

Cernach Housing Association

Minute of Management Committee Meeting

Held Wednesday, 27 September 2017, 6.00pm,
Boardroom, 79 Airgold Drive, Drumchapel



1. Present

S McDonald MBE	J Brannan	A Biddell
R McGill	D MacMillan	M Mellon
J McFarlane	A Hardie	J Meechan
T Bowie	K McGinley	

In attendance

C Shepherd	G Burt	E McShane
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Observers

N Kemp	A Keegan	A Kilgour (DHC Board Member)
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Minute taker

E McShane

2. Apologies

2.1 Apologies were received from F John and S Frank. M Wylie is on a special leave of absence.

Noted

3. Declaration of interest

3.1 There were no declarations of interest.

Noted

4. Minutes of previous meetings

4.1 The minutes of the Management Committee meeting held on 30 August 2017 were proposed by D MacMillan and seconded by R McGill.

Approved

5. Matters arising

5.1 Item 6.2.4: following discussion, it was agreed to have the quarterly Staffing, General Purposes and Audit sub-Committee on the second Wednesday of the month. M Mellon, T Bowie and R McGill therefore wish to join.

Approved

- 5.2 Item 11.5: E McShane has looked into costs and responsibilities associated with Midas transport and updated Management Committee that it would involve a great deal of staff commitment and resources to other businesses and we therefore felt it unsuitable.

Noted

6. Director's Report

6.1 Regulatory Standards self-assessment - update

- 6.1.1 C Shepherd discussed the report and Management Committee noted the contents.

- 6.1.2 The Committee opted to programme the next baseline assessment for some stage in the next twelve months.

Approved

- 6.1.3 C Shepherd to attain costs for an external body to complete this work and bring to a future meeting.

Action: CS

6.2 Scottish Social Housing Charter self-assessment - update

- 6.2.1 G Burt discussed the report and Management Committee noted the contents.

Noted

- 6.2.2 The Committee approved the proposal to get full baseline assessment costs and noted that this could be done in conjunction with Regulatory Standards baseline assessment or potentially alongside Drumchapel Housing Co-operative.

Approved

6.3 Fire risk assessment - report

- 6.3.1 G Burt presented the report and the Committee noted the contents.

Noted

- 6.3.2 The Committee asked if an item could be put in the next newsletter about the availability of fire safety home visits from the fire service.

Action: EMcS

6.4 Health & Safety responsibilities for Management Committee members

- 6.4.1 E McShane discussed the report and Committee members noted the contents.

Noted

6.4.2 E McShane will collect signatures from all Committee members to bring documents up to date.

Action: EMcS

6.5 Policy Review

6.5 i) Staffing training and development

C Shepherd discussed this policy and staff consultation process and detailed minor changes including allowing further education for staff with less than two years' service and the addition of a specific one-to-one focussing on training annually. The Committee approved the revised policy.

Approved

6.5 ii) Data protection

E McShane explained that the General Data Protection Regulations were due to come into force in May 2018 and it was therefore logical to delay a policy review until further guidance was issued. The Committee agreed to this and policy will be brought for review in March 2018

Noted

6.5 iii) Legionella

G Burt ran discussed the report on Legionella and the risk assessment rating we had received. The ratings range from A (very good) to E (generally poor). Our last Legionella risk assessment was carried out in March 2017 and updated in September 2017 by R. Wilson of Meadowside Consultancy Ltd. Our rating is B (above average). Our next review is due in September 2018.

Noted

6.5 iv) CDM regulations

G Burt discussed the report on the CDM regulations which are up to date as of January 2017. Committee noted this.

Noted

6.5 v) Staff code of conduct

C Shepherd discussed the revised Code and the staff consultation process. There are no substantive changes to existing previous model Code and the revision being proposed is to adopt the SFHA Model in its entirety. Committee approved the revised Code.

Approved

6.5 vi) Health & Safety

E McShane discussed the changes highlighted in the table of proposed amendments, all of which were minor in nature. Committee approved the suggested amendments.

Approved

6.5 vii) Health & Safety smoke-free policy

E McShane discussed revised policy and legislative updates. Subject to the amendment treating e-cigarettes the same as cigarettes, Committee approved the revised policy.

Action: EMcS

Management Committee also enquired if an ashtray could be fitted at the designated smoking area. E McShane to investigate and report back to the Committee.

Action: EMcS

7. Sub-Committee minutes and recommendations

7.1 Property Management sub-Committee

7.1.1 The minutes of 23 August 2017 were noted.

Noted

7.1.2 There were no recommendations.

7.1.3 The most recent meeting of the Property Management sub-Committee was combined with a Development sub-Committee meeting as the sub-Committee membership is similar and both meetings can be completed within the designated time. The Committee thought that this had worked well and C Shepherd will make appropriate amendments to the current remits and bring this to the October Committee meeting.

Action: CS

8. Membership and use of seal

8.1 There were no new applications for membership in September.

Noted

9. Correspondence

9.1 Scottish Federation of Housing Associations (SFHA) are holding a Chair's conference on 26/27 January 2018 which would be a good opportunity for a prospective chair to learn some tips. Any committee members interested in this conference should get in touch with C Shepherd to learn more.

Noted

10. Good news spot



- 10.1 T Scanlon, Community Connector has been awarded additional funding of £23,000 through the Aspiring Communities fund.

11. AOCB

- 11.1 C Shepherd provided a short update on development. A feasibility study of a second site has begun but it will be some time before any decisions can be made.

Noted

12. Date of next meeting

- 12.1 The next meeting will be held on **Wednesday 25 October 2017** within the boardroom of Cernach HA starting at 6.00pm.
- 12.2 I certify that the above minute has been approved as a true and accurate record of proceedings:

Chair: Date: