

Cernach Housing Association

Minute of Management Committee

Meeting held on Thursday 2 December at 6.00pm

Held in the boardroom with a Zoom option



Ag4

1. Present

J Brannan (Chair)	A Biddell	S McDonald MBE
A El kadi	T Bowie	M Dabek
D MacMillan	R McGill	C Love
J McFarlane	F John	S Brannan

In attendance

C Jardine	P Baylis	F McDonald (FMD)
S Mangan	E McShane	

Minute taker

E McShane

2. Apologies

2.1 Apologies were received from M Mellon, K McGinley and Z Saad Hassan.

Noted

3. Declaration of interest

3.1 M Dabek declared an interest at item 6.11.

3.2 C Jardine declared an interest at item 10.

Noted

4. Minutes of previous meeting

4.1 The minutes of the Management Committee meeting held on 21 October 2021 were proposed by J McFarlane and seconded by T Bowie.

Approved

5. Matters arising

5.1 Matters arising from meeting held on 21 October 2021:

Item 6.4: C Jardine reported to the Management Committee that the internal audit had taken place, but the reports have been delayed because the fieldwork extended to 26 November. The reports will be presented at the next

Management Committee meeting. Two draft reports have already been received and highlighted no issues of concern; verbal feedback on the third report has also been positive at this stage.

Item 7.3: C Jardine reported that the Privacy Notices are to be updated to include a specific provision that information will only be shared with any third party on a *need to know* basis. They will be circulated to Committee Members at the next meeting.

Item 12.4: C Jardine reported that the position of Assurance & Improvement Co-ordinator has been filled by E McShane.

Noted

6. Director's report

6.1 Management accounts to end of September 2021

6.1.1 F McDonald presented the management accounts to Committee.

6.1.2 He confirmed that the operating surplus is higher than expected at £654,000 against a budgeted figure of £467,000. This was due to underspends in various cost centres including management, maintenance costs and planned maintenance costs as well as additional grant income.

6.1.3 F McDonald confirmed that any income received under the Community Connector project is noted under the Income and Expenditure from Other Activities section and that this is primarily in relation to grant income.

6.1.4 F McDonald highlighted that rent arrears debtors are sitting around 2.9% which is generally positive in relation to other RSLs in the sector.

6.1.5 Management Committee approved the management accounts.

Approved

6.2 Loan terms – transition from LIBOR to SONIA

6.2.1 F McDonald presented the report on the loan term variations.

6.2.2 C Jardine confirmed that the loan amount to Nationwide is just over £200,000.

6.2.3 Management Committee approved the change and delegated authority to the Director to execute this agreement.

Approved

6.3 Risk management matrix – annual review

- 6.3.1 C Jardine presented the report on the risk matrix to the Management Committee.
- 6.3.2 C Jardine highlighted the new risk in relation to the temperature of server room and discussed the potential control measures to assist in mitigating this, including possibly installing an air conditioning system within the room.
- 6.3.3 C Jardine further highlighted potential increases in costs for goods, services and works in relation to Covid-19 and that the Association will continue to monitor this.
- 6.3.4 Management Committee approved the risk matrix.

Approved

6.4 Rent review 2022/23 – consultation arrangements

- 6.4.1 P Baylis presented the report on the rent review for 2022/23.
- 6.4.2 F McDonald advised the Management Committee that the Association's rents are below other local landlords and are beneath the levels on the affordability checker from agencies such as Arneil Johnstone.
- 6.4.3 P Baylis confirmed that the cost of external household bills, such as those for energy, are taken into account when looking at individual affordability.
- 6.4.4 The Management Committee highlighted that a more thorough understanding of planned maintenance may be beneficial for tenants and so could be included in a future newsletter and within the body of the consultation letter.
- 6.4.5 The Management Committee discussed the options for consultation and would like to consult on 3.1% and 4.1%.

Approved

F McDonald left the meeting at this point

6.5 Committee Papers – virtual platform

- 6.5.1 S Mangan presented the report on a new platform for Committee papers.
- 6.5.2 S Mangan demonstrated the level of paper used for each meeting – four reams!

6.5.3 C Jardine advised the Management Committee that there is potential within the draft budget to provide updated hardware for Management Committee members; the last batch of tablets was bought in 2015/16 and these are due for renewal.

6.5.4 The Management Committee agreed to the recommendation.

Approved

6.6 Complaints report – April to October 2021

6.6.1 S Mangan presented the report on complaints performance.

6.5.5 S Mangan confirmed that the complaints performance is reported in the newsletters and can look at adding this to our new website.

6.5.6 Management Committee noted the contents of the report.

Noted

6.7 City Building (contracts) – request to increase prices

6.7.1 P Baylis presented the report on City Building's approach regarding a possible 15% increase in contract costs.

6.7.2 Management Committee noted the contents of the report.

Noted

6.8 Development update

6.8.1 C Jardine presented the report on recent correspondence and activity regarding Invercanny Drive.

6.8.2 C Jardine confirmed that our development agent has provided an update to Glasgow City Council on the items they enquired about.

Noted

6.9 Strategy away days – final arrangements

6.9.1 C Jardine presented the report on the arrangements for the strategy away days on 9 and 10 December 2021.

6.9.2 Management Committee noted the contents of the report.

Noted

6.10 Boiler renewal procurement 2021/22

6.10.1 P Baylis presented the report on procurement for the upcoming boiler contract.

6.10.2 J Brannan and M Dabek volunteered to attend the tender opening via Zoom on 23 December 2021.

6.10.3 Management Committee noted the contents of the report.

Noted

M Dabek left the meeting at this point

6.11 Possible allocation to connected person

6.11.1 P Baylis presented the report on a proposed let to a connected person.

6.11.2 Management Committee approved the allocation.

Approved

M Dabek rejoined the meeting at this point

7. Policy review

7.1 Treasury Management Policy

7.1.1 C Jardine presented the covering report and table of proposed amendments.

7.1.2 Management Committee approved the changes to the policy.

Approved

8. Sub-Committee minutes and recommendations

8.1 Operations sub-Committee

8.1.1 The minute of the meeting on 14 October 2021 was noted.

Noted

8.1.2 There is a recommendation from the meeting on 25 November 2021 to approve revised adaptation spend by £10,000 to £30,000 to cover critical adaptations. This was approved.

Approved

9. Membership and use of seal

9.1 There was no new members and no removals from the membership.

Noted

C Jardine, P Baylis, E McShane & S Mangan left the meeting at this point

10. Staffing recommendation from special meetings of the Audit, Assurance and HR sub-Committee

10.1 S McDonald MBE presented the paper to the Management Committee and highlighted the steps taken by the Audit, Assurance and Human Resources sub-Committee in conjunction with EVH and the Depute Director. The Management Committee discussed the proposal in detail.

10.2 The Management Committee approved the recommendation.

Approved

C Jardine, P Baylis, E McShane & S Mangan rejoined the meeting at this point

11. Correspondence

11.1 There were no items of correspondence.

12. Good news spot

12.1 S Mangan reported that we launched our new website on 1 December 2021. The Management Committee thanked S Mangan and A Smith for all their work on this.

13. AOCB

13.1 C Jardine confirmed to the Management Committee that the staff and Committee team building evening that had been planned to take place at the end of the two-day planning event had been cancelled due to increases in Covid-19 cases.

E McShane left the meeting at this point

13.2 C Jardine advised Committee that E McShane was considering standing for the Management Committee of Positive Action in Housing and seeks pre-approval from the Cernach Committee for this in the event that she decides to stand. This was approved by the Management Committee.

Approved

E McShane rejoined the meeting at this point



14. Date and time of next meeting

14.1 The next scheduled meeting will be on **Thursday 27 January 2022** at 6.00pm.
It will be held in the boardroom with the option to attend via Zoom.

Chair: Date: