. She added that Bank of Scotland had advised us that all UK High Street banks would be introducing similar procedures from September 2021 as part of their ongoing work to reduce fraud in commercial banking.

6.2.3 The Committee noted contents of the report and approved the recommendation.

Approved

K Dyson and P Long left the meeting

6.3 Development update

6.3.1 C Jardine presented the report on the Association's developments activity, including the office refurbishment.

6.3.2 Invercanny Drive

C Jardine advised that the information request from GCC in relation to additional grant funding had been passed to N McKinnon at Queens Cross HA and we await his response. We will respond to GCC once we receive this.

6.3.3 Linkwood Drive

C Jardine confirmed that the formal grant clawback request for £37,000 had been received and is in the process of being settled in full.

6.3.4 Office Improvements

No further update since last meeting.

6.3.5 Committee agreed to the recommendation to send flowers to Isobel Scally on her retirement.

6.3.6 Committee are asked to note the contents of the report.

Noted

6.4 Arrangements for AGM – update

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

6.4.2 C Jardine confirmed that the AGM (and Rule change SGM) will be held in person this year with social distancing and infection control measures in place. L Little (solicitor) and K Booth (auditor) had both confirmed their attendance for the SGM and AGM respectively.

6.4.3 Committee agreed to the recommendation that delegated authority be given to the Director and the Chair in the event of and government guidance being issued that prohibits the AGM being in person and alternative provisions need to be put in place.

Approved

6.5 Further education request – delegated authority to AAHR sub-Committee

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

6.5.2 Committee agreed to delegate authority to the AAHR sub-Committee on 12 August to consider the request from a staff member for funding support to complete the two-year Postgraduate Diploma in Housing Studies at Stirling University.

Approved

6.6 Kitchen contract procurement

6.6.1 P Baylis presented the report to Committee on the procurement of the kitchen replacement contract.

6.6.2 The closing date was 12 July 2021, and the tender opening process took place at 10am on 13 July 2021. A three-person panel with representatives from the Association and Reid Associates assessed the tenders on both quality and price.

6.6.3 The price was around 10% higher than the budgeted amount and there was some discussion around possible savings. However, Committee felt strongly that they would not wish to dilute the specification (by, for example, removing flooring) – there has been a general increase in construction prices recently, thought to be as a result of the pandemic and Brexit and this, in many ways, is only to be expected.

6.6.4 It was agreed that Everwarm Ltd were the preferred contractor and Committee agreed their appointment.

Approve

6.7 Strategy Away Day

6.7.1 C Jardine presented the report to Committee.

6.7.2 Following discussion, Committee agreed the following:

- The planning event will be held on Thursday 9 and Friday 10 December
- It will take place at the Beardmore Hotel (now called the Golden Jubilee Conference Hotel)
- We will not have an overnight stay option (please see 6.7.3 below)
- We will engage an external facilitator

6.7.3 Instead of the proposed overnight on Thursday at the Beardmore, Committee agreed to have a wrap-up/team-building event on Friday 10 December at an alternative venue. This would be better than an overnight mid-event in helping members get to know each other – this being particularly relevant this year as many members had not yet met in person because of the pandemic.

6.7.4 C Jardine confirmed that the budgeted amount should be sufficient to cover this.

Approved

6.7 Secretary's annual report

6.7.1 C Jardine presented the report on behalf of S McDonald.

6.7.2 Management Committee noted the contents.

Noted

6.9 Annual review of registers

6.9.1 C Jardine presented the report on the registers and noted that they are available for inspection.

6.9.2 Management Committee noted this, and they will now be signed off by the Chairperson and Director, who will attend the office in person to carry this out. This outcome from this will be reported back at the September meeting.

Noted

6.10 30th anniversary, new build openings and Marion McDonald House openings – progress report

6.10.1 S Mangan gave an update of progress made since the last Committee meeting. The 30th anniversary newsletter has been distributed and the celebration hampers were ready for delivery. The new office signage was nearly ready.

6.10.2 Committee noted the verbal update.

Noted

6.11 Outcome of Assistant Housing Officer recruitment

6.11.1 P Baylis confirmed that a successful recruitment process had been carried out, with several strong candidates interviewed. The successful candidate was Jordan Allan who has experience within the sector and brings a wealth of knowledge to the Association.

Noted

7. Policy review

7.1 Information security

7.1.1 C Jardine presented the revised information security policy to Committee. The main changes relate to our ICT arrangements and C Jardine confirmed that our ICT support company, Brightbridge, had updated the relevant parts on the Association's behalf.

7.1.2 Committee approved the policy unamended.

Approved

7.2 Procurement

7.2.1 Committee agreed to delay the procurement policy until October 2021 for the reasons noted in the report.

Agreed

8. Sub-Committee minutes and recommendations

8.1 Operations sub-Committee

8.1.1 The minute of the meeting on 29 July 2021 was noted.

Noted

8.1.2 There were no recommendations from the 29 July meeting.

M Dabek left the meeting at this point.

9. Membership and use of seal

9.1 Committee approved one new member to the membership.

Approved

M Dabek re-joined the meeting at this point.

10. Correspondence

10.1 An email had been received from local group, Drumchapel Cycle Hub, requesting a donation of £200 to purchase ten new helmets. This is a community group within the Drumchapel area that promotes healthy cycling activities for all age groups and also repairs old/broken bikes.

10.2 A Biddell suggested an article in the newsletter to promote the benefits of this group.

Agreed

- 10.3 C Jardine confirmed that there were sufficient funds in the donations budget to support this and Committee approved the request.

Approved

11. Good news spot

- 11.1 P Baylis informed committee that T Scanlon the community connector took local people on a day trip to Ayr, and Ted will be attending one of our future meetings with an update on his work with Thriving Places.

12. AOCB

12.1 Annual Assurance Statement

- 12.1.1 C Jardine advised that the Annual Assurance Statement (AAS) training will take place on Thursday 19 August 2021 at 6.00pm via Zoom. The training will be delivered by Karen Fitzsimons. DRUMCOG training is scheduled to take place on Monday 16 August at 6.00pm via Zoom.

- 12.1.2 C Jardine reported that J Brannan, P Baylis and herself had attended the launch of the new AAS guidance, highlighting that one obvious area for improvement at Cernach is how we involve tenants more in developing the Statement. This is likely to be a key action point going forward together with getting our resident engagement back on track post-pandemic.

- 12.1.3 The Audit, Assurance and HR sub-Committee is due to consider our approach to this year's AAS at its meeting on 12 August. We will report back to the full Committee in due course.

12.2 Complex Stage 2 complaint

- 12.2.1 A Smith referred to a complex Stage 2 complaint that had previously been notified to the AAHR sub-Committee.

- 12.2.2 The complainant had approached the Information Commissioner's Office (ICO) as she appears to have been dissatisfied with our response to the GDPR-related elements of the original complaint. We have, however, received an email from the ICO to advise us that the complaint against us had not been upheld.

Noted



13. Date and time of next meeting

13.1 The next scheduled meeting will be on **Thursday 9 September 2021** at 6.00pm. It will be held in the boardroom with the option to attend via Zoom.

Chair: Date: