

**Cernach Housing Association
Minute of Management Committee meeting held on
Thursday 15 August 2024 at 6.00pm in the boardroom**



Ag3.1

1. Present and apologies

Present

S McDonald (interim Chair)	M Mellon	R McGill
K McGinley	J Brannan	S Brannan
J McFarlane (on Zoom)	A Sproul (observer)	

In attendance

C Jardine	E McShane	K Dyson
L Crawford	P Long (FMD)	K Booth (Alexander Sloan)

Minute taker

L Crawford

- 1.1 Apologies were received from T Bowie, M Dabek, C Love and F John.

Noted

2. Declaration of interests

- 2.1 A Sproul declared an interest in Item 10.

Noted

3. Minutes of previous meeting

- 3.1 The minutes of the Management Committee meeting held on 20 June 2024 were proposed by M Mellon and seconded by K McGinley.

4. Matters arising from previous meeting

- 4.1 There were no matters arising.

Following this item, we proceeded with Item 6. P Long and K Booth left the meeting at 18:26. We then returned to 5.1, continuing the tabled agenda as planned. In keeping with the prepared agenda these items are recorded under the relevant sections.

5. Governance report

5.1 Compliance assessments

- 5.1.1 E McShane explained that we complete annual compliance assessment internally, with independent assessment carried about every 3-4 years. These

are based on the Standards of Governance and Financial Management and the Scottish Social Housing Charter. E McShane took Committee through recommendations that had been identified. Each action will have a responsible staff member, timescale, and will be added to the tracker which is monitored by the Assurance sub-Committee quarterly.

Noted

5.2 Arrangements for AGM

5.2.1 L Crawford presented the report outlining the arrangements for the AGM on 2 September 2024.

Collectively approved

5.3 Secretary's year-end report

5.3.1 J Brannan presented the Secretary's report. The Management Committee noted the contents.

5.4 Annual review of registers

5.4.1 L Crawford presented the report and advised that the registers were available at this meeting for inspection. The Management Committee noted this. The registers would be signed by the Chairperson and Director following this meeting.

5.5 Annual Committee appraisals

5.5.1 L Crawford presented the report summarising the findings from the 2024 appraisal process. The report contains findings for ten Committee members, two interviews were still pending. Committee would be updated with any further recommendations at the next meeting. L Crawford summarised the recommendations regarding training sessions, the introduction of verbal feedback from the sub-Committee Chairs at each Management Committee meeting, and the future promotion of the Association's activities to boost our profile.

Noted

5.6 Governance report – standing items

5.6.1 C Jardine presented the report, which contains governance standing items we report on every month.

The following was specifically discussed:

- There was one entry on the entitlements, payments and benefits registers since the last Committee meeting.

- There was one new notifiable event in relation to the resignation of A Biddell; this is now closed. In relation to the ongoing notifiable event regarding the Director's retirement, J Brannan was confirmed as the main contact for the SHR.
- E McShane provided an update on advisory guidance that had been published on business planning and options appraisals. The SHR have also published their findings on the Annual Assurance Statement process, highlighting good practice and suggested improvements. The SHR also published information on the national tenant panel. All guidance has been added to Decision Time.
- E McShane advised members of the recent movements in risk following the resignation of the Chair. Whilst this was resolved when the Vice Chair agreed to be interim Chair, the resignation of the Chair has impacted the Association's work in Chair/office bearer/sub-Committee Chair succession planning.

6. Director's report

6.1 Draft Annual accounts – 2023/24

- 6.1.1 K Booth gave the Committee an overview of the accounts for 2023/24. He summarised that we have continued to perform well across the whole range of financial and non-financial indicators and the surplus for the year was £1.238m (2023 – £1.142m) and net assets now stand at £15.770m (2023 – £14.659m).
- 6.1.2 K Booth took Committee through the audit summary report and advised that the accounts have been evaluated as giving a true and fair account of the Association's affairs and have been prepared in accordance with UK accounting standards and charity standards. As a result, a fully clean and unqualified audit opinion was issued.
- 6.1.3 K Booth asked Committee to note the management letter, approve the draft response. The letter of representations was approved. The Committee agreed to pause the meeting for the letter of representations on behalf of the Association to be signed.
- 6.1.4 Committee approved the annual accounts for 2023/24 and delegated authority to the Director to sign the response to the management letter on the Association's behalf. The accounts will now be presented to the membership at the AGM on 2 September 2024.

