

CASSILTOUN HOUSING ASSOCIATION

MINUTE OF MEETING OF BOARD OF MANAGEMENT
HELD ON MONDAY 12TH AUGUST 2024 IN CASTLEMILK STABLES, 59 MACHRIE ROAD
IMMEDIATELY AFTER AGM (7.30 PM)

Present: Anne M Stuart MBE Julie McNeil (Zoom) Jennifer McInnes
Gayle Fitzpatrick Faye Mitchell Mark Tedford
Ryan Barclay Allana Hamell Bridget Crossan
Natalie Tobin Teresa Gowan

In Attendance: Clair Malpas Chief Executive Officer
Paula Brownlie Head of Corporate, HR & Finance
Amanda Laing Finance Manager

1a. WELCOME, INTRODUCTIONS, SEDERUNT & APOLOGIES

The Chief Executive Officer welcomed everyone to the meeting. There is no fire drill tonight and reminded Board Members of the evacuation procedures.

Apologies were received from Chris O'Brien.

The Chief Executive Officer welcomed all board members to the new governance term.

All board members and staff introduced themselves to the meeting.

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

3. INTRODUCTION AND WELCOME TO NEW MEMBERS

The Chief Executive Officer welcomed our new board members who were elected at the Annual General Meeting tonight

Allana Hammell
Natalie Tobin
Ryan Barclay
Mark Tedford
Bridget Crossan

4. ELECTION OF OFFICE BEARERS

Chief Executive sought nominations for:

Chairperson: Anna Stuart MBE Proposer: Teresa McGowan
 Seconded: Faye Mitchell

As there were no other nominations for Chairperson, Anna Stuart MBE was elected as Chairperson. This was unanimously approved by the Board.

Vice Chair: Julie McNeil Proposer: Anna Stuart MBE
 Seconded: Faye Mitchell

As there were no other nominations for Vice Chairperson, Julie McNeil was elected as Vice Chairperson. This was unanimously approved by the Board.

Secretary: Paula Brownlie Proposer: Anna Stuart MBE
 Seconded: Gayle Fitzpatrick

As there were no other nominations for Secretary, Paula Brownlie was elected as Secretary. This was unanimously approved by the Board

Treasurer: No nominations

As there were no other nominations for Treasurer, this post will remain vacant.

5. NEW BOARD MEMBERS INDUCTION

All new board members will be taken through the Association’s board member induction programme. The Head of Corporate, HR and Finance will be in contact with all new board members.

6. SUBSIDIARY AND SUB COMMITTEES MEMBERSHIP

The Board approved the undernoted Subsidiary and Sub Committee membership for 2024/25. Board members who have put in their apologies, will be invited to join the subsidiaries Board of Management and sub committees. If anyone wishes to put their name forward, this will be brought to the Board of Management for approval at their next meeting in September.

Sub Committee Membership

Group Audit & Risk Sub Committee	Staffing Sub Committee
Anna Stuart - (rep from Cassiltoun Stables Nursery)	Anna Stuart
Gayle Fitzpatrick	Faye Mitchell
Allana Hammell	Teresa McGowan
Julie McNeil	Julie McNeil
Ryan Barclay	Jennifer McInnes
Lewis MacSween (Rep from Cassiltoun Trust)	

Subsidiary Board Membership

Cassiltoun Stables Nursery	Cassiltoun Trust
Anna Stuart MBE	Anna Stuart MBE
Jean Farrell	Christine Devine
Jennifer McInnes	Charlie Turner
Parent Board Member – Leanne Gardiner	Lewis MacSween
	Susan Casey
	Charlie Millar
	Councillor Margaret Morgan
	Glenn Elder
	Bridget Crossan
	Deborah McGlashan

Faye Mitchell expressed a wish to join the Cassiltoun Trust Board. The Chief Executive Officer intimated that she would need to check the Articles of Association to ascertain how many parent board members can sit on the Trust Board.

Chief Executive Officer intimated that the timings of all meetings will be set to accommodate all Board and Sub Committee membership.

7a. MINUTE OF MEETING HELD ON 26TH JUNE 2024

The Chairperson asked all board members present at today’s meeting received their papers in time and have read and understood the papers.

All board members confirmed that they had received their papers in time and that they had read and understood the papers.

The minute of meeting held on 26th June 2024 where noted and approved on the motion of Teresa McGowan and seconded by Faye Mitchell.

7b. MATTERS ARISING FROM MEETING HELD ON 26TH JUNE 2024

None

7c. ACTION LIST FROM MEETING HELD ON 26TH JUNE 2024

	Details	Person Responsible	Status
Actions from meeting held on 29th March 2023			
1.	<i>Item redacted as contains sensitive information</i>	<i>Item redacted as contains sensitive information</i>	<i>Item redacted as contains sensitive information</i>
Actions from meeting held on 21st June 2023			
2.	Stables Heating Project That the Board give delegated authority to the CEO to seek external funding to assist	CEO	To be removed – Stables Heating project is an ongoing matter at present

	with the cost of the project and to engage with the Scottish Housing Regulator (SHR) over the planned investment, as necessary.		
Actions from meeting held on 24th October 2023			
3.	<i>Item redacted as contains sensitive information</i>	Item redacted as contains sensitive information	Item redacted as contains sensitive information
Actions from meeting held on 28th February 2024			
4.	Fraud, Bribery and Corruption Policy – approved	HCHR&F	Completed Item redacted as contains sensitive information to carry out training for the Board.
Actions from meeting held on 26th June 2024			
5.	Attendance Register to be updated	HCHR&F	Completed
6.	<i>Item redacted as contains sensitive information</i>	HCHR&F	Completed
7.	Treasury Management Policy – approved Policy register to be updated and staff informed	HCHR&F	Completed
8.	Loan Portfolio Report – approved To be submitted to SHR	HCHR&F	Completed
9.	Stables Heating To delegate authority to the Head of Asset Management to obtain a fee and to instruct <i>Item redacted as contains sensitive information</i> for a Gas Central Heating / Hybrid Gas Heating System proposal. That the Head of Asset Management obtain further design and costings information on a Gas Central Heating System / Hybrid Gas Central Heating System. That the option of the Air Source Heating System, the Gas Central Heating System / Hybrid Gas Central Heating is brought back to the Cassiltoun Housing Association Board of Management and Cassiltoun Trust for one option to be approved. Visit to sites that have air source pumps installed for Board Members	HaM	Meeting held with consultant on Friday 9th August 2024 to discuss option of gas Once design and costs are received a special meeting will be held with CHA and Trust Board to discuss going forward
10.	Membership of Social Housing Safely Network Scotland – approved	HCHR&F	Completed
11.	Board of Management delegated authority to the Head of Asset Management to call off contracts from the Cassiltoun frameworks. Delegated Authority register to be updated	HCHR&F	Completed

12.	GDPR/FOI - Return will be uploaded to the Scottish Information Commissioner portal.	CSO	Completed
13.	Insurance Claims Summary Report – next report to give a further breakdown as to where the claims are arising from.	HaM	Noted
14.	<i>Item redacted as contains sensitive information</i>	CEO	Completed
15.	Sub Committee Structure: Board approved to amalgamate the Regen/Ops sub committee business to the Board of Management – Governance Timetable to be updated and Calendar of Priorities	HCHR&F	Completed
16.	5 x Share Register applications approved. Share Register to be updated and letters and share certificates to be sent out to applicants	HCHR&F	Completed
17.	Flowers on the Railings – Donation of £25.00 for flowers. Donation register to be updated	HCHR&F	Completed
18.	Official opening of lights in the park. – Board of Management to be sent invitations	Communities Team	Ongoing – issues with GCC.

8a. MANAGEMENT ACCOUNTS – JUNE 2024

The Finance Manager presented the Management Accounts for the first quarter previously circulated with the agenda.

The budget for the quarter ended June 2024 projected a deficit of around £148k. Based on the results to date the actual deficit is sitting at around £90k, therefore there is an overall favourable variance of around £58k for the quarter. This is mainly due to phasing of expenditure, there are peaks and troughs.

Main variances to date are as follows:

- Higher Grants £61k
- Higher void costs (£5k)
- Higher interest receivable £22k
- Lower repair costs £17k
- Lower staff overheads £30k
- Higher other overheads (£66k)

Grant Income is higher than budgeted for wider role activities with funding being secured after the budget was set. Wider Role funding has been allocated against project costs £58k and salary costs £3k in the quarter.

Void loss is higher than anticipated as the deterioration in condition of properties handed back is contributing to an increase in the turnaround time.

Repairs and Maintenance expenditure is under budget in total by around £17k. Estate Maintenance spend is under budget for the quarter and is offsetting an overspend in Reactive Repairs and Cyclical Maintenance. The Estate Maintenance budget includes approx. £375k for estate works

Salaries and pension costs are under budget for the quarter by £30k, this mainly reflects savings due to time taken to recruit and fill vacant posts.

The overspend in regeneration and wider role activities £57k is covered by additional grants received for that purpose.

Statement of Financial Position

Total net assets now stated at around £9.9m.

Capital spend in the period of around £28k comprises component replacements of boilers £22k and kitchens £6k.

Rent Arrears are higher than budget. A concentrated effort continues to be made to bring arrears back to a more acceptable level.

The cash position of the Association remains healthy with overall cash at £4.7m.

Covenants: No issues with loan covenant compliance.

Ratios: Gross rent arrears are noted at around 4.9% with voids stated at 0.91%.

There are no issues for the Association currently regarding cash resources or liquidity.

Cash Flow

Cash balances at £4.7m are more favourable than budgeted.

After discussion, the Board unanimously approved the Management Accounts up to the end of June 2024.

8b. ***Item redacted as contains sensitive information***

9. GOVERNANCE TIMETABLE 2024/25

The Head of Corporate, HR & Finance presented the Governance Timetable for 2024/25 previously circulated with the agenda.

The Board unanimously approved the Governance Timetable for 2024/25.

10. POLICIES

10a. **Disposal:** The Chief Executive Officer presented the revised Disposal Policy previously circulated with the agenda. ***After discussion, the Board unanimously approved the revised Disposal Policy.***

10b. **CCTV:** The Head of Corporate, HR & Finance presented the revised CCTV Policy previously circulated with the agenda. ***After discussion, the Board unanimously approved the revised CCTV policy.***

10c. **Financial Regulations:** The Head of Corporate, HR & Finance presented the revised Financial Regulations Policy previously circulated with the agenda. ***After discussion, the Board unanimously approved the revised Financial Regulations Policy.***

11. **CORRESPONDENCE**

Item redacted as contains sensitive information

Email from ECG: The Contract Management Team at ECG Facilities Services have this year decided to embark on an inspiring hiking challenge along the picturesque Schoolhouse Ridge on the 24th August 2024. Their mission is to raise crucial funds for some noble causes. This year they hope to raise funds for some truly admirable charities. **The Board approved to donate £50.00.**

SHARE's Governing Body Convention, Seamill Hydro, 3 & 4 September 2024: *Item redacted as contains sensitive information.*

12. **APPLICATIONS FOR MEMBERSHIP**

None

13. **USE OF SEAL**

Used on five occasions.

14. **ENTITLEMENT, BENEFIT AND PAYMENTS**

Nothing to report.

15. **NOTIFIABLE EVENTS**

None

16. **SUBSIDIARY AND SUB COMMITTEE DECISIONS MADE BETWEEN**

The Chief Executive Officer presented the Subsidiary and Sub Committee decisions made between 20th June – 26th June 2024

Group Audit and Risk Sub Committee Meeting – 20th June 2024

External Auditor

The Committee approved the recommendation to the members at the AGM to appoint Azets as the Association's external auditor.

Audited Accounts

The Committee approved the Audited Accounts for

CHA

Cassiltoun Stables Nursery

Cassiltoun Trust

Letters of Representation

The Committee approved the Letters of Representation for

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Cassiltoun Stables Nursery

Cassiltoun Trust

Group Findings Report: The Committee approved the content of the Group Findings Report

Group Risk Register: The Committee approved the updated version of the Group Risk Register

Financial Regulations Policy: The Committee approved the revised Financial Regulations Policy

Cassiltoun Stables Nursery Board Meeting – 25th June 2024

Minutes of Board meeting held on 7th March 24

Minutes of Special Board meeting held on 7th Mar 24

Nursery Newsletter: The Board approved to no longer produce a newsletter to parents as the new Family App informs them on a daily basis.

Mini Audit – GDPR: Board approved RGDP to carry out a mini audit on all aspects of GDPR

Annual Accounts 2023/24: Board approved

Audit Engagement Letters: Approved

Letter of Representation: Board approved

Management Accounts for March 2024: Board approved

Nursery Business Plan: Board approved the final version of the Business Plan

Five Year Financial Plan: Board approved

Risk Register: Board approved

Traffic Light Reports for end of March 2024: Approved

Traffic Light Report at at 31 May 2024: Approved

Review of Operational Service Agreement for 2024/25: Approved

Annual Board appraisal feedback report – approved

Chair 360 Assessment Review – approved

Cassiltoun Stables Nursery Standing Orders and Delegated Authority – approved

Procurement Policy – approved

Entitlement, Payment & Benefits Policy – approved

Code of Conduct for Board Members – approved

T&Cs Employment – approved

Cassiltoun Trust Board Meeting – 26th June 2024

Minutes of Board meeting held on 6th March 2024 – approved

Minutes of Special Board meeting held on 29th May 2024 – approved

Community Bursary: The Board approved the The Community Bursary timeline and application

The Community Bursary Policy– to be updated to reflect that a member of CHA Board can assist with the selection panel. The Board approved the updated policy.

Management Accounts for March 2024 – approved

5 Year financial plan – approved

Letter of Representation – approved

Audited Accounts for 23-24 – approved

Group Service Agreement for 2024/25 – approved

Cassiltoun Trust Standing Orders and Delegated Authority – approved

Procurement Policy – approved

Entitlement, Payment & Benefits Policy – approved

Code of Conduct for Board Members – approved

Annual Board appraisal feedback report – approved

Chair 360 Assessment Review – approved

17. AOCB

Item redacted as contains sensitive information

Business Planning Day, 1st November 2024, Radisson Blu, Glasgow: The Chief Executive Officer reminded the Board of Management re the date and time of the Board Business Planning Day and to confirm their attendance to the Corporate Services Officer.

Lived Experience Group: As it is Castlemilk's 70th Anniversary this year, we were looking to see if we can use a coat of arms used by the Stuart Family. The Chairperson will contact James Stuart

Item redacted as contains sensitive information

18. DATE AND TIME OF NEXT MEETING

Wednesday 25th September 2024 at 6.00 pm

There being no further business the meeting concluded at 8.15 pm

Signature:

Chair of Board of Management

Date: