

# Cernach Housing Association Minute of Management Committee Meeting Held Thursday 30 May 2019, 6.00pm, Boardroom, 79 Airgold Drive, Drumchapel

---



## 1. Present

J Brannan	A Biddell	M Mellon
S McDonald MBE	A Keegan	M Wylie
D MacMillan	J McFarlane	K McGinley
R McGill		

## In attendance

C Jardine	P Baylis	E McShane
K Dyson	P Long (FMD)	D McKnight

## Observer

J Mullen

## Minute taker

E McShane

## 2. Apologies

2.1 Apologies were received from T Bowie.

**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 18 April 2019 were proposed by K McGinley and seconded by M Mellon.

**Approved**

## 5. Matters arising

5.1 6.6.1: P Baylis advised that all Turning Point properties had been allocated.

5.2 6.7: C Jardine advised that communication had been received from Pineview HA that they were not agreeable for Cernach to represent DRUMCOG at these meetings. Cernach will still attend the meetings, but only represent ourselves.

5.3 6.8: P Baylis was the successful candidate for the Housing Services Manager post and has commenced the role on a permanent basis.

5.4 12.3 C Jardine confirmed that she has now joined the Viewpoint HA Board.

**Noted**

## **6. Director's Report**

### **6.1 Management Accounts to March 2019**

6.1.1 P Long presented the management accounts to 31 March 2019, noting the following:

- The figures within these sets of accounts are likely to differ slightly from the year end accounts.
- The operating surplus for the year is £1.2m which is higher than budgeted due to a shared ownership sale, lower management costs and lower costs for planned maintenance amongst other items.
- The statement of financial position notes net assets at March 2019 of £10,629,425.

6.1.2 The Committee approved the management accounts.

*P Long and K Dyson left the meeting at this point*

### **6.2 ARC Return 2018/19**

6.2.1 P Baylis presented the covering report for the ARC indicators.

6.2.2 P Baylis discussed Indicator 3 and informed the Committee that the Association are planning to discuss approaches to this area at the Strategy Away Day.

6.2.3 Committee approved the ARC return and delegated authority to staff to submit this on the Association's behalf.

**Approved**

### **6.3 EESSH return – 2018/19**

6.3.1 D McKnight presented the report on the EESSH.

6.3.2 Committee approved the contents of the report and delegated authority to staff to submit this on the Association's behalf.

**Approved**

#### **6.4 Internal management plan targets – outturn figures**

- 6.4.1 C Jardine presented the covering report and first section of the report regarding corporate services.
- 6.4.2 LJ Richards presented the second section of the report relating to housing management. LJ Richards reported that estate management targets and performance will be discussed in more detail at the Strategy Away Day.
- 6.4.3 P Baylis presented the final section of the report relating to repairs and maintenance.
- 6.4.4 Committee members noted the contents of the report.

**Noted**

#### **6.5 Risk management matrix – mid-year review**

- 6.5.1 LJ Richards presented the report. Committee noted and agreed the amendments to the risk matrix.

**Approved**

#### **6.6 Scottish Social Housing Charter – baseline assessment**

- 6.6.1 P Baylis presented the report, highlighting its extremely positive findings. Committee noted the contents and recommendations.

**Noted**

### **7. Policy review**

- 7.1 There are no policy reviews this month.

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

#### **8.1 Property Management sub-Committee**

- 8.1.1 The minute of the meeting on 28 February 2019 was noted.

**Noted**

- 8.1.2 There was a recommendation for the acceptance of proposed offer of grant of £5,115,007. This was approved and staff were given delegated authority to accept it on the Association's behalf.

**Approved**

- 8.1.3 There was a recommendation for acceptance of proposed savings in the sum of £489,950. This was approved and staff were given delegated authority to accept it on the Association's behalf.

8.1.4 There was a recommendation to agree to incorporate a “post-2015 new build factor” rent into the rent policy as an addition to the base to reflect the increased space standards, addition of solar panels and high standards of insulation at the new build project. This was agreed. For this Invercanny Drive project, this will be set at 3.5% of the rent level.

**Approved**

8.1.5 There was a recommendation to accept the tender for the contract submitted by McTaggart Construction in the sum of £7,831,013.84. This was approved and staff were given delegated authority to accept it on the Association’s behalf.

**Approved**

## **8.2 Staffing, general purposes and audit sub-Committee.**

8.2.1 The minute of the meeting on 7 February 2019 was noted.

**Noted**

8.2.2 There was a recommendation from the meeting held on 9 May 2019 for D MacMillan to represent Cernach on the Thriving Places project. This was agreed.

**Approved**

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

9.1 There were six new applications for membership in May and no removals.

**Approved**

## **10. Correspondence**

10.1 The SHFA annual conference will be held on 11/12 June 2019 in Glasgow and any interested parties are to inform E McShane or A Smith as soon as possible.

**Noted**

10.2 The EVH Conference will be held from 22-24 November 2019 in St. Andrews and any interested parties are to inform E McShane or A Smith.

**Noted**

10.3 R McGill relayed information from EVH, highlighting that Committee members are invited to attend any public meeting of EVH if they so wish.

**Noted**

## **11. Good news spot**

- 11.1 The city council has awarded us grant funding of £30,000 for adaptations. This is a £5,000 increase on the previous financial year.

**Noted**

## **12. AOCB**

- 12.1 C Jardine and C Armstrong attended a meeting with Glasgow City Council on 30 May 2019. C Jardine advised that the council had asked if we would consider front funding the development and receive grant funding slightly later in the development project. This was agreed.

**Approved**

- 12.2 An owners' consultation on the factoring policy will be held in the Association's office on Saturday 1 June 2019.

**Noted**

*LJ Richards and E McShane left the room at this point*

- 12.3 Management Committee Members were invited to select two people to sit on the interview panel for the Senior Housing Officer post which will take place on 24 June 2019. The recruitment policy does not require Committee representation for a Grade 8 post, but the Director thought that there may nonetheless be some interest. J Brannan and S McDonald MBE volunteered to sit on the interview panel

**Noted**

*LJ Richards and E McShane rejoined the meeting at this point*

- 12.4 C Jardine updated that F John and S Frank had missed four meetings in a row without a special leave of absence, and subsequently have had to be removed from the Management Committee. She explained, however, that F John had been in touch to say that they had intended to come to the previous meeting, but were unable to do so at the last minute and did not have an opportunity to submit a request for a special leave of absence. Recognising (i) their contribution to the Committee, (ii) their previous good attendance and (iii) the fact that they still very much wish to be Committee members, it was agreed to invite them as observers until the AGM (June and August meetings) following which they would be able to submit papers to stand at the AGM.

**Approved**

## **13. Date of next meeting**

- 13.1 The next meeting will be held on **Thursday 27 June 2019** within the boardroom of Cernach HA starting at 6.00pm.

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