

Cernach Housing Association

Minute of Management Committee Meeting

Held Wednesday, 25 October 2017, 6.00pm,
Boardroom, 79 Airgold Drive, Drumchapel



1. Present

S McDonald MBE	J Brannan	A Biddell
R McGill	M Wylie	M Mellon
J McFarlane	A Hardie	T Bowie

In attendance

C Shepherd	G Burt	E McShane
P Morrice (Alexander Sloan)		

Observers

N Kemp	A Keegan
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Minute taker

E McShane

2. Apologies

2.1 Apologies were received from K McGinley and D MacMillan.

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 27 September 2017 were proposed by J Brannan and seconded by T Bowie.

Approved

5. Matters arising

5.1 Item 6.1.3: Nine expressions of interest have been returned following an advertisement for providing the baseline assessments. Briefs will now be issued with returns due on 12 December 2017.

Noted

5.2 Item 6.3.2: An item appears in the next newsletter.

Noted

5.3 Item 6.5(ii): Training on the General Data Protection Regulations (GDPR) has now been completed by staff.

Noted

5.4 Item 6.5(v): All but two Codes of Conduct have been signed and the remaining are expected in the following week.

Noted

5.5 Item 7.1.3: An amendment to the remit of the sub-Committees is attached.

Noted

6. Director's Report

6.1 Internal audit

6.1.1 Cyber security

- i) P Morrice from Alexander Sloan discussed the report on cyber security and accompanying recommendations.
- ii) P Morrice informed the Committee that there was good compliance overall but there were seven recommendations which he explained.
- iii) Committee asked if Cernach could look at individual alarm codes for each member of staff as an addition to recommendations. Staff will explore this and feed back to Committee.
- iv) The assurance levels were "reasonable" for both design and effectiveness.

Action: CS

6.1.2 Asset Management

- i) P Morrice discussed the report and noted that there were no recommendations.
- ii) The assurance levels were "substantial" for both design and effectiveness.

Noted

6.1.3 Estate Management

- i) P Morrice discussed the report on estate management and noted that there was one recommendation.
- ii) The assurance levels were "substantial" for both design and effectiveness.

Noted

6.1.4 Rent Setting

- i) P Morrice discussed the report on rent setting and noted that there were no recommendations.
- ii) The assurance levels were “substantial” for both design and effectiveness.

Noted

6.1.5 Risk Management

- i) P Morrice discussed the report on risk management and noted that there was one recommendation.
- ii) The assurance levels were “substantial” for both design and effectiveness.

Noted

6.1.6 Shared Services

- i) P Morrice discussed the report on shared services and noted that there were two recommendations.
- ii) The assurance levels were “substantial” for both design and effectiveness.

Noted

6.1.7 The proposed action plans had been discussed as part of P Morrice’s presentation and Committee agreed these with no amendments.

Approved

6.2 Internal management plan – mid-year report

6.2.1 C Shepherd discussed the report from section 1 to section 6. Committee noted that there had been good progress and, where performance was “amber” or “red”, that there were reasons for this and appropriate remedial action had been identified. There were no additional comments or questions.

Noted

6.2.2 G Burt discussed the report from section 6 onwards.

6.2.3 G Burt explained that indicator 6g related to being unable to get new tenants at home to carry out visits within the six-week window.

6.2.4 G Burt explained that indicator 6i had increased significantly as a result of increased GHR applications and its impact on the overall waiting list.

Noted

6.3 Entitlements, payments and benefits mid-year report

6.3.1 C Shepherd presented the report and the Committee noted the contents.

Noted

7. Policy Review

7.1 Standing Orders, remits, etc – interim amendment

7.1.1 C Shepherd explained that, as the Property Management sub-Committee and Development sub-Committee were to be combined, this required an amendment to the Standing Orders and remits. Committee approved the changes to create a Property and Development sub-Committee.

Approved

8. Sub-Committee minutes and recommendations

8.1 Property Management sub-Committee

8.1.1 The minutes of 20 September 2017 were noted.

Noted

8.1.2 There was one recommendation which clarified the section in the rent management policy that outlined the approach where Committee members have rent arrears. Management Committee members who have a modest arrear on their rent (or factoring) account may remain on the Committee, provided that a written arrangement is made and maintain and an interest is declared when arrears is being discussed (either in relation to enforcing a Decree, taking legal action, setting targets or reviewing policies), and that member leaves the meeting during any relevant discussion. If, however, the Association serves a Notice on the Committee member, they are required to leave the Committee under the terms of the Rules.

Approved

9. Membership and use of seal

9.1 There were no new applications for membership in October.

Noted

10. Correspondence

10.1 SHAPS pension scheme has informed the Association that, following consultation, there will now be two committees overseeing governance arrangements.

Noted

11. Good news spot

- 11.1 G Burt informed Management Committee that the arrears percentage is now at the lowest in the Association's history.
- 11.2 Management Committee passed on their congratulations to staff, particularly those in the Income Maximisation team.

12. AOCB

- 12.1 E McShane asked Committee about attendance at the corporate team building event in December and flu jabs. Anyone wishing to participate should contact E McShane at the office.

Action: EMcS

- 12.2 E McShane informed Committee that, following staff consultation on where to hold an liP celebration event, that the staff team would enjoy going to the Wicked Cabaret Lounge in Glasgow at some time in early 2018. Committee agreed with this and E McShane will provide dates when this is finalised.

Action: EMcS

- 12.3 C Shepherd reminded Committee of the next training session which will be held on Monday 30 October at 6.00pm. This will be on "confidence to challenge" and will be delivered by Heather Ballantine from SHARE.

Noted

- 12.4 C Shepherd asked N Kemp and A Keegan to leave the meeting at this point. C Shepherd advised Committee that, as we have only one vacant space on the Committee and two interested parties, a decision must be reached on who to invite to join as a co-optee. C Shepherd further advised that N Kemp and A Keegan had discussed this point prior to coming along to tonight's meeting and A Keegan advised that he was happy for N Kemp to be co-opted and he would wait until a vacancy has arisen. Committee therefore agreed to invite N Kemp to join the committee as a co-optee.

Approved



13. Date of next meeting

13.1 The next meeting will be held on **Wednesday 29 November 2017** within the boardroom of Cernach HA starting at 6.00pm.

13.2 I certify that the above minute has been approved as a true and accurate record of proceedings:

Chair: Date: