

CORDALE HOUSING ASSOCIATION LTD
MINUTES OF THE MANAGEMENT COMMITTEE MEETING
HELD ON 7th SEPTEMBER 2021 AT 3pm
BY VIDEO CONFERENCE

Present	Martin Walker (Chair) Margaret McCallion Veronica Hamilton Graham Logan Lilian Peters	
Apologies	Pauline Burke Chris Small	
In Attendance	Andrew Kilpatrick Jenna Noble Gill Donoghue Kevin Nixon Lesley Janes Joanna Jakubiak Carol-Ann Burns	Director of Assets, Caledonia Head of Frontline Service, Caledonia Strategy & Innovation Manager Regional Manager, Caledonia Finance Manager Finance Officer, Caledonia Governance Officer, Caledonia, Minutes

The Chair welcomed everyone to the meeting and introduced Stuart Eglinton who presented the findings of the recent Management Committee Appraisal Report.

The Chair advised he will discuss with the Head of Frontline Service (HoF) and align with the Performance Improvement Plan (PIP). Members discussed the progress of items and marking their progress. The HoF advised the PIP will support the actions identified from the appraisal report and regular updates will be provided in her report.

(Graham Logan joined at 15.15)

- 64/21 Apologies**
- Apologies were received from Chris Small and Pauline Burke.
- 65/21 Declaration of Interest**
- There were no declaration of interests.
- 66/21 Draft Minutes of Management Committee held on 15th June 2021**

The minutes were proposed by Margaret McCallion and seconded by Veronica Hamilton.

67/21 Matters Arising

Members discussed Teams, Office 365 and Cordale email addresses. Some members are experiencing issues with setting up, the Governance Officer advised David Crowe at IT will be able to assist with the set up and any issues. It is anticipated that the October meeting will be conducted via Teams.

68/21 Application for Membership to the Association

Following the postponement of the Management Committee meeting on 24th August and to comply with the Associations Rules, the Chair advised members that two membership applications were approved, in line with the business of the standing orders which permit urgent decisions to be taken out with the Management Committee meeting. The two applications were **APPROVED** by the Chair and Vice Chair to comply with rules of the AGM and election of members.

The Management Committee **HOMOLOGATED** the approval of the association membership in line with the Urgent Decision and Delegation Procedure

69/21 Head of Frontline Services Report

The Head of Frontline Services (HoF) 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 HoF updated the members on completion figures for quarter one and the annual figure, the members noted the update.

Urgent Decision and Delegation: approval was sought to approve association membership of 2 co-optee management committee members using the Urgent Decision and Delegation Procedure contained in the Group Standing Orders. This requires the Chair and one other committee member to consider urgent matters that require a decision between Committee meetings. The Chair and Vice Chair considered the requests to approve the 2 applications for membership. The applications have been checked against the Group Membership Policy and there are no reasons why membership should be refused.

This has been **APPROVED** by the Chair and Vice Chair. The members were requested to homologate the decision taken under the Urgent Decision and Delegation Procedure.

The Chair advised members of the resignation of Gary Wilson, the Chair thanked Gary for his commitment and work to the committee during his time

The Management Committee **DISCUSSED** and **NOTED** and **HOMOLOGATED** the approval association membership in line with the Urgent Decision and Delegation Procedure

70/21

Audited Financial Statements and Audit Findings for the Year Ended 31 March 2021

The Finance Manager (FM) discussed the financial statements detailing financial activity for the year ended 31 March 2021.

The financial statements have been prepared and audited in accordance with the current FRS 102 Financial Reporting Standards and the relevant Statement of Recommended Practice.

A member discussed the loan covenant and whether this was specific to Cordale or the Group, the MA advised she believed this was for the Group. The Director of Assets (DoA) confirmed this was for the Group and the budget would be spread over 2 years to allow for catch up of work due to the pandemic.

The Management Committee **APPROVED** the Annual Financial Statements for 2020/21 as recommended by the Audit & Risk Management Committee and **AUTHORISED** the Chair to sign the Letter of Representation and **ENDORSED** its contents.

71/21

Management Accounts to 30th June 2021

The Finance Officer discussed the management accounts detail for financial activity for the year ended 30th June 2021.

Members discussed the budgeted void loss and the performance target, it was noted the budget did not reflect what is in the Business Performance report. It was confirmed 2.5% was used to set the budget, however as detailed in the financial report the 1% is an internal target set by the Committee.

Reactive/ Planned Maintenance – members discussed the negative variance and the reasons for this. The Director of Assets (DoA) advised the terminology in section 2.4 of the report should read “This negative variance is a reflection of long periods being unable to carry out reactive repairs due to restrictions...” The Committee of Management **DISCUSSED** and **NOTED** the accounts and explanatory report. The members **NOTED** the correction to terminology in relation to the Reactive Repairs variance.

72/21

Business Performance Report and Business Plan Update, Quarter 1 2021-22

The Strategy & Innovation Manager (S&IM) provided a quarterly update on business performance as measured against identified organisational key performance indicators (KPI's) for 2021/22. Members will recall that these performance targets were reviewed and approved by the Management Committee in May 2021. Results are presented for the first quarter of the year, covering the period 1st April 2021 to 30th June 2021.

The S&IM discussed the void loss target and the impact of the void loss at Waterside View.

Members discussed the anti-social behaviour target. It was discussed and acknowledged that due to the high target performance even 1 case can impact the performance of the target. The Regional Manager advised that cases can roll over into other quarters due to when they are received and this doesn't necessary mean it

is out of target. He advised the target was set on previous years high performance and the strive to continue this. He advised the Neighbourhood Officers are working with tenants to resolve cases in these challenging times. The members **NOTED** that the narrative could reflect this.

Members discussed repairs and what this comprised of, the S&IM advised quarter of jobs were from jobs not being completed right first time. The HoF advised she would provide members with further analysis.

The S&IM sought feedback on the presentation format of the reports, the members advised these were easier to read on screen and a better format, the S&IM advised she had received similar feedback from the Caledonia Board.

The S&IM thanked the members for their feedback

The Management Committee **DISCUSSED** and **NOTED** the contents of the report

73/21

Development & Planned Maintenance Update

The purpose of this report is to update 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
- Grounds maintenance contract

The Director of Assets (DoA) advised members of the update from Scottish Government (SG), he discussed SG have requested we submit full funding for the remainder of the phases (4,5 & 6) and this will be approved as one application. This might delay the start of the project however this will have the benefit of securing funding to complete the full project.

The DoA advised King Street is awaiting Building Control approval and this visit is due this week, there are no anticipated issues.

Bonhill project – next phase is due to be complete in October.

A discussion took place regarding grounds maintenance, the DoA advised discussions have taken place with the contractor and highlighted areas of concern. The Head of Frontline Service (HoF) advised that de-weeding is the main concern, and that work has started this week to resolve this issue.

A local member confirmed the weeding has commenced however, the bin at the play park is not being emptied. The HoF advised the bin is locked by West Dunbartonshire Council therefore the contractor cannot empty it fully. The contractor is however removing as much as they can when they attend. The members expressed concern the action was only being taken when they raised this, the HoF advised discussions are taking place with the contractor and teams in the local area are being briefed of grounds maintenance cycles to ensure this is being picked up. HoF also advised she met with the Regional Manager and Area Leader to discuss the remaining items, and to agree a more proactive approach by staff in monitoring performance of the contractor.

A member advised of overgrowth on roofs at King Street that was noticed in the walkabout, the HoF advised the Clerk of Works has been informed and scheduled to visit. The members asked if the windows at King Street were double glazed, the DoA advised he would check the specification however it is possible it is secondary glazing due to the building being a listed building.

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

74/21 Rule 68

The report is to provide confirmation to the Management Committee that Rules 62 to 67 have been followed.

The Secretary's report must be recorded in the minutes of the Committee meeting

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

74/21 AOCB

None.

Meeting concluded at 16.10pm

Date of Next Meeting

AGM - 14th September 2021 with the Management Committee meeting commencing after the AGM.

Signed (Chair):-----

Date: _____