7. Depute Director's report

7.1 Quality and Efficiency Forum (QEF) annual statistical review

7.1.2 E McShane presented the report outing that as a member of the QEF we receive an annual benchmarking report comparing our ARC performance.

7.1.3 E McShane highlighted the key indicators in housing management and maintenance. In both areas, our performance has remained similar over the last few years. In relation to gross rent arrears, percent of void loss and re let times, we are performing at top of the group. Our performance is slightly lower in areas of service satisfaction, but we will shortly be undertaking an external satisfaction survey which will provide greater insight.

7.1.4 One member asked why others do not publish the number of void properties at year end and the number of properties that have been void for longer than 6 months. E McShane advised that it is no longer required in the ARC. Committee asked that this figure be taken out for future reports.

7.2 Window procurement 2024/25

7.2.1 C Jardine presented the report, highlighting that the procurement was for 83 window replacements across four schemes. C Jardine set out the timetable for procurement process. The tender was published on 17 July 2024 and returns were received on 14 August 2024; initial indications are that the tender prices are higher than anticipated, but we won't know this until the surveyor has completed the arithmetic checks. The Depute Director will bring a report to the September Committee meeting.

Noted

7.3 RAAC update

7.3.1 C Jardine presented the report on the recent survey completed by Graham and Sibbald on Reinforced Autoclaved Aerated Concrete (RAAC). As reported in May 2024 we confirmed with the SHR in October 2023 that we did not believe our housing stock contained RAAC. Graham and Sibbald undertook 70 surveys across our schemes and confirmed that, to the best of their knowledge, our properties do not contain any RAAC materials. The Management Committee noted the contents of the report.

7.4 Close cleaning contract update

7.4.1 C Jardine presented the report outlining the timetable for tendering the close cleaning contract. We are working together with Drumchapel Housing Co-operative to seek to procure the services of Atkinson Partnership to assist us with this procurement.

Noted

7.5 Boiler renewal procurement 2024/25

7.5.1 C Jardine presented the report, outlining that the tender process for boilers at 143 properties is underway.

7.5.2 One member asked about Kingsmore Gardens boilers and why they haven't been done ahead of Achamore Garden as they were built before. C Jardine advised that we look into this further and report back at the next meeting.

7.5.3 One member asked about the energy efficiency of the new boilers and the future impact of government policy. C Jardine advised that the procurement would be for traditional gas boilers in line with what we have been already replacing; there is no further guidance on what the future requirements will be.

8. Policy review

8.1 There are six policies due for review:

- Code of Conduct for staff
- Code of Conduct Management Committee members
- Information security
- Dealing with allegations of fraud
- Notifiable events
- Disposals

8.1.2 L Crawford presented the changes to Code of Conduct for staff and Code of Conduct for Management Committee members outlining the SFHA model which we have adopted.

8.1.3 E McShane presented the changes to the information security policy, the main changes to the policy are regarding job descriptions and included more details about our commitment to cyber security.

8.1.4 C Jardine presented the changes to the fraud policy and advised that we have arranged staff training for September.

8.1.5 C Jardine presented the updated notifiable events policy to adopt changes from the Scottish Housing Regulator's review in 2024.

8.1.6 C Jardine outlined the disposals policy, where there were minimal updates mainly removing a section on borrowing.

8.1.7 All six policies were approved.

9. Sub-Committee minutes and recommendations

9.1 Operations sub-Committee

9.1.1 The minute of the meeting on 13 June 2024 was noted. There were no recommendations from the meeting on 8 August 2024.

Noted

9.2 Assurance sub-Committee

9.2.1 The minute of the meeting on 2 May 2024 was noted. There was one recommendation from the meeting on 14 August 2024 in relation to the internal audit programme, outlining our plan for 2024/25. This was agreed by the Management Committee

A Sproul left the meeting 19:41

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 memberships were approved.

11. AOCB

11.1 E McShane updated that we have recruited a new Finance Officer who will start on the 24 September.

11.2 Staff presented R McGill with a gift to thank her for service as a committee member, as she is standing down at the AGM.

12. Date and time of next meeting

12.1 The next full Committee meeting is due to be held on **Thursday 19 September 2024** at 6.00pm.

Interim Chair:

Date: