

**CASSILTOUN HOUSING ASSOCIATION**

**MINUTE OF MEETING OF BOARD OF MANAGEMENT  
HELD ON MONDAY 17<sup>TH</sup> SEPTEMBER 2018 AT 6.00 PM  
IN CASTLEMILK STABLES, 59 MACHRIE ROAD**

**Present:** Anna Stuart MBE George Kelly  
Evelyn Ferguson William Craig  
James Garrow Adam Milligan  
Donna Ferguson Teresa McGowan

**In Attendance:** Charlie Millar Chief Executive Officer  
Fiona McGowan Director of Operations  
Paula Brownlie Corporate Services Manager  
Gamal Haddou Director of Finance/IT

**1a. WELCOME, INTRODUCTIONS, SEDERUNT & APOLOGIES**

Apologies received Teresa Sadler, Julie McNeil and Debbie MacKenzie

**1b. QUORUM**

As per the Association's Rules, the Quorum for the Board of Management Meeting stands at 4 members.

**2. CONFLICT OF INTEREST (PERMANENT REGISTER)**

None

**3. MINUTE OF MEETING 27TH JUNE 2018**

The minutes was noted and approved on the motion of George Kelly and seconded by Evelyn Ferguson.

**MINUTE OF MEETING HELD ON 13<sup>TH</sup> AUGUST 2018**

The minutes was noted and approved on the motion of William Craig and seconded by Adam Milligan.

**4. MATTERS ARISING FROM MINUTE OF MEETING 27TH JUNE AND 13TH AUGUST 2018**

**27<sup>th</sup> June 2018:** None

**13<sup>th</sup> August 2018: Page 9, Agenda Item 12:** Bank of Scotland issue – Director of Finance to cover under Agenda Item 9.

William Craig enquired as to how the feedback meeting went with the Scottish Housing Regulator. The Chair reported that the meeting had to be postponed to Tuesday 18<sup>th</sup> September as she needed to attend a family funeral.

**5a. ACTION LIST FROM MEETING HELD ON 27TH JUNE 2018**

**All actions have been completed.**

**5b. ACTION LIST FROM MEETING HELD ON 13TH AUGUST 2018**

No.8 - Barlia 3 Building Contract: CEO reported that the contract is being finalised. We should be demolishing the LRT building before the end of September. The site start is scheduled for 1<sup>st</sup> October 2018.

**6. CHAIRS REPORT**

The Chair reported.

9<sup>th</sup> August: Chair attended opening of Netherton's new community hall with Evelyn Ferguson. The hall was quite impressive and available for training days and functions. It is lottery funded. It is well worth a visit.

16<sup>th</sup> August: Chair attended GWSF's AGM and Open Meeting with Julie McNeil, Jim Garrow and Evelyn Ferguson. The Guest speaker was Bob Dorcas SNP MSP. He spoke about policies that the Government were implementing. Questions were asked and he intimated he would take them back to parliament.

17<sup>th</sup> August: Attended the 2018 Mary Barbour award in the Royal Concert Hall with George Kelly, Jim Garrow and Evelyn Ferguson. Mary MacPherson from the Calton was a very deserving winner. A presentation was made to Maria Fyfe of a lovely painting of Mary Barbour.

28<sup>th</sup> August: Attended a joint meeting with EVH and GWSF re mentoring.

2/3 September: Attended DTA Scotland Conference in Aberdeen with Jim Garrow and Lewis MacSween (Trust Board). Presentations were excellent. The Housing Minister spoke about 50,000 new homes; Community Empowerment and Community Lead Regeneration. The Empty Homes Fund – 20 councils are doing this and they are hoping 12 councils will co-operate.

7<sup>th</sup> September: Meeting with Maureen Cope, Christine Devine and Annemarie Docherty re Torbrae. We had asked Councillor Malcolm Cunniong to come along to the meeting. He showed us the plans and was going to find out about planning permission.

12<sup>th</sup> September: Attended a SHARE Workshop with Jim Garrow and George Kelly, re Treasury, Risk and Management. This workshop was really good and presentations were about borrowing money.

17<sup>th</sup> September: Attended the H&S Committee meeting. Carried out a H&S inspection of the Stables along with the Housing Manager (Property). No major issues to report.

## 7. CHIEF EXECUTIVE'S BI MONTHLY REPORT – SEPTEMBER 2018

Chief Executive presented his Bi-Monthly Report – September 2018 previously circulated with the agenda.

**Notifiable Event:** The notifiable event previously reported regarding the properties at:-

- 46, 48 and 50 Machrie Drive
- 99 and 113 Barlia Drive

which were not included in the boundary of the title will now be rectified. City Property have agreed to extend the boundary and transfer the land to the Association. Steps are underway regarding the successful transfer of land. The Association, if necessary, will seek the consent of the SHR to include the 5 properties as part of the Nationwide BS Standard Security.

***If required, the Board unanimously approved to delegate authority to the Chief Executive to seek SHR consent for these 5 properties to be included as part of the Nationwide BS Standard Security.***

The Scottish Housing Regulator has confirmed that they have closed the notifiable event.

**SHR Medium Engagement:** The Chief Executive reported that SHR had written to say that they do not “Need to see any further development updates, unless they alert us to a material change to the programme.” The planned feedback meeting with the SHR which was scheduled to take place on 14<sup>th</sup> September 2018 was postponed due to the Chair attending a family funeral. It has now been rearranged to take place on Tuesday 18<sup>th</sup> September 2018.

**Tenants Report Card SHR:** On Friday 31st August 2018 the SHR published the report cards for Scottish Housing Associations. The Association’s performance benchmarks well with the Scottish housing sector. Further benchmarking will be completed for the Association’s report card which will be published in the Annual Report by the end of October 2018. Despite the 4.4% rent increase applied on 1st April 2018, the Association’s average rent levels compare well locally and nationally.

**SHR Feedback on Internal Management Plan and Business Plan:** As part of the Association’s Medium Engagement Plan the SHR requested a copy of our IMP/Business Plan to test compliance against the guidance set by the Regulator for business planning. A copy of the Regulator’s feedback was circulated to the Board for their attention. The Regulator provided recommendations for going forward and they gave many positive comments.

***The Board unanimously approved the Business Plan Assessment Report and Action Plan and to further review progress by April 2019.***

**GWSF Regulation Update:** A copy of the GWSF Regulation Update was circulated with the papers for the Board’s attention.

***The Board noted and approved the contents of the Chief Executive’s Bi Monthly report for September 2018.***

## 8. SCOTTISH HOUSING ASSOCIATIONS' PENSION SCHEME (SHAPS) - 30 SEPTEMBER 2017 FUNDING UPDATE

Director of Finance & IT presented the above update previously circulated with the agenda.

SHAPS were pleased to report that the ongoing funding position (also known as the technical provisions funding) has continued to improve, from 76% at the 30 September 2015 valuation to 87% as at 30 September 2017 (when the 2015 valuation was completed the expected position at this date was 83%).

Another formal valuation will be carried out in September 2018. It is important to note that an individual employer's share of the liabilities in SHAPS can increase or decrease depending on changes to its membership profile and market changes.

***The Board noted the update from the SHAPS Pension Scheme.***

## **9. MANAGEMENT ACCOUNTS – JULY 2018**

Director of Finance & IT presented the Management Accounts for July 2018 previously circulated with the agenda.

This is the third set of accounts for this year. Actual deficit of £122k now fluctuates between a better/worse than the budgeted position [£113k]. We have £27k lower management costs, some temporarily and others likely for the whole year. The deficit arises as before because (1) insurance is paid for whole year, (2) costs are 4 months but rental income is only 14½ wks (i.e. not 17 wks = 4 months).

Bank balance nudged up £34k over the 4 months. Renewable reactive repairs now processed. Arrears remain flat from April which is good but UC from January 2019 will edge this up. No major repairs spend until November. Investment programme £78k spend to date on fees and Church land area.

Covenant ratios – all achieved

KPIs – all achieved

Bank of Scotland: Salaries were previously blocked because of bank error not transferring authorities. Bank have accepted feedback to improve their system and processes. We have £550 from them for all our double workload, phone calls etc. Matter is hopefully resolved.

***The Board unanimously approved the Management Accounts for July 2018.***

## **10. SELECTION OF CONTRACTOR: FABRIC REPAIRS MAINTENANCE CONTRACT 2018-19**

The Director of Operations presented the above report previously circulated with the agenda.

On 28<sup>th</sup> March 2018, the Operations Sub Committee approved deviation from the Procurement Policy for the procurement of the planned fabric works at Hoddam/Ballantay. It was agreed to advertise the contract on the Scottish Government's Procurement Portal 'Public Contracts Scotland' (PCS) as a Quick Quote. Tenders comprising Capability Questionnaire (ESPD format), Tender Quality Questionnaire (TQQ) and Tender Pricing documents were uploaded to the website for interested contractors to complete and return/upload to the PCS Quick Quotes Postbox on/ by 17<sup>th</sup> July 2018.

Five contractors were invited to tender out of which one firm declined as they had just been awarded a major contract, one didn't return and three returned. The three who returned were:  
a) City Building LLP

- b) Stewart and Shields
- c) P&D

A copy of the Tender Evaluation Report outlining cost, quality and price was circulated with the report.

***The Board unanimously approved for City Building LLP be confirmed as the preferred bidder for the Fabric Repairs Maintenance Contract 2018/19. The cost will be within the budget of £360,000 for 2018/19.***

This firm is currently working with Cassiltoun Housing Association and all standard checks on Equal Opportunity Policy; Insurances etc. are already in place.

All applicant firms to be advised of the outcome and give the statutory 10 day period to make any objections.

## 11. **CORPORATE/HR REPORT – QUARTER 2 (UNTIL 3 SEPTEMBER 2018)**

Corporate Services Manager presented the above report previously circulated with the agenda.

Staff Complement: 28.23%

Staff Absence: 0.56%

Board Attendance: 90%

Equal Opportunities Statistics for both board and staff – breakdown given in report

Register of Interest: No change

Discipline & Grievance: Nothing to report

Recruitment: CJS 52 week placement – Assistant Receptionist. This post was successfully filled by Kimberley Lee.

New Staff and Leavers: None

Training & Development: Training plan was has been populated from the Staff appraisal process was circulated to the Staffing Sub Committee at their meeting held on 13<sup>th</sup> September 2018.

Further Education HNC Construction Management (Emma Scott)

Health & Safety /HWL: No health and safety issues to raise. Health & Safety Committee meet monthly to go over manual, compliance etc.

HWL – work ongoing to sustain HWL Gold Standard.

Staff and Board Appraisals: Staff appraisals completed. Board appraisals ongoing.

***The Board noted and approved the content of the Corporate/HR Report.***

## 12. **ROLE DESCRIPTIONS**

The undernoted Role Descriptions for

Chair  
Vice Chair  
Secretary

Were drafted in conjunction with the Association's Rules.

***The Board unanimously approved the Role Descriptions. Copies will be circulated to the respective Office Bearers to read and sign off.***

**13. GDPR UPDATE**

Corporate Services Manager informed the Board that the Association were complying with the new GDPR Regulations. All fair processing notices were in place.

The Association had received a request for information under the GDPR Regulations. This request was dealt with promptly and the register updated.

Teresa McGowan enquired if there was a cost to providing this information. Corporate Services Manager to check and report back.

**14. CORRESPONDENCE**

***SHARE Membership Certificate for 2018/19:*** Copy received.

***Caring Operations Joint Action Council (COJAC):*** Letter requesting a donation for their fundraising event on 26<sup>th</sup> October 2018. ***The Board approved in conjunction with the Donation Budget to donate a bottle of spirits.***

**15. APPLICATIONS FOR MEMBERSHIP**

The Board considered 7 membership applications as outlined by the Corporate Services Manager.

The Board noted the eligibility of the applications had been checked.

The Board noted and unanimously approved for the members to be added to the Share Membership Register and that Share Certificates would be issued.

**16. USE OF SEAL**

The use of seal was used on 4 occasions.

**17a. ENTITLEMENTS, PAYMENT AND BENEFITS**

None

**17b. ENTITLEMENTS, PAYMENT AND BENEFITS POLICY - REVISED**

Corporate Services Manager presented the above revised policy.

The Policy was unanimously approved by the Board.

**18. SUBSIDIARY & SUB-COMMITTEE DECISIONS MADE BETWEEN 14TH AUGUST – 17TH SEPTEMBER 2018**

**Cassiltoun Trust AGM & Board Meeting – 5<sup>th</sup> September 2018**

Election of office bearers

Chair – Anna Stuart

Vice Chair – Christine Devine

Treasurer – Charlie Millar

**Regeneration Sub Committee – 6<sup>th</sup> September 2018**

Remit of Regeneration Sub Committee – Approved

**Nursery Site**

- a) Regeneration Sub Committee approved to give delegate authority to the Chief Executive to submit the Study to DRS, seeking approval for the scheme to be considered for inclusion within the Council's Affordable Housing Investment Programme.
- b) Regeneration Sub Committee approved delegated authority be given to the Chief Executive to undertake negotiations, based on the Link Group Framework, for the appointment of a design team, should the Council give approval to take forward the project within the Affordable Housing Investment Programme

Architect:	Collective Architecture
Quantity Surveyor	Brown and Wallace
Energy Advisor	Carbon Futures
Structural Engineer	G3 Group
Principal Designer	G3 Group
M+E Engineer	G3 Group

- c) Regeneration Sub Committee approved that should the Council give approval to take forward the project, delegated authority be given to the Chief Executive to (a) select three Landscape Architect firms to be invited to take part in a mini-competition for a commission on the project and (b) carry out selection process

Vulnerable Adults & Child Protection Policy - Approved

Digital Inclusion Strategy – Approved

**Staffing Sub Committee – 13<sup>th</sup> September 2018**

Approval given to the undernoted

Temporary Housing Managers roles are extended until March 2020.

To award responsibility payment to the current Technical Officer to cover Clerk of Works responsibilities during the Association's development programme.

To review the role of the current Customer Services Assistant (Technical) taking into account additional responsibilities, Grade 4, PA9-12

To extend the Estate Assistants current temporary contract for one year

To consider the option of creating a Senior Housing Officer to support the temporary Housing Manager (Services).

Admin Assistant CJS – approved to increase working hours by 10 hours per week effective from 17<sup>th</sup> Sept 2018

Approved the undernoted policies

Shared Parental Leave  
Entitlement, Payments & Benefits  
Smoke Free

The Board noted the Subsidiary and Sub Committee decisions.

## 19. **HEALTH & SAFETY/HWL**

**H&S:** No issues to report. H&S Committee meeting took place today, 17<sup>th</sup> September 2018. Audit of Stables carried out – no issues to report.

**HWL:** Ongoing work to meet the criteria to sustain the Gold Award.

## 20. **A.O.C.B**

**Chief Executive – Notification to retire:** The Chair informed the Board, that the Chief Executive had notified her of his intention to take early retirement as at 31 March 2019. This has come as a great shock and his departure will be a great loss to Cassiltoun but we wish Charlie a long and happy retirement.

This notification is regarded as a Notifiable Event to the Scottish Housing Regulator. The Chair will notify them tomorrow at their planned meeting but will also update the Scottish Housing Regulator portal.

The Board were presented with a Recruitment Timetable (Indicative) which they unanimously approved. A brief will be prepared to appoint a Recruitment Consultant to assist with the recruitment process.

## 21. **DATE OF NEXT MEETING**

Wednesday 31<sup>st</sup> October 2018 at 6.00 pm  
There being no further business the meeting concluded at 7.28 pm

Signature:  
**Chair of Board of Management**

Date: