

CASSILTOUN HOUSING ASSOCIATION

**MINUTE OF MEETING OF BOARD OF MANAGEMENT
HELD ON WEDNESDAY 23RD FEBRUARY 2022 AT 6.00 PM VIA HYBRID MEETING**

Present:	George Kelly Chris O'Brien	Anne M Stuart MBE William Craig
In Attendance:	Clair Malpas Fiona McGowan Paula Brownlie	Chief Executive Officer Director of Operations (Part Meeting – left at 6.30pm) Corporate Services Manager

1a. WELCOME, INTRODUCTIONS, SEDERUNT & APOLOGIES

The Chairperson welcomed everyone to the meeting and welcomed the Director of Operations who was joining the meeting from home.

The Board were reminded that they were to speak through the Chair and to raise their hand if they wanted to ask a question.

Item redacted as contains sensitive information.

Apologies were received from Evelyn Ferguson, Teresa McGowan, Julie McNeil, Kim McKee and Barbara Dusik.

The Chief Executive Officer informed the Board, that the three co-opted board members have stepped down from their positions.

1b. QUORUM

As per the Association's Rules, the Quorum for the Board of Management Meeting stands at 4 members. Today's meeting is therefore quorate.

2. CONFLICT OF INTEREST (PERMANENT REGISTER)

None

3a. MINUTE OF MEETING HELD ON 26TH JANUARY 2022

The minute of meeting held on 26th January 2022 where noted and approved on the motion of Anna Stuart MBE and seconded by William Craig.

3b. MATTERS ARISING FROM MEETING HELD ON 26TH JANUARY 2022

Page 2, Action List from meeting held on 24th November 2022: Benchmarking on reactive repair costs to be carried out in Quarter 3. The Chief Executive Officer intimated that the temporary Finance Officer had completed benchmarking on repairs and other indicators (management costs per unit) as she had used the information in a recent Staffing Paper. *Item*

redacted as contains sensitive information. We have asked for further analysis on the benchmarking. This information will be presented to the Board at a future meeting.

Page 8, Annual Treasury Review: The word Libor was spelt wrong.

Item redacted as contains sensitive information.

Website update: This work has commenced.

Holding CEO to account: Stuart Eglinton will be carrying out a 360 appraisal with the Chief Executive Officer.

Item redacted as

3c. **ACTION LIST FROM MEETING HELD ON 26TH JANUARY 2022**

	Details	Person Responsible	Status
Actions from meeting held on 23rd June 2021			
1.	Benchmarking on reactive repair costs to be carried out Qrt 3	DoF/IT	Report to be carried out by Quarter 3 Deferred to Quarter 4 as awaiting analysis of costs
2.	Set up workshops for next review of Regulatory Standards – dates to be sent out prior to Christmas	CEO	As the Board are aware, an External Consultant will be appointed to carry out an assessment of Regulatory Standards. Workshops with Board will be set up in due course
Actions from meeting held on 24th November 2021			
3.	Community Advisory Report – Estate Management Action plan of recommendations to be presented to the next Advisory Panel. Updates on Action Plan to be given to Board.	CEO	Ongoing
Actions from meeting held on 26th January 2022			
4.	Minutes to be amended re Page 10, Item 13, Policies – word approved to be inserted	CSM	Completed
5.	Recruit two Modern Apprentices	CEO/CSM	Ongoing
6.	Director of Operations and the Corporate Services Manager to the online banking service.	CEO	Ongoing
7.	Safeguarding Adults and Children Policy – policy register to be updated. Policy to be circulated to staff	CSM	Completed
8.	The Board unanimously agreed not to increase the rent charges at Castlemilk Drive.	DoO	Completed
9.	Rent Increase for 2022/23 – 3%	DoO	Completed
10.	Buchanan Lodge rent increase 2022/23 – 4%	CEO	Completed

11.	Financial Regulations Policy – approved. Policy register to be updated. Policy to be circulated to staff	CSM	Completed
12.	Board approved the appointment of City Technical Services Ltd for the provision of gas maintenance services for the period 01/04/2022 to 31/03/2025	DoO	Completed
13.	Quarterly Return to Commissioner – approved Return to be uploaded to Commissioner portal	CSM	Completed
14.	Policies Data Retention Policy & Schedule – approved Information Security and Personal Data Breach Management Procedure – approved Policy register to be updated. Policy to be circulated to staff	CSM	Completed

3d. **MINUTE OF MEETING HELD ON 20TH JANUARY 2022**

The minute of meeting held on 20th January 2022 where noted and approved on the motion of William Craig and seconded by Chris O'Brien.

3e. **MATTERS ARISING FROM MEETING HELD ON 20TH JANUARY 2022**

None

4. **CHAIR'S REPORT**

Wednesday 9th February

Audit and Risk Sub Committee

Delighted again to receive a Strong Assurance Report for Cassiltoun Housing Association and Cassiltoun Trust. We received a strong Corporate Governance report and noted the Follow Up Review Report of the 2021 Audit. This is our evidence that as a Board, we have a good strong staff team who are achieving everything asked of them.

Thursday 17th February

Interviews for the position of Assistant Handyperson.

We successfully recruited one candidate.

Staffing Sub Committee Meeting

CEO will give an update under agenda item 16.

February 2022 is turning out to be a good month of storm clearing from our skies, Arwen, Barra, Corrie, Dudley and Eunice have all been and gone. We have survived the worst! In the storm of COVID our health and well-being has been severely tested by swirling,

overhead gales but now as things calm down we can all slowly get back to normal whatever that may be and begin a new exciting chapter in our lives.

5. PROCUREMENT OF A FACILITIES MANAGEMENT CONTRACTOR FOR BUCHANAN LODGE

The Director of Operations presented the above report previously circulated with the agenda.

The purpose of the report was to seek approval from the Board for the procurement process to be used for selecting a contractor for a contract that is due to expire at the end of September 2022, namely the facilities management contract at Buchanan Lodge.

The report summarised the proposed stages of the procurement process and seeks delegated authority for senior staff to allow key milestone dates to be met.

After discussion, the Board approved the undernoted:-

The proposed procurement of a contractor to undertake facilities management at Buchanan Lodge

Redacted as contains sensitive information.

Gave delegated authority to the Director of Operations as follows:

- ***To carry out the shortlisting of firms following on from the pre-qualification stage***
- ***To agree the format of the second stage quality assessment***
- ***To establish any appropriate community benefit requirements for the project***
- ***To approve appointment of a preferred contractor up to a maximum of – redacted as contains sensitive information.***

The Board will be invited to participate in the second stage interviews and attend the tender opening.

A retrospective report be presented to the Board in September 2022 to close off the procurement process.

6. APPOINTMENT OF INTERNAL AUDITOR 2022-2024

The Chief Executive presented the above report previously circulated with the agenda.

The purpose of the report was to seek approval from the Board to negotiate with the current provider of Internal Audit Services for a further 2 years (as per the invitation to tender process the contract was for 3 years with the option to extend for a further 2 years).

After discussion, the Board approved to:

Give delegated authority to the CEO to negotiate with Wylie and Bisset to provide Internal Audit services for the period 01/04/2022- 31/03/2024. Item redacted as contains commercially sensitive information.

The Board noted that this is a variation from the Association's Procurement Policy but does not breach current procurement legislation as the size of the commission is under the threshold for it to be considered a 'regulated'.

The commission be re-tendered on PCS via 'quick quote' or restricted tender for the period 01/04/2024 onwards.

7. LETTING PLAN

The Director of Operations presented the above Letting Plan previously circulated with the agenda.

After discussion, the Board approved the Letting Plan for 2022-23.

8. BUSINESS AWAY DAY – WEDNESDAY 9TH MARCH 2022

The Chief Executive Officer presented the agenda for our Business Away Day on Wednesday 9th March 2022 in the Radisson Blue, Glasgow.

The Board noted the agenda.

9. FORMER TENANT ARREARS WRITE OFF

The Director of Operations presented the above Former Tenant Arrears Write Off report previously circulated with the agenda.

After discussion, the Board approved to write off – item redacted as contains sensitive information.

6.30pm – Director of Operations left the meeting

10. POLICIES

10a. NOTIFIABLE EVENTS POLICY

The Corporate Services Manager presented the above revised policy previously circulated with the agenda.

After discussion, the Board approved the revised Notifiable Events Policy.

10b. DIGNITY AT WORK POLICY

The Corporate Services Manager presented the above revised policy previously circulated with the agenda.

After discussion, the Board approved the revised Dignity at Work Policy.

11. CORRESPONDENCE

GWSF – Regeneration Conference: 24th June 2022, Reidvale Neighbourhood Centre: Corporate Services Manager to circulate details to the Board. The Chief Executive Officer informed the Board that we have been asked to speak at a round table discussion along with Ardenglen Housing Association at the Conference. The Communities Team will facilitate this discussion.

12. APPLICATIONS FOR MEMBERSHIP

None

13. USE OF SEAL

None

14. ENTITLEMENT, BENEFIT AND PAYMENTS

None

15. NOTIFIABLE EVENTS

Item redacted as contains sensitive information.

16. SUBSIDIARY AND SUB COMMITTEE DECISIONS MADE BETWEEN 27TH JANUARY 2022 - 23RD FEBRUARY 2022

Operation Sub Committee Meeting – 20th January 2022

Delegated authority for the Housing Manager to undertake procurement exercise for Gutter Cleaning

Operation Service Plan Approved

Policies Approved:

- (a) Policy & Procedure for Debt Recovery of Factored Properties
- (b) Estate Management Policy
- (c) Right to Repair Policy
- (d) Factoring Policy

Court Action – Approval for the continuation of the necessary action for those who have breached their tenancy agreement, including court action up to and including decree for eviction for recovery or possession, debt outstanding and expenses which if granted will result in the repossession of the property.

Approval:-

- (a) £16,934.05 in former tenant arrears is written off as no longer viable to pursue
- (b) continue to pursue £18,954.50

Audit & Risk Sub Committee – 9th February 2022

Internal Audit Plan Cassiltoun Trust – approved

Internal Audit Plan Corporate Governance 2021 – approved

Internal Audit Follow Up Report & update on Action Plans – noted and approved

Cassiltoun Group Risk Register – approved

Staffing Sub Committee – 17th February 2022

Approval given to recruit 3 technical staff

Technical Officer, Grade 7/8

Senior Technical Assistant, Grade 6

Customer Services Assistant, Technical, Grade 4

The Committee approved to deviate from the policy and to seek CVs instead of Application Forms to try and widen the pool of applicants

Approval given for staff to return to the office on 28th February (CEO has asked for Staff's feedback on this)

Approval given to carry over annual leave for some staff

Approval given to deviate from the procurement policy to appoint Fettes McDonald to provide a financial service to the Association

Approval given to extend the two Finance Temp Staff until end of May 2022

The Board discussed the Board's involvement on interview panels and approved for the Board to sit on interview panels at Grade 7 and above.

17. HEALTH & SAFETY/HWL

H&S Landlord Committee meeting was postponed to 21st March 2022

EVH have sent out a number of updates for the H&S Manual.

18. AOCB

Insurance: The Board are aware that our Insurance contract is up for renewal. Our Insurance Broker, Bruce Stevenson, has put it on the procurement website.

Delegated authority was given to the CEO to appoint the relevant insurance company based on price and quality.

*Item redacted as contains commercially sensitive information. **The Board unanimously approved to appoint AVID Insurers.***

Complaints Training, 2nd March 2022 at 6pm with Stuart Eglinton. Board to note date and time.

Masks: William Craig enquired of the proposed Scottish Government guidelines to remove masks from 21st March 2022. The CEO intimated that we have not discussed this with staff as Scottish Government have not issued this guidance as yet. This will be a staff members personal choice as to whether they wear a mask or not.

19. DATE AND TIME OF NEXT MEETING

Wednesday 23rd March 2022 at 6.00 pm

There being no further business the meeting concluded at 6.55 pm

Signature: _____ Date: _____
Chair of Board of Management

Copies of all reports mentioned within these minutes and any sub-committee reports/ minutes are available on request.