

Cernach Housing Association

Minute of Management Committee Meeting

Held Thursday 12 September 2019, 6.00pm, Boardroom, 79 Airgold Drive, Drumchapel



1. Present

J Brannan	T Bowie	M Mellon
S McDonald MBE	A Keegan	R McGill
D MacMillan	J McFarlane	K McGinley
M Wylie		

In attendance

C Jardine	P Baylis	E McShane
P Long (FMD)	A Smith	

Minute taker

E McShane

2. Apologies

2.1 Apologies were received from F John, S Frank, A Biddell and J Mullen

Noted

3. Declaration of interest

3.1 J Brannan declared an interest at Item 13.1.

Noted

4. Minutes of previous meetings

4.1 The minutes of the Management Committee meeting held on 8 August 2019 were proposed by T Bowie and seconded by D MacMillan.

Approved

4.2 The minutes of the meeting held 26 August 2019 were proposed by T Bowie and seconded by J McFarlane.

Approved

5. Matters arising

5.1 There were no matters arising.

6. Committee Business

- 6.1 C Jardine presented the report on Committee Business. Prior to moving to electing the sub-Committees, R McGill advised that she wished to stand down from both sub-Committees.

Noted

- 6.2 The following members were elected to sit on the Property and Development sub-Committee:-

- J McFarlane, M Mellon, T Bowie, D MacMillan, S McDonald MBE, and J Brannan

- 6.3 The following members were elected to sit on the Staffing, General Purposes and Audit sub-Committee:-

- T Bowie, D MacMillan, J Brannan, S McDonald MBE, Michael Mellon and J McFarlane

- 6.4 The following authorised signatories were agreed:-

- J Brannan, S McDonald MBE, T Bowie, C Jardine and P Baylis.

7. Director's Report

7.1 Management Accounts to June 2019

- 7.1.1 P Long presented the Management accounts to June 2019.

- 7.1.2 P Long confirmed that the operating surplus is higher than expected due to reduced spending, primarily in planned maintenance among other items, to a total of £259,220.

- 7.1.3 P Long highlighted that decreases in cash balances are in accordance with planned expenditure related to funding development activities from reserves.

- 7.1.4 Management Committee approved the management accounts.

Approved

P Long left the meeting at this point

7.2 Annual declarations

7.2.1 C Jardine presented the report on the annual declarations to the Committee.

7.2.2 Management Committee noted the contents. Returning Committee members confirmed that they had read, understood and agreed to abide by the requirements of each section of the declaration; the one new member, J Mullan, was not present at the meeting, but is due to have her induction and the documents will be covered as part of this process. In the meantime, C Jardine confirmed that J Mullan had signed the Code of Conduct prior to the meeting on 8 August.

7.2.3 Documents will be circulated for signing at the conclusion of the meeting and C Jardine encouraged members to ask for any required clarification at that point. She also reminded members that they should advise her if there are any changes during the year and, if any member was unsure about whether to, for example, declare an interest, then they should err on the side of caution and note it.

Noted

7.3 Annual Assurance Statement - draft

7.3.1 C Jardine presented the covering report on the Annual Assurance Statement (AAS), circulating an updated AAS – the changes had been made following C Jardine and A Smith's attendance at the SFHA governance conference the day after the papers had been issued following a session delivered by Linda Ewart.

7.3.2 There was some discussion on the techniques that the Association had used in the past to give assurance to the Committee and this had helped in the preparation of the AAS and, in particular, the Committee's ability to give assurance to the Regulator and other stakeholders.

7.3.3 Management Committee Members approved the AAS in its current format and authorised C Jardine to submit this to the Scottish Housing Regulator. C Jardine confirmed that a copy will be put on the Association's website at the same time it is submitted to the Regulator.

Approved

7.4 Standing orders review

7.4.1 C Jardine presented the report on the Standing Orders as a precursor to the review scheduled for the next Committee meeting in October 2019.

