

Cernach Housing Association

Minute of Management Committee

Meeting held on Thursday 21 October at 6.00pm

Held in the boardroom with a Zoom option



Ag4

1. Present

J Brannan (Chair)	F John	M Mellon
J McFarlane	K McGinley	S Brannan
T Bowie	M Dabek	A El kadi (via Zoom)
A Biddell	R McGill	

In attendance

C Jardine	P Baylis	A Smith
S Mangan		

Minute taker

A Smith

Prior to the start of the meeting, C Jardine announced the sad passing of our former cleaner and mother of the present cleaner, Elizabeth Cairns and the passing of Winnie McPhail, Committee member of Pineview Housing Association. Committee wished to send their condolences to both families.

2. Apologies

2.1 Apologies were received from S McDonald MBE, Z Saad Hassan, C Love and D MacMillan.

Noted

3. Declaration of interest

3.1 No declarations of interest were noted.

Noted

4. Minutes of previous meeting

4.1 The minutes of the Management Committee meeting held on 9 September 2021 were proposed by T Bowie and seconded by A Biddell.

Approved

5. Matters arising

5.1 Ag item 6.3: All declarations of interests have now been completed.

6. Director's report

6.1 Annual Assurance Statement 2021

6.1.1 C Jardine introduced the report from the Annual Assurance Statement working group, confirming that all the planned work for the two sub-groups had been completed; the final task of testing the evidence bank, which had been outstanding at the time when the Committee papers had been issued, had been completed on Tuesday 19 October.

6.1.2 J Brannan commented that the exercise had been worthwhile and, as the person signing the AAS on the Committee's behalf, he was confident in its accuracy and the robustness of the assessment process.

6.1.3 J McFarlane added that the staff had worked extremely hard in pulling together the evidence and had been astounded with the amount of evidence gathered.

6.1.4 Staff present at the meeting who had also been on the working group discussed a number of direct benefits of being involved in the process.

6.1.5 For members not involved in the process, J Brannan advised that the evidence bank can be viewed at any time; he found interrogating the evidence bank to have been useful and thought that others would also benefit from it.

6.1.6 J Brannan summarised the AAS, advising that working group was recommending that, whilst there were action points, there were no areas of material non-compliance.

6.1.7 Committee approved the draft AAS, giving the Director delegated authority to submit it on the Association's behalf once it had been signed by the Chairperson.

Approved

6.2 Annual Report on the Charter (ARC) – report to tenants

6.2.1 A Smith presented the report and asked Committee to note the contents.

6.2.2 A Smith advised that the report was with the distributor for delivery the following week in advance of the end of October deadline.

6.2.3 Committee noted the layout and content of the report.

Noted

6.3 Entitlements, payments and benefits – mid-year report

- 6.3.1 C Jardine presented the report to the Committee, highlighting the link with the entitlements, payments and benefits policy. The report noted one entry in the register in the first half of the year; the offer of a tenancy to a connected person that had been approved by the Committee on 24 June 2021.
- 6.3.2 C Jardine also confirmed that, as is customary, the selection of the connected person for the property in question would be examined by the internal auditor to confirm that it was in line with our allocations policy and procedures and that appropriate audit trails exist.

6.3.3 Committee noted the contents of the report.

Noted

6.4 Internal audit – 2021/22

- 6.4.1 C Jardine presented the report to Committee, confirming that the main audit phase this year would take place in November. There would also be a follow-up exercise on recommendations from previous years in March 2022.
- 6.4.2 In line with the recommendations from the Audit, Assurance and Human Resources sub-Committee, the Management Committee agreed for the main focus to be on the Association's approach to assurance. This would involve interviews with Committee and an evaluation of the Committee's involvement in the process – not being able to demonstrate appropriate Committee involvement in/understand of the process could pose a governance risk for the Association.

Approved

6.5 Committee appraisals – individual learning plans

- 6.5.1 A Smith presented the report, advising that individual appraisals had been completed with all twelve members who had been on the Committee over the summer period. She confirmed that she was now in receipt of the individual learning plans and will contact members individually to discuss their plan and agree ongoing training and development over the coming year.
- 6.5.2 The three new members (who were not included in the exercise over the summer period) are participating in their induction and will have formal individual learning plans from 2022.
- 6.5.3 Committee noted the contents of the report.

