

**Cernach Housing Association
Minute of Management Committee meeting held on
Thursday 25 January 2024 at 6.00pm in the
Boardroom**



Ag3.1

1. Present and apologies

Present

A Biddell (Chair)	M Mellon	T Bowie
R McGill	M Dabek	S McDonald

Via Zoom

J McFarlane

In attendance

C Jardine	P Baylis
E McShane	L Crawford
P Long (FMD)	

Minute taker

L Crawford

- 1.1 Apologies were received from S Brannan, J Brannan, F John and C Love.

Noted

2. Declaration of interests

- 2.1 There were no declarations of interests.

Noted

3. Minutes of previous meetings

- 3.1 The minutes of the Management Committee meeting held on 7 December 2023 were proposed by S McDonald and seconded by M Dabek.

4. Matters arising from previous meetings

- 4.1 There were no matters arising, however C Jardine provided an update on Item 9.2.2, that the options appraisal is now underway. A Cameron (Quinn Internal Audit) has already engaged with J Brannan and will discuss with other Committee members in due course.
- 4.2 A Biddell requested a suspension to standing orders to allow a change to the agenda programme, the Management Committee were in agreement with this.

Following this item, we proceeded with Item 7.1, Item 7.2, and Item 6.2. P Long left meeting after this at 18:55. The meeting then continued with the tabled agenda as planned. In keeping with the prepared agenda these items are recorded under the relevant sections.

5. Governance report

5.1 Governance standing items

5.1.1 C Jardine presented the report, which contains standing items we report every month. C Jardine advised that we had received a request for clarification on our annual assurance statement from the Scottish Housing Regulator (SHR). We also received a further request regarding training and understanding of notifiable events. We responded to the SHR, and they came back very quickly to confirm that they were satisfied with our responses. Requests for additional information is a routine part of the SHR's risk assessment process and does not give us any cause for concern.

Noted

5.1.2 C Jardine advised there had been no payments made under entitlements, payments and benefits before the report was written, however one payment has been made. This will be reported at the next meeting.

Noted

5.1.3 C Jardine advised that we had reported that there was nothing under conferences and events, however there are two that have been identified and will be covered under AOCB.

Noted

6. Director's report

6.1 Annual internal audit presentation

6.1.1 E McShane presented the report on our recent internal audit, covering four areas: (i) gas safety, (ii) legionella safety (iii) recruitment and (iv) entitlement, benefits and pay (EPB).

6.1.2 Our recruitment and gas safety audits received full assurance, the EPB received high assurance and legionella safety receiving reasonable assurance.

6.1.3 E McShane set out the recommendations, noting that the legionella safety audit has given the Association good, tangible recommendations to work through. All recommendations have all been accepted and there will be

additional performance information going to each Operations sub-Committee from April 2024.

- 6.1.4 One Committee member asked about the number of 'amber areas' in the EPB audit despite us having high assurance. E McShane advised that recommendations related to forms used to process payments and we have since updated these.

Noted

6.2 Draft budget 2024/25

- 6.2.1 P Long presented the report and asked Committee to give feedback on the proposed budget.
- 6.2.2 P Long recapped on the recent trends around inflation and the impact this has on the budget. P Long summarised that the rental income, net of voids, will be £4.104 million (£3.933 million), assuming a rent increase of 4.6%, with each 1% increase generating an additional £39,300 in rental income.
- 6.2.3 P Long covered other operating costs. There will be an operating surplus of £661,500 (previously £951,000) in the year and a net surplus in the year of £684,700 (previously £963,900). The decrease from the previous year is a result of increased maintenance costs previously discussed and agreed by Committee.
- 6.2.4 P Long advised that all covenants would continue to be met. If this budget is approved, these figures would be put into the 30-year plan and be brought to the Management Committee on 7 March for final approval.
- 6.2.5 Committee discussed pension liabilities and paying a deficit.
- 6.2.6 One member asked about the income and expenditure of £12,500 on wider role, given that we are no longer doing the COPE project. E McShane advised that this is our internal tenancy sustainment budget. It is put in wider role as it is not a core element of the business, rather it is something we choose to do.
- 6.2.7 Committee collectively approved the draft budget.

Collectively approved

6.3 Decision Time update

- 6.3.1 C Jardine provided an update that we had not been invoiced for last year's payment to Decision Time, therefore we are due to pay double this year. C Jardine is bringing to Committee for approval as the total cost is £15,000

which is in excess of the delegated authority level for unbudgeted expenditure (currently £10,000).

Collectively approved

6.3.2 C Jardine also advised of new security measures on Decision Time and that the Corporate Services Team would be in touch with each member to go through the changes.

Noted

7. Depute Director's report

7.1 Rent review – 2024/25

7.1.1 P Baylis recapped on the rent consultation and the outcome that 86.5% of those surveyed were in favour of a 4.6% increase.

7.1.2 P Baylis set out the responses from the consultation and recommended that the Management Committee approve a 4.6% rent increase for 2024/2025.

7.1.3 One Committee member highlighted information from the report about the per cent of people who pay full rent and those who pay their rent through benefits and reiterated the cost-of-living challenges faced by tenants currently.

7.1.4 The Management Committee collectively approved a 4.6% rent increase.

7.2 CCTV update

7.2.1 E McShane presented the report highlighting the background to the operation of the Association's CCTV and its refresh. The CCTV system is not regularly monitored but is requested on occasion by Police Scotland to assist in investigations.

7.2.2 One Committee member asked why a review of CCTV had not been conducted until now. During the pandemic requests for accessing the recording of CCTV had reduced as our office was closed. E McShane took Committee through the process of accessing our CCTV.

7.2.3 E McShane stated that the cost for renewing cameras was approximately £47,000 and putting in new cameras in our new build area would be approximately £14,000.

7.2.4 E McShane asked Committee to consider the options (i) renewal of existing CCTV and additional cameras at new builds (ii) renewal of existing CCTV only or (iii) no renewal of CCTV at this time.

7.2.5 One member asked about the effect on our insurance policy. E McShane advised that there would be no impact on insurance. One member asked whether CCTV really benefits the Association or the police, highlighting that it would be a great cost to the Association for little reward. E McShane advised we had previously approached council and police about taking it over, but they were not interested in this proposal.

7.2.6 Committee discussed consulting over CCTV in the new build.

7.3 Ground maintenance contract – update

7.3.1 P Baylis advised that this is commercially sensitive and will be omitted from the main minute.

7.4 Bathroom Procurement

7.4.1 P Baylis presented the report and advised as part of the budget this year, bathroom replacement would take place at i) Kingsmore Court, Dunkenny Place and Dunkenny Road. The tender will go on Public Contract Scotland's website tomorrow. P Baylis requested that two Committee members attend the tender opening.

Noted

8. Policy review

8.1 There are no polices due for renewal at this meeting.

Noted

9. Sub-Committee minutes and recommendations

9.1 Operations sub-Committee

9.1.1 The minute of the meeting on 20 November 2023 was noted. There were no recommendations from the meeting on the 18 January 2024.

Noted

10. Membership and use of seal

- 10.1 L Crawford presented the report and highlighted that there were three requests for membership, which had been received in accordance with our rules. The three memberships were approved.

Collectively approved

11. AOCB

- 11.1 L Crawford highlighted two conferences that were coming up. The Share conference in March 2024 and the EVH conference in May 2024. Committee were advised L Crawford would follow up with members if they would like to attend.

Noted

- 11.2 L Crawford presented the two requests for donations that we have received from Antonine Parent Council and G15 Thriving places (WOW) group. Committee approved the remaining budget of £387.50 to Antonine and declined the G15 Thriving Places request.

12. Date and time of next meeting

- 12.1 The next ordinary Committee meeting is due to be held on **7 March 2024** at 6.00pm.

Chair: Date: