

CASSILTOUN HOUSING ASSOCIATION

**MINUTE OF MEETING OF BOARD OF MANAGEMENT
LD ON WEDNESDAY 19TH DECEMBER 2018 AT 12 NOON
IN CASTLEMILK STABLES, 59 MACHRIE ROAD**

Present:

Anna Stuart MBE	Teresa Sadler
George Kelly	Evelyn Ferguson
Adam Milligan	Teresa McGowan
Julie McNeil	Kim McKee (co-opted)

In Attendance:

Charlie Millar	Chief Executive Officer
Fiona McGowan	Director of Operations
Clair Malpas	Regeneration Manager
Gamal Haddou	Director of Finance/IT
Paula Brownlie	Corporate Services Manager

1a. WELCOME, INTRODUCTIONS, SEDERUNT & APOLOGIES

Apologies received William Craig, James Garrow, Debbie MacKenzie, Donna Ferguson, and Richard Sullivan.

The Chair welcomed back Kim McKee back to the meeting in their capacity as co-opted board members.

The Board were reminded that they were to speak through the Chair.

No fire drill planned for today.

1b. QUORUM

As per the Association's Rules, the Quorum for the Board of Management Meeting stands at 4 members.

2. CONFLICT OF INTEREST (PERMANENT REGISTER)

None

3. MINUTE OF MEETING HELD ON 28TH OCTOBER 2018

The minutes was noted and approved on the motion of George Kelly and seconded by Evelyn Ferguson.

4. **MATTERS ARISING FROM MINUTE OF MEETING HELD ON 28TH NOVEMBER 2018**

None.

5. **ACTION LIST FROM MEETING HELD ON 28TH NOVEMBER 2018**

Notifiable Event re properties at 46, 48 and 50 Machrie Drive and 99 and 113 Barlia Drive: Chief Executive intimated that he was awaiting approval from the Council for the disposal of the land.

Social Enterprise 4: Still awaiting report from Mark Ewing.

VFM Strategy/Risk Register/SWOT: Training session held on 30th November 2018 – afternoon. Another session will be carried out in the New Year for those board members who could not attend.

Satellite Dishes: Director of Operations informed the Board that satellite dishes are only taken down when there are fabric repairs being done to the buildings. It is too costly to do it on an ad hoc basis.

All other actions have been completed.

6. **CHAIRS REPORT**

The Chair reported.

CEO Recruitment:

The Chair formally acknowledged the recent appointment of Clair Malpas, Regeneration Manager to the post of CEO.

CEO and Regeneration Manager to draft a Disengagement Plan to allow a smooth handover over the next few months.

EVH Monthly Meeting followed by Christmas Event: Chair attended.

7a &b. **SHR CONSULTATION – GWSF RESPONSE (29TH NOV 2018) AND SFHA DRAFT RESPONSE TO SHR REGULATORY FRAMEWORK CONSULTATION**

Chief Executive presented the above responses previously circulated with the agenda.

Both are strategic responses and both make similar points and illustrate areas that require clarification. The SFHA outline this in appendix 1 of their report. Both reports highlight:

What's NOT changing

What's NEW

What's being AMENDED

Cassiltoun's HA's Culture, Compliance And Performance is an important foundation for our future planning. The Board have received the undernoted assurance from the Regulator:-

Moved to LOW ENGAGEMENT

NO requirement to carry out an Options Appraisal when the current CEO tendered his resignation

Carried out an internal audit of our Self Assessment of Regulatory Standards. The Board went through the key strengths against each standard as highlighted by the internal auditor in her draft report.

The Internal Audit Consultant will present her final report to the Board at their meeting on 6th February 2019. Thereafter, small workshops will be set up to take the Board through the report in detail.

Based on the internal audit findings, the Board will be responsible to ensure that all recommendations are delivered and to take into account the future changes as stipulated by the Regulator.

Internal Audit Programme

A new internal auditor has been appointed with an implementation date of January 2019.

Business Planning

The Association will set new objectives for 2019/20 at their meeting on 6th February 2019, to be finalised at the March Board Meeting.

The Senior Management Team will set their SMART Plans against these objectives.

The Board will continue to gain assurance to allow them to present the “Assurance Statement” to the SHR in October 2019. The new CEO Responsibility to lead the process.

George Kelly intimated that the SHR are clear that the Board are in control and for them to lead the process, not just the CEO.

Discussion took place regarding Board training and board effectiveness to sit on the Board of Management. The Board need to demonstrate to the SHR their effectiveness and to do this they should be attending as much training as is practically possible. It may be that a target is set for the year as to how many training sessions board members attend.

After discussion, the Board supported the GWSF and SFHA responses.

8. MANAGEMENT ACCOUNTS – NOVEMBER 2019

The Director of Finance & IT presented the executive summary of the November accounts previously circulated with the agenda.

Draft set of accounts which took 21 days to prepare.

Repairs increase by £58k for reactive and estate maintenance. The Chair enquired if this was a timing issue. Director of Finance & IT confirmed that it was an overspend on renewables.

Forecast salaries uplifted for the January/February overtime to allow the office to open on a Thursday night/Saturday morning.

Cash position increased for one Barlia certificate (approx £400k) to show nearer £4.1million at the year end.

Bank balance - £3.8m due to bills coming in from Crudens.

Bank charges – Forecast will need to stay at budget level because of CAF non utilisation fees

Development Activities – there was a typing error in the Management Accounts with regards to Barlia 3, it should read as

less expenditure on; Barlia 3		330,405
Other Develop / Land		149,558
Medical adapt.		4,956
Net Development Income / (Expenditure)		229,608

Advertising has increased due to CEO Recruitment.

The Board unanimously approved the Management Accounts for November 2018.

9. **SHR ANNUAL RISK ASSESSMENT REPORT**

CEO presented the above report previously circulated with the agenda.

In November, the SHR produced this document which highlights 6 key areas of current and emerging risks and issues that RSLs and Local Authorities may face.

At the Board workshop held on 30th November 2018, the Board went through the current risk register and mapped it against the Regulators six key areas of risk.

10. **CHA RISK REGISTER - UPDATE**

CEO presented the above report previously circulated with the agenda.

The CEO reminded the Board that the Risk Register captures the Association as at today's date. It is a working document that will require to be updated, amended at any time.

The Chair raised concern regarding Risk No.2 – the Impact of Universal Credit. The Regeneration Manager intimated that it will be a shock to tenants but the Association has plans to work with tenants effected. It became effective in Castlemilk on 5th December 2018.

CEO intimated that a workshop will be arranged for those board members who missed the 30th November 2108 in the new year.

The Board were reminded that they can come back at any time with regards to amendments/additions to the Risk Register.

The Board unanimously approved the updated Risk Register.

11. **SHR LESSONS FROM STATUTORY INTERVENTION**

CEO presented the above report previously circulated with the agenda.

Board members were asked to read the document thoroughly to learn from the mistakes of others and to ensure that the Association does not make the same mistakes.

12. **COST OF LIVING WAGE INCREASE EVH UPDATE – EXPECTED 19/12/2018**

CEO intimated that as of today's date we have no confirmation from EVH as to their cost of living wage increase. Until this is released, the Association is in limbo. We hope to hear something from EVH in the New Year.

13. **AFFILIATION FEES GWSF/SHARE/EVH/SFHA**

CEO circulated the above report which outlined the Affiliations Fees of the above organisations. The report outlined the benefits of each organisation to the Association and how we achieve value from money from each.

After discussion, the Board unanimously approved the affiliation fees of

Organisation	2017/18	2018/19
SHARE	£4,620	N/A
EVH	£4,033	N/A
GWSF	£3,563	N/A
SFHA	£10,662	£9,957
Total cost	£22,878	£23k-£24k Estimate

14. **GDPR UPDATE**

Nothing to report.

15. **CORRESPONDENCE**

Letter from James Dornan MSP: Thank you letter for the Association's donation towards his annual Christmas Toy Appeal

Glasgow City Mission: Thank you letter from Graham Steven, Marketing and Fundraising Manager for the Association's £1,000 donation.

SHARE Audit Responsibilities for Committee/Board, 24th January 2019. 2 hour course: Anyone wishing to attend should contact the Corporate Services Manager

Thank you note from John Williams and Family: Thanking board and staff team for their baby gifts and cards

EVH Anniversary Publication: Copy available from the Association's offices

Positive Action Impact Report: Copy available from the Association's offices

16. APPLICATIONS FOR MEMBERSHIP

None

17. USE OF SEAL

The use of seal was used on 4 occasions.

18. ENTITLEMENTS, PAYMENT AND BENEFITS

Gifts: De-Minimus gifts from tenants/contractors for Christmas. Collated and raffled to all staff. City Building donation of 500 selection boxes for Christmas Panto

19. NOTIFIABLE EVENTS

Nothing to report

20. SUBSIDIARY & SUB-COMMITTEE DECISIONS MADE BETWEEN 29TH NOVEMBER 2018 – 19TH DECEMBER 2018

Nursery Board Meeting – 29th November 2018

- Staff (in employment since 1st June) £100 Christmas bonus
- All staff £20 towards Christmas night out
- Nursery Manager Overtime payment 20 hours
- Draft SWOT and Risk Register

Policies approved:

- (a) Administration of Medicine
- (b) Critical Incidents
- (c) Curriculum
- (d) Equal opportunities
- (e) Participation
- (f) Business Continuity Plan

Regeneration Sub Committee - 5th December 2018

Barlia 3 – As the bricks that had previously been chosen were now unavailable the sub-committee voted as follows:-

- | | |
|--------------------|---------|
| • Hadrian Red | 4 votes |
| • Grainge Autumn | 2 Votes |
| • Wylam Olde Blend | 0 Votes |

The Committee voted in favour of Hadrian Red. Laura Edwards would look into whether these were in the same price bracket and quality as those previously chosen. If there is a huge difference in price or quality Laura is to bring them back to the Committee for further discussion.

Cassiltoun Trust – 12th December 2018

Stables Heating: After discussion, it was agreed to get FLN to carry out an investigation to ascertain what is the required specification for the installation of the immerser. On receipt of this, dependent on costs, the Trust will tender for this work.

The Board noted the subsidiary and sub-committee decisions made between 29th November – 19th December 2018.

21. HEALTH & SAFETY/HWL

H&S: No issues to report.

HWL: Ongoing work to meet the criteria to sustain the Gold Award.

21. A.O.C.B

Landscape Architects Interviews, 28th January 2019 at 1.30 pm followed by Tender Opening: Chair and Teresa McGowan agreed to participate in interviews and tender opening.

22. DATE OF NEXT MEETING

Wednesday 6th February 2019 at 6.00 pm
There being no further business the meeting concluded at 1.40 pm

Signature:
Chair of Board of Management

Date: