

CORDALE HOUSING ASSOCIATION LTD

**MINUTES OF THE MANAGEMENT COMMITTEE MEETING
HELD ON 20th APRIL 2021 AT 3pm
BY VIDEO CONFERENCE**

Present	Martin Walker (Chair) Margaret McCallion Veronica Hamilton Graham Logan Gary Wilson Pauline Burke Fiona Eadie Chris Small	
Apologies	Lilian Peters – <i>comments submitted via email</i>	
In Attendance	Leigh Grubb Andrew Kilpatrick Barry Johnstone Jenna Noble Kevin Nixon Carol-Ann Burns Paul Cairnie	Director of Finance and Governance, Caledonia Director of Assets, Caledonia Director of People, Caledonia Head of Frontline Service, Caledonia Regional Manager, Caledonia Governance Officer, Caledonia, Minutes Governance Officer, Caledonia

The Chair sought approval for a proposal to co-opt one member to the Management Committee - Chris Small. The Management Committee discussed and approved the co-opted membership.

The Chair also welcomed Paul Cairnie to the meeting.

24/21 Apologies

Apologies were received from Lilian Peters.

25/21 Declaration of Interest

There were no declaration of interests.

26/21 Draft Minutes of Management Committee held on 16th February 2021

No further comments received.

The minutes were proposed by Margaret McCallion and seconded by Graham Logan.

27/21 Matters Arising

None

28/21 Head of Frontline Services Report

The Head of Frontline Service presented the report and provided the Management Committee with updates and information on issues with a significant operational or strategic importance to the Association.

The members clarified the terminology in the gas failures report, the Head of Frontline Service advised this is due to not gaining access to properties. The members requested future reports details the reasoning.

The members noted a positive overall end of year Cash Collected of 100.2% and noted the impact of the 13th Housing Benefit payment. Anything close to 99% is a strong level of performance in this particular year so to get over 100% is an impressive year end position, the members passed on their congratulations.

The members also noted the first visuals in the report and a welcome addition.

Corporate email addresses – Members discussed corporate email addresses and expressed concern over using a Caledonia address. Members discussed the importance of retaining Cordale's brand and promoting the association as a partner to Caledonia. They felt it would be confusing to tenants and customers if Cordale Management Committee members used a Caledonia email addresses. The members felt strongly that Cordale Management Committee members should have a Cordale email address.

The Head of Frontline Service explained the proposal was shaped by an intent to strengthen email security and its purpose was for communication between officers and members.

The Head of Frontline Service will feedback the comments to the Director of Strategy and Innovation

The members also discussed the website, the Head of Frontline Service advised there would be no change to the website however website design is under review.

Video conferencing – the Head of Frontline Service discussed the use of video conferencing software for the Management Committee meetings. It is proposed over the coming months to switch to using Teams for all governing body video conferencing meetings across the Group. The ICT team would be able to provide assistance on using Teams for the video calls.

Some of the members advised they have experience of using Teams and discussed the benefits, members who have not used Teams are open to using the software and the Head of Frontline Service advised support would be available for the transition. In the meantime she will issue an introduction to Teams for members who are not familiar with the software.

The members discussed the role of Decision Time and how we are storing Management Committee papers moving forward. The Head of Frontline Service advised the Governance Working Group (GWG) will be reviewing Decision Time, the Director of Finance & Governance also echoed this.

The following policies were reviewed in accordance with the policy review timetable. There have been no legislative changes or operating experiences that have necessitated any material change in these policies which therefore remain compliant. Minor amendments have been made to the policies to reflect the change from HR to People Team.

- Special Leave
- Flexible Working
- Annual Leave
- Childbirth and Adoption Leave

In addition to the above, the Group Recruitment and Selection policy has been amended to reflect a legislative update. This falls out with the policy review timetable. The amendment acknowledges, in the context of roles regulated by the Care Inspectorate, the change from “the National Care Standards to “the Health and Social Care Standards”

Decanting Policy Review - Group Decanting policy follows the statutory guidance in terms of our responsibilities to assist residents with alternative housing, including short term housing in the case of emergencies and longer term or permanent housing arrangements for large scale refurbishments or regeneration projects. The quoted values of compensation are also statutory and are still applicable, specifically the home loss payment should someone be required to move permanently. There have been no changes to this policy upon review.

The Management Committee **REQUESTED** gas failure terminology reasons to be included in the report and **NOTED** and **APPROVED** the policy amendments.

The Management Committee members advised of their dissatisfaction to Caledonia email addresses and **REQUESTED** Cordale members use a Cordale email address.

29/21 Group Insurance Renewal

This item will be presented at the May Management Committee meeting.

30/21 Amendment to Lending Facilities

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

31/21

Development and Planned Maintenance Progress Report (including Tenant Health & Safety)

The Director of Assets provided an update to the Management Committee on the following issues as they relate to development and planned maintenance for Cordale Housing Association:

- Development Programme
- 2021/22 Planned Maintenance programme

The members then discussed the two prospective developer presentations and expressed both were well presented. A member noted that one of the tenders had more community involvement than the other. Both contractors have previously worked with Caledonia and therefore would be happy to work with either contractor.

Members discussed Brexit and the pandemic and the impact this has had to the Dalquhurn development. They went on to discuss Scottish Government (SG) funding for the development. The Director of Assets advised a new application for funding is required. The members expressed concern over the increase of building costs, the Director of Assets advised a Value Engineering Report is bring produced, he advised

they do not want this process to compromise quality or quantity. The Director of Assets discussed the recent development of Muir Road and the additional funding the development received from SG. His main concern is any additional funding may still not cover the increased costs to the development. He advised the Quantity Surveyor (QS) along with the Value Engineering Report will help inform any decision that the members will be asked to make regarding changes to the development. Committee Approval will be sought prior to agreeing the final contract details.

King Street – the Director of Assets discussed the current delays with Scottish Gas, is anticipating early May for completion of this work. The Development Officer continues to liaise with Scottish Gas to prioritise this work.

The members noted the revised planned maintenance schedule to reflect addresses as previously requested. The Director of Assets advised that, while works could commence from 26th April, start dates are advised in July, due to the time taken to re-start the projects. Tenants will be kept informed of proposed dates as and when we have more accurate information

The members discussed fly tipping at Dalquhurn area, the Director of Assets advised he is aware of this and it is being dealt with.

The Management Committee **NOTED** the contents of this report.

32/21

People Strategy Update

The Director of People provided a 6 monthly update report on a review of People Strategy activities and actions. The People Strategy is distilled into 4 distinct themes: deliver our business plan through a high-performing and agile workforce; engage our people in driving transformation and growth; maximise the health, safety and wellbeing of our workforce; and grow the skills and behaviours that make the Caledonia Group a great place to work. The report outlined our progress delivering these key themes, while highlighting how adapting to Covid required a refocus and reset of priorities.

The members commented the report was very clear.

The Management Committee **NOTED** the report.

33/21

Stage 3 Adaptations

The Director of Assets sought the approval of the Management Committee of the revised Group Policy for Stage 3 Adaptations, which had included consideration of internal audit recommendations.

The Director of Assets discussed the recommendations that have been considered but not taken forward. Recommendation 1 which related to implementing a self-referral process was not taken forward as there is not any evidence to suggest material delays with the existing referral process. The members discussed the merits of a self-referral process as well as the associated operational and financial risks. The Director of Assets advised within the 2040 Housing Strategy document, Stage 3 adaptations are a priority for review and any revised guidance will inform our process.

The Management Committee **CONSIDERED** the contents of this report, and **APPROVED**, the revised Group Stage 3 Adaptations Policy.

34/21

Allocation Policy

The Regional Manager provided the Management Committee with the findings from the comprehensive consultation exercise carried out in relation to our proposed changes to adopt a shared Group Allocations Policy and to recommend approval from the Management Committee to introduce a Group Allocations Policy and Group Application Form for use in the West Dunbartonshire Area for Cordale and Caledonia Housing Associations. The proposals had proven to be very popular, with near unanimous support from residents.

The members discussed the application form and expressed their concern that ‘Dalquhurn’ had been listed under Caledonia properties rather than Cordale. The members requested that only John Street be defined as Caledonia properties and that Dalquhurn should be listed under Cordale. One of the members advised this requirement was communicated previously to the Head of Frontline Services, who apologised for the omission. The Regional Manager advised he would amend the application form.

The Management Committee **APPROVED** the Group Allocation Policy and Group Application form with the **AMENDMENT** to define John Street as Caledonia properties and Dalquhurn as Cordale properties.

35/21

Draft Minutes of Group Audit & Risk Map - Tuesday 23rd March 2021

The Management Committee **NOTED** the minutes.

36/21

Draft Minutes of Health & Safety Meeting – 17th March 2021

The Management Committee **NOTED** the minutes.

37/21

AOCB

No other competent business

Meeting concluded at 16.20pm

Date of Next Meeting

18th May 2021

Signed (Chair):-----

Date: _____