

# Cernach Housing Association Minute of Management Committee meeting held on Thursday 15 September 2022 at 6.00pm in the boardroom



## 1. Present and apologies

J Brannan (Chair)	J McFarlane	S McDonald MBE
T Bowie	R McGill	F John (leaving early)
M Dabek	S Brannan	C Love

### In attendance

C Jardine	P Baylis	P Long (FMD)
K Dyson	A Smith	

### Minute taker

K Dyson

Before the meeting started J Brannan noted the Association's condolences on the death of Queen Elizabeth II.

He also thanked A Smith for coming along to present her report on the Committee Appraisals.

- 1.1 Apologies were received from A Biddell, Z Saad Hassan A El kadi and M Mellon

**Noted**

## 2. Declaration of interest

- 2.1 A declaration of interest was declared in agenda item 11 by Frank John

**Noted**

## 3. Minutes of previous meeting held on 4 August 2022

- 3.1 The minutes of the Management Committee meeting held on 4 August 2022 were proposed by J McFarlane and seconded by S McDonald MBE.

**Approved**

## 4. Matters arising from meeting held on 4 August 2022

- 4.1 There were no matters arising.

**Noted**

## **5. Director's report**

### **5.1 Management accounts to 30 June 2022**

5.1.1 P Long presented the management accounts for the period to 30 June 2022.

#### **5.1.2 Statement of comprehensive Income**

- The operating surplus for the period to 30 June 2022 is £271,000 and is higher than the budgeted surplus of £212,000. This is mainly due to lower management costs and lower costs for reactive and planned maintenance.
- Total comprehensive income for the period to June 2022 is £244,000.
- The forecast net surplus to March 2023 is now £896,000 compared to the original budget of £827,000.

#### **5.1.3 Statement of financial position**

- The net cost of housing assets is now £32.9 million. The net cost of other fixed assets is £885,900.
- The Association's cash balance is £1.429 million and is lower than the budgeted amount of £2.17 million. This is mainly due to repaying two loans with the Clydesdale Bank (£1.1 million) offset by changes to debtors and creditors in the year. The forecast balance at March 2023 is now £1.749 million compared to the original budget of £2.514 million. The Association's net assets at June 2022 amount to £13.870 million.

#### **5.1.4 Covenants**

- The Association now has covenants with only one lender, the Bank of Scotland, and continues to comply with these covenants. The forecasts to March 2023 indicate that this will also be the case at that time with a significant amount of headroom in each covenant.
- J Brannan asked why the cost of the miscellaneous boilers was so over budget. Paula explained that the Association has replaced more one-off boilers this quarter than expected. The price is set as part of the tender agreement so there is no rise in the cost of individual boilers. Paula advised the Committee that the maintenance team is assessing the

reasons for this and a paper will be presented at the next Operations sub-Committee for discussion.

5.1.5 Committee approved the Management Accounts.

**Approved**

***P Long left the meeting at this point***

## 5.2 Annual declarations

5.2.1 C Jardine presented the report and Committee noted its contents. Committee members will sign the declarations at the end of the meeting; E McShane and R Rankine will follow up with those not in attendance.

5.2.2 C Jardine also advised Committee that the current authorised signatories are C Jardine, P Baylis, J Brannan as Chair and S McDonald MBE as Secretary. C Love volunteered to be the other Committee member signatory. It was clarified that the signatories referred to in the report are those individuals who are authorised to execute documents on behalf of the Association – the signatories for the bank are separate.

**Noted**

## 5.3 Committee appraisals

5.3.1 A Smith delivered a PowerPoint presentation during which she:

- confirmed that individual meetings had taken place with all Committee members and that the survey had now been completed. She felt that the exercise had been positive and had helped identify learning opportunities and training needs for Committee members.
- reported that each Committee member had talked openly and truthfully during the 1-2-1 discussions and that this will hopefully lead to a better outcome for the Committee as a whole.
- advised that individual training plans will be set up in due course.

5.3.2 S McDonald MBE congratulated A Smith on a really good presentation and thought the results were very good indeed.

5.5.3 Committee are asked to note the contents of the report and that the next steps will now be taken forward by other members in the corporate services team until the new Corporate Services Officer is in post.

**Noted**

***A Smith left the meeting at this point***

#### **5.4 Annual Assurance Statement**

5.4.1 C Jardine updated the Committee on the progress so far as per the report. Everything is on course to have the Assurance Statement ready for distribution on 20 October. The evidence bank will also be completed by then.

5.4.2 S McDonald MBE explained the background to the seven Mortgage to Rent properties for the newer Committee members.

**Noted**

#### **5.5 Equalities data collection**

5.5.1 C Jardine presented the report collated by E McShane. As noted in the report, the Association is now required to collect data on the nine protected characteristics (as outline in the Equality Act 2010).

5.5.2 Following internal discussion between C Jardine, E McShane and A Smith, it is recommended that we collect the information but keep it anonymous so as not to cause any breach of GDPR regulations. This my change in the future if we feel that the information would be more useful were it not anonymised.

5.5.3 This information has to be collected from staff and Committee members and the forms will be distributed soon. There is no need to provide any or all of the information asked in the request – provision of information is completely voluntary.

**Agreed**

### **6. Depute Director's report**

#### **6.1 Window replacement procurement 2022/23 – 2023/24**

6.1.1 P Baylis presented the report to the Committee. She advised the Committee that there had been some cost savings identified for the project although it will still be over the budget.

6.1.2 J Brannan asked the Committee to note that, whilst the contract is split over two financial years, it will begin in Q3/4 of the current year and follow on to Q1 of 2023/24 without a break.

**Noted**

#### **6.2 Asset Management Plan 2022 – 2025**

6.2.1 P Baylis presented the report to the Committee. She confirmed that EESSH2 and SHQS will have an effect on the plan. S McDonald asked if there would be repercussions to the Association if the EESSH work was not completed by

2023. P Baylis advised that she wasn't sure as the Scottish Government may change this deadline again considering the current climate.

**Noted**

***Frank John left the meeting at this point.***

### **6.3 Operations sub-Committee workplan**

6.3.1 P Baylis presented the report to Committee.

**Noted**

## **7. Policy review**

### **7.1 Unacceptable behaviour policy**

7.1.1 C Jardine presented the report, highlighting the proposed changes to the existing policy.

7.1.2 Committee approved the policy.

**Approved**

### **7.2 Succession planning**

7.2.1 C Jardine presented the report, highlighting the proposed changes to the existing policy.

7.2.2 Committee approved the policy.

**Approved**

### **7.3 Freedom of Information (Scotland) Act 2002**

7.3.1 C Jardine confirmed that, as discussed at the September meeting, there is only minor changes to this policy to reflect the UK having left the European Union.

7.3.2 Committee approved the policy.

**Approved**

### **7.4 Environmental Information (Scotland) Regulations 2004**

7.4.1 C Jardine confirmed that, as discussed at the September meeting, there is only minor changes to this policy to reflect the UK having left the European Union.

7.4.2 Committee approved the policy.

**Approved**

- 7.5 C Jardine advised Committee that due to staff movements and additional workload pressures, some slippage may occur to the policy timetable. The Committee agreed to this in principle and C Jardine confirmed that a paper would be presented at the next meeting for the revised timetable.

**Agreed**

## **8. Notifiable events and regulatory engagement**

### **8.1 Notifiable event – verbal update at meeting**

- 8.1.1 J Brannan and C Jardine provided Committee with an update.

### **8.2 Nothing to report on Regulatory Engagement**

- 8.2.1 C Jardine confirmed there was nothing further to report under regulatory engagement.

**Noted**

## **9. Sub-Committee minutes and recommendations**

### **9.1 Operations sub-Committee**

- 9.1.1 The minute of the meeting on 28 July 2022 was noted. P Baylis advised Committee that J McFarlane had been elected as Chair.
- 9.1.2 There were no recommendations from the meeting on 1 September 2022

### **9.2 Assurance Sub-Committee**

- 9.2.1 The minute of meeting held on 12 May was noted.
- 9.2.2 There were three recommendations from the Assurance sub-Committee held on 11 August 2022:
- a) The main internal audit phase will consider the Association's work in equality and human rights. This will take place in November and the results will be presented to the Committee in December.

**Approved**

- b) After discussion at the sub-Committee, it was recommended that the current temporary post of Assurance and Improvement Co-ordinator be made permanent. The revised job description had been sent to EVH for grading as it appeared now to have more responsibility than was initially

the case. EVH have recommended it be placed on EVH Grade 9, spinal points SM2 to SM4.

**Approved**

T Bowie asked what would happen to current post holder if she didn't apply for the post/wasn't successful in her application. C Jardine advised that she would return back to her previous post of Housing & Corporate Services Officer.

- c) That we have a special Management Committee specifically to discuss the rent increase for next year. The suggested date is 10 November at 6.00pm. F McDonald and P Long from FMD will be in attendance and an invitation will be extended to all staff members.

**Approved**

## **10. Membership and use of seal**

- 10.1 There were no new members and four removals from the membership.

**Noted**

## **11. AOCB**

- 11.1 The Association had received a letter from Drumchapel Asian Forum requesting a donation towards their multi-cultural event on 17 October 2022. After discussion a donation of £250 was approved.

**Approved**

- 11.2 Invite from EVH to attend their next Management Committee meeting on Monday 3 October at their office at 7.00pm.

**Noted**

- 11.3 Invite from the SFHA to attend their virtual AGM being held on Wednesday 28 September at 10.00am.

**Noted**

- 11.4 C Jardine advised Committee that our Maintenance Officer, Bruce Strathearn, will be retiring at the end of the month. J Brannan asked if the staff would arrange the permitted gift of £100 to B Strathearn as per the EVH Conditions of Service and also a small gift from the Committee.

- 11.5 Committee advised of Public Holiday on 19 September 2022 for the funeral of Her Majesty Queen Elizabeth II.

**Noted**



11.6 J Brannan asked K Dyson to look at arranging a Committee team building event in late 2022 or early 2023. She will reported back to the Committee in due course.

**Noted**

**12. Date and time of next meeting**

12.1 The next scheduled meeting will be on **Thursday 27<sup>th</sup> October 2022** at 6.00pm. It will be held in the boardroom with a Zoom option.

Chair: ..... Date: ... ..