7.4.2 Management Committee agreed in principle with creating a scheme of delegation that provides the sub-Committees with increased delegated authority, for example for approving non-key policies and making decisions for smaller levels of work costs.

7.4.3 C Jardine confirmed that management transfers would generally be approved by the Housing Services Manager or the Director and reported to the Management Committee after this has occurred.

7.4.4 Management Committee agreed to continue with the present scheme of delegated authorities in relation to staff.

7.4.5 C Jardine agreed to collate the general principles discussed and provide a paper at the next Management Committee meeting.

Action: C Jardine

7.5 Annual appraisal of Chairperson

7.5.1 C Jardine presented the report.

7.5.2 Management Committee noted the contents of the report.

Noted

8. Policy review

8.1 Risk management methodology

8.1.1 C Jardine presented the table of proposed amendments for the policy alongside the covering report.

8.1.2 Management Committee approved the revised policy.

Approved

9. Sub-Committee minutes and recommendations

9.1 Property and Development sub-Committee

9.1.1 The minute of the meeting on 1 August 2019 was noted. The minute of this meeting will be amended to reflect that E McShane was in attendance.

Noted

9.1.2 There were no recommendations from the meeting held on 5 September 2019.

Approved

9.2 Staffing, general purposes and audit sub-Committee

9.2.1 The minute of the meeting on 9 May 2019 was noted.

Noted

9.2.2 C Jardine confirmed that the fixed-term (until January 2023) Welfare Rights and Tenancy Sustainment Officer had been advertised with a closing date of 19 September and interviews planned for 4 October 2019. She also advised that a temporary Senior Maintenance Officer had been recruited to cover the period up to the end of October 2019.

Noted

9.2.3 C Jardine provided an update on the shared service agreement, discussing a recommendation from the sub-Committee. The Management Committee agreed to extend the period of suspension of Director services to the end of January 2020 to facilitate C Jardine's phased return to work.

Approved

10. Membership and use of seal

10.1 There was one new application for membership in May and sixteen removals.

Approved

11. Correspondence

11.1 A Smith read a thank you card from K Dyson to the Management Committee for her recognition of 25 years' service at the recent AGM.

11.2 A Smith read a thank you card from the Greer family for support from the Association during a period of bereavement.

12. Good news spot

12.1 The Blair Drummond bus trip received very good feedback from residents and, in particular, residents were happy that their feedback was taken on board to move to a family trip instead of the Gala Day.

Noted

13. AOCB

J Brannan left the meeting at this point

T Bowie, Vice Chairperson, took the Chair

13.1 P Baylis presented a report on Entitlements, Payments and Benefits related to a proposed allocation made to a connected person. She confirmed that the appropriate internal checks had been carried out and that the selection of the

applicant was not in any impacted by their status as a connected person. The Management Committee approved this allocation.

Approved

J Brannan returned to the meeting at this point

T Bowie, Vice Chairperson, relinquished the Chair

- 13.2 J Brannan proposed that all meetings are moved forward by 30 minutes in order to better accommodate Management Committee members work commitments. This was discussed and agreed, applying to sub-Committee meetings as well as Management Committee meetings, and will be effective immediately.

Approved

- 13.3 C Jardine asked the Management Committee whether they would be interested in having an event to mark the Invercanny sod cutting alongside the opening of the first twelve homes at Linkwood Drive. The Management Committee indicated that they would like this to go ahead.

Approved

- 13.4 D MacMillan presented an update on Thriving Places liaison meetings which she attended on behalf of Cernach Housing Association.

- 13.5 D MacMillan also updated the Management Committee that she plans to stand for election to the Community Council.

- 13.6 A Smith asked the Management Committee for suggestions for the Christmas lunch. The Management Committee suggested looking at January for an evening meal with entertainment. The staff will submit some suggestions to the next Management Committee meeting.

Approved

14. Date of next meeting

- 14.1 The next meeting will be held on **Thursday 24 October 2019** within the boardroom of Cernach HA starting at 5.30pm.

Chair: Date: