

**CORDALE HOUSING ASSOCIATION LTD**

**MINUTES OF THE MANAGEMENT COMMITTEE MEETING  
HELD ON 22<sup>nd</sup> SEPTEMBER 2020 AT 6.30pm  
BY VIDEO CONFERENCE**

<b>Present</b>	Margaret McCallion (Chair) Martin Walker Veronica Hamilton Gary Wilson Christopher Paton Graham Logan Lilian Peters	
<b>Apologies</b>	Jenna Noble	Head of Frontline Services
<b>In Attendance</b>	Leigh Grubb Andrew Kilpatrick Tim Calderbank Kevin Nixon Carol-Ann Burns	Director of Finance and Governance, Caledonia Director of Assets, Caledonia Director of Customer Service Regional Manager, Caledonia Governance Officer, Caledonia, Minutes
<b>Leave of absence</b>	Aileen Overend	

**87/20 Apologies**

Apologies were received from Jenna Noble.

**88/20 Declaration of Interest**

There were no declaration of interests.

**89/20 Election of Office Bearers and Management Committee members to the Management Committee**

The Secretary of the Association chaired the first part of the Management Committee meeting and called for nominations, and proposers and seconders for the position of Chair of Cordale Housing Association. If there is more than one nominee an election will be held to fill this position.

The Committee noted that, in accordance with the Intra Group Agreement between Cordale and Caledonia Housing Associations, the appointment of the Chair by Cordale Management Committee requires the subsequent agreement of the Caledonia board. The agreements states that this will not be unreasonably withheld and confirmation will be provided promptly.

It is recommended that Cordale do not require to fill a Treasurer position due to the financial services provided to Cordale as part of the Intra Group Agreement and set out in the Service Level Agreement.

The appointed Chair asked for nominations, proposers and seconders for the position of Chair. If there is more than one nominee an election will be held to fill this position. Martin Walker is confirmed as Chair, this is proposed by Veronica Hamilton and seconded by Margaret McCallion.

The Chair asked for nominations, proposers and seconders for the position of Vice Chair.

Margaret McCallion is confirmed as Vice Chair, this is proposed by Veronica Hamilton and seconded by Martin Walker.

A proposal is made to appoint the Association's Director of Finance & Governance as the Secretary of the Association – this is permitted under the terms of the Rules of the Association and the Standing Orders.

Leigh Grubb was appointed a Secretary, this was proposed by Veronica Hamilton and seconded by Margaret McCallion.

### **Group Audit and Risk Management and Remuneration Committees**

The Group Standing Orders state that the Group Audit Committee will consist of a minimum of five and a maximum of seven members. One place is reserved for a member of Cordale's governing body, which in turn selects its own nominee. Cordale's current representative. Accordingly, the Cordale Management Committee appointed Lilian Peters to the Group Audit Committee.

Aileen Overend is the current representative for the Remuneration Committee, Aileen is not present at meeting however the members are happy for Aileen to continue with this role if she is in agreement. This is proposed by Margaret McCallion and seconded by Veronica Hamilton subject to agreement of Aileen Overend continuing with the representative of the Remuneration Committee.

### **Cordale's Health and Safety Committee**

Cordale is required to appoint one Committee member to represent the Management Committee on the Association's Health and Safety Committee. The Committee meet quarterly. The Committee is asked to consider the appointment of a Committee Member to the Health and Safety Committee for the period October 2020 – September 2021.

The current representative is Veronica Hamilton and has agreed to continue this role. This is proposed by Margaret McCallion and seconded by Martin Walker.

The Cordale Management Committee will be aware that, in accordance with the Rules, members of the Caledonia Housing Association Board can be appointed to the Cordale Management Committee. The Caledonia Board met on 21 September and the existing representative will remain until a new representative is agreed at the October meeting. In accordance with the Intra-Group Agreement, this will be confirmed in writing.

**Date of Next Meeting**

Management Committee meeting – 20<sup>th</sup> October 2020 at 3.00pm with a ember pre-meeting commencing at 2pm

Signed (Chair):-----

Date: \_\_\_\_\_