

**CORDALE HOUSING ASSOCIATION LTD**

**MINUTES OF THE MANAGEMENT COMMITTEE MEETING  
HELD ON 8<sup>th</sup> SEPTEMBER 2020 AT 3pm  
BY VIDEO CONFERENCE**

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

**Leave of absence** Aileen Overend

**Resignation** Stephen Kelly (3/9/2020)

**74/20 Apologies**

Apologies were received from Lilian Peters

**75/20 Declaration of Interest**

There were no declaration of interests.

**76/20 Minutes of Management Committee held on 11<sup>th</sup> August 2020**

The minutes were proposed by Gary Wilson and seconded by Veronica Hamilton.

**77/20 Matters Arising**

Item 70/20 of previous minutes for rule change to note the Chair and Vice Chair discussed with Director of Finance & Governance no other optional changes adopted.

78/20

### Head of Frontline Services Report

The Head of Frontline Services provided the Management Committee with an update and/or information on the following which has a significant operational or strategic importance to the association.

- Regulatory statements
- Business Continuity Plan
- Cyber Security
- Waterside View update
- Policy review

The members requested that Cordale results be benchmarked against group results to allow members to make a comparison. The Head of Frontline Services advised this could be available for future meetings and also detailed against Key Performance Indicators (KPI's) to assist with the comparison.

The Management Committee **APPROVED** the proposal to reconvene the Governing Working Group to prepare the Annual Assurance Statement for consideration by the Management Committee. **APPROVED** the amendments to the policies at item 7 and **DISCUSSED** and **NOTED** the remainder of the report. The Management Committee **REQUESTED** group comparisons on Cordale results for future meetings.

79/20

### Annual Accounts 2019/20, Final Audit Finding Report and Letter of Representation

The Director of Finance & Governance discussed the financial statements for Cordale which detail the financial activity for the year ended 31 March 2020.

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.

The Director of Finance & Governance discussed the following;

- Audit Findings
- Cordale Housing Association Results

The Director of Finance & Governance advised of a significant difference between the two accounting periods which is the result of actuarial pension adjustments. The actuarial assessment this year has resulted in an elimination of the assessed scheme deficit and a credit to the Statement of Comprehensive Income. The balance sheet had been strengthened during the period with cash balances boosted as a result of the £2 million grant from Allia.

A member expressed interest in the method applied to stress testing. The Director of Finance & Governance advised of the software used and agreed to arrange a catch up to show how this is applied with the member.

The Chair advised one of the co-opted members has resigned from the Management Committee. The Director of Finance & Governance advised he would take advice from the Auditors on whether to remove the name of the co-opted member from the Report and Accounts before signing. The Director of Finance & Governance advised he would arrange for the Letter of Representation and Report & Accounts to be signed by the Chair.

The Management Committee **APPROVED** the Annual Financial Statements for 2019/20 as recommended by the Audit & Risk Management Committee and **AUTHORISED** the Chair to sign the Letter of Representation and **ENDORSED** its contents.

**80/20 Annual Report of the Group Audit & Risk Management Committee**

The Director of Finance & Governance provided summarised details of the work undertaken by the Group Audit and Risk Management Committee during the 2019/20 financial year.

- Committee Activities 2019/20
- Managing Risk
- Internal Audit Programme
- External Audit

The Management Committee **NOTED** the contents of this report and the attached appendix.

**81/20 Business Plan 2020-2025**

The Director of Strategy & Innovation provided members with an overview of progress in relation to the strategic priority actions identified within the Group Business Plan 2020-25. Proposals were also made in relation to amending the actions within the Business Plan Implementation Plan to reflect challenges presented by the ongoing covid-19 situation.

The Director of Strategy & Innovation advised at 10.4 this set out the main changes. A members asked if this is a Group Plan, the Director of Strategy & Innovation advised it was a Group Plan and detailed key strategic projects across the Group. He also advised that separate departmental activity plans detailed operational tasks and projects for the year. In previous years each association had their own Business Plan

The members asked for an update on Dalquhurn, the Director of Assets advised it is anticipated that the amended contract to reflect phases 4, 5 & 6 to be awarded by the end of 2020 with a possible start date of early next year for works to commence on site. We await the existing contractor formally withdrawing from the current contract.

The Management **APPROVED** the revised Implementation Plan for 2020-21 detailed in Appendix 2 and **DISCUSSED** and **NOTED** the contents of this report.

**82/20 Development & Planned Maintenance Update**

***Confidential.***

**83/20 Approval of Membership**

The Director of Finance & Governance advised on one application for membership to the Association that has been received from member of the Management Committee. The application has been checked against the Group Membership Policy and the applicant is eligible to be a member in accordance with the Rules of the Association.

The applicant in question left the meeting whilst the members discussed and returned once a decision was made.

Management Committee **APPROVED** the application.

**84/20 Rule 68 Report**

The Director of Finance & Governance provided confirmation to the Management Committee that these Rules have been followed. At 2.1 rule 62 the physical signing of minutes has not taken place since the start of the pandemic. The Director of Finance & Governance advised the Governance Officer is arranging for the Chair to sign the minutes of the Management Committee meetings during this time.

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

**85/20 Draft Minutes of the Audit & Risk Management Committee meeting & Corporate Risk Map: Monday 24 August 2020**

The Management Committee **NOTED** the minutes of the meeting and the Group Risk Map

**86/20 AOCB**

The Chair of Caledonia Management Board thanked the members both past and present. She is retiring from her role as Chair at Caledonia after having served on the Management Board for 13 years. She wished all members and the Association well for the future. The Cordale Chair thanked the Caledonia Chair and wished her well in her retirement.

The Chair asked for an update on members training and inductions for new members. The Director of Finance & Governance advised the Learning & Development Team are currently revising the induction process as well as exploring online and web based training for members. The Head of Frontline Services advised she would meet with the Chair and Vice Chair separately to produce an action list of the priorities from the recent appraisal report to help inform the training plan.

Meeting concluded at 16.05pm

**Date of Next Meeting**

SGM/AGM –22<sup>th</sup> September 2020 at 6.00pm with Management Committee meeting commencing afterward.

Signed (Chair):------

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