Noted

6.6 Strategy Away Day

6.6.1 C Jardine advised that Brian Coyle had been confirmed as facilitator for the planning event on 9 and 10 December. He will meet C Jardine and A Smith over the coming weeks to agree a programme.

6.6.2 Committee noted the contents of the report.

Noted

6.7 Development update

6.7.1 C Jardine presented the development update, advising that:

- We have responded to GCC regarding the request for additional information in respect of our request for an additional £35,000 grant for the Invercanny development
- Invercanny Drive has been selected by the council for a post-completion review. We have submitted a significant amount of information and will keep Committee posted
- The damage to the entrance to the car park has now been repaired; this is likely to have been following correspondence between M Mellon and GCC

6.7.2 Committee noted the contents of the report.

Noted

6.8 Staffing policies

6.8.1 C Jardine presented the report and asked Committee to:

- i) Agree to reschedule the policies noted in section 1.2 for approval in 2022/23 and
- ii) Acknowledge the EVH model policy on flexible working and approve it unamended

6.8.2 Committee approved the recommendations.

Approved

6.9 30th anniversary, new build openings and Marion McDonald House opening – update

6.9.1 S Mangan updated Committee with details on the official opening of Marion McDonald House on Friday 29 October at 1pm and confirmed that all invitations had been sent out. Committee noted the verbal update.

Noted

7. Policy review

7.1 Procurement policy

7.1.1 P Baylis discussed the updated procurement policy, asking Committee to note the changes highlighted in red. Following clarification on a point raised by M Mellon, Committee approved the revised policy.

Approved

7.2 Data protection policy

7.2.1 A Smith advised that the policy had been updated to reflect post-Brexit legislation but that there were no other changes being recommended at this time. Committee approved the recommended changes.

Approved

7.3 Privacy notices

7.3.1 A Smith advised that the privacy notices had been updated with input from the DPO and advised that all staff and Committee would now be asked to sign these. The content of the revised notices was agreed – copies will be passed to staff over the coming weeks and to Committee members at the next meeting.

Approved

8. Sub-Committee minutes and recommendations

8.1 Operations sub-Committee

8.1.1 The minute of the meeting on 2 September 2021 was noted.

8.1.2 There were no recommendations from the meeting on 14 October 2021.

9. Membership report and use of seal

9.1 There were six applications for share membership and no removals – all six applications were approved.

Approved

10. Correspondence

10.1 S Mangan advised that we had received another “thank you” card from someone who had received a 30th anniversary hamper.

11. Good news spot

- 11.1 S Mangan announced that Kirsty Boag, one of our Housing Officers, was married at the beginning of October. She will now be known as Kirsty Young. This was particularly good news as the wedding had previously been postponed on two occasions owing to lockdown. Committee asked staff to pass on their congratulations.

12. Any other competent business

- 12.1 A Smith informed Committee that the notification of changes from OSCAR regarding our Rule change had to be signed by one of the office bearers, as a trustees of the Association. J Brannan, Chair agreed to do this.
- 12.2 P Baylis advised that there had been unbudgeted expenditure of £20,000 to cover the stock condition survey – the survey had always been intended for this year, but we had inadvertently omitted the sum from the budget when it was agreed in March 2021. P Baylis confirmed that she had discussed this with C Jardine and J Brannan following which the decision had been made to incur the expenditure – as the results of the survey will feed into the discussion at the strategy event in December, we did not consider it prudent to delay the survey. In line with our financial procedures, this is now being reported to the Committee. This was noted by Committee.
- 12.3 A Smith confirmed that induction training will continue with the new Committee members who are C Love, Z Saad Hassan and M Dabek on Monday 1 November 2021. Additional finance training open to all Committee members has also been planned in for members on Tuesday 9 November 2021.

P Baylis, A Smith and S Mangan left the meeting at this point

- 12.4 C Jardine presented recommendations from a special Audit, Assurance and HR sub-Committee that had taken place on 13 October. Following discussion, it was agreed that:
- The Housing Services Manager post become Depute Director from 1 November 2021
 - A 12-month fixed-term post of Assurance and Compliance Co-ordinator be created. Following advice from EVH, this will be advertised internally with the resultant vacancy being advertised externally



P Baylis, A Smith and S Mangan returned to the meeting at this point

13. Date and time of next meeting

13.1 The next scheduled meeting will be on **Thursday 2 December 2021** at 6.00pm. It will be held in the boardroom with the option to attend via Zoom.

Chair:

Date: