

CASSILTOUN HOUSING ASSOCIATION

**MINUTE OF MEETING OF BOARD OF MANAGEMENT
HELD ON WEDNESDAY 28TH SEPTEMBER 2022 AT 6.00 PM IN CASTLEMILK STABLES, 59
MACHRIE ROAD/VIA ZOOM**

Present: George Kelly Barbara Dusik
Chris O'Brien Teresa McGowan

In Attendance: Clair Malpas Chief Executive Officer
Paula Brownlie Head of Corporate, HR & Finance
Fiona McGowan Director of Operations
John Williams Asset Manager
Clare MacLean Housing Manager

1a. WELCOME, INTRODUCTIONS, SEDERUNT & APOLOGIES

The Chairperson welcomed everyone to the meeting. There was no fire drill tonight and reminded Board Members of the evacuation procedures.

Apologies were received from Richard Sullivan, Kim McKee, Jennifer McInnes, Anna Stuart MBE, Julie McNeil and Evelyn Ferguson.

The Chairperson enquired if all board members had received their board papers on time and if they had read over them and understood them. All board members confirmed that they had received their papers on time and that they had read and understood the papers.

1b. QUORUM

As per the Association's Rules, the Quorum for the Board of Management Meeting stands at 4 members. Today's meeting is therefore quorate.

2. CONFLICT OF INTEREST (PERMANENT REGISTER)

None

3a. MINUTE OF MEETING HELD ON 22ND AUGUST 2022

The minute of meeting held on 22nd August 2022 where noted and approved on the motion of Chris O'Brien and Barbara Dusik.

3b. MATTERS ARISING FROM MEETING HELD ON 22ND AUGUST 2022

None.

3c. ACTION LIST FROM MEETING HELD ON 22ND AUGUST 2022

| | Details | Person Responsible | Status |
|---|--|--------------------|--|
| Actions from meeting held on 23rd February 2022 | | | |
| 1. | Recruit an additional board member with skills and knowledge in Corporate and Finance | CSM | Ongoing – we will continue to recruit new board members as we have 5 vacancies. This can be removed from the Action List |
| Actions from meeting held on 22nd June 2022 | | | |
| 2. | <i>Item redacted as contains sensitive information</i> | CEO | Completed |
| Actions from meeting held on 22nd August 2022 | | | |
| 3. | Election of Office Bearers, Board membership, subsidiary and sub committee membership – staff to be notified. SHR Portal to be updated | HOCHR&F | Completed |
| 4. | Amalgamation of Regeneration Sub Committee and Operations – Governance Timetable to be updated | CSO | Completed |
| 5. | Treasury Management Report – approved | Fettes McDonald | Completed |
| 6. | <i>Item redacted as contains sensitive information</i> | CEO | Completed |
| 7. | Calendar of Priorities to be updated to reflect the amalgamation of Regeneration and Operations Sub Committee | HOCHR&F | Completed |
| 8. | Policies – approved. Policy Register to be updated | HOCHR&F | Completed |
| 9. | Glasgow West of Scotland Forum Annual Conference, 28th October 2022 in Radisson Hotel – details to be sent to Board Members | HOCHR&F | Completed |

3d. *Item redacted as contains sensitive information.*

4. **PROCUREMENT OF A FACILITIES MANAGEMENT CONTRACTOR FOR BUCHANAN LODGE 2022-25**

Fiona McGowan, Director of Operations presented the above report previously circulated with the agenda.

Item redacted as contains commercially sensitive information.

5. **ASSET MANAGEMENT STRATEGY**

John Williams, Asset Manager, presented the Asset Management Strategy previously circulated with the agenda.

The Asset Management Plan does not just cover the Association's properties as it links to other corporate and strategic aspects of our business.

Section 2 of the strategy highlights our responsibilities as a landlord.

Section 3 covers our asset base and the breakdown of our housing stock and its asset value.

Section 4 highlights our approach to asset investment and value for money.

Section 5 outlines our approach to service delivery and how we manage performance.

Section 6 refers to our Business Plan and how we financially plan to invest in our stock.

The Chairperson thanked the Asset Manager for a full and detailed strategy.

The Chairperson raised on behalf of the Vice Chairperson the renewal of windows being 20 years and that she felt that this was too long. The Chief Executive Officer confirmed that she was currently carrying a benchmarking with other RSLs on their renewal replacement programmes. Some RSLs were extending their replacement programmes. The Chief Executive Officer intimated that she would feedback to the Board once she had completed this exercise.

After discussion, the Board unanimously approved the Asset Management Strategy.

The Chief Executive intimated that there is a small formatting error within the document and confirmed that this will be amended.

6. EQUALITY AND HUMAN RIGHTS POLICY

The Chief Executive Officer presented the Equality and Human Rights Policy previously circulated with the agenda.

After discussion, the Board unanimously approved the Equality and Human Rights Policy.

7. EQUALITY AND DIVERSITY STRATEGY AND ACTION PLAN

The Chief Executive Officer presented the Equality and Diversity Strategy and Action Plan previously circulated with the agenda.

After discussion, the Board unanimously approved the Equality and Diversity Strategy and Action Plan.

8. *Item redacted as contains commercially sensitive information.*

9a. BOARD ANNUAL REVIEW FEEDBACK REPORT

The Head of Corporate, HR & Finance presented the above report previously circulated with the agenda.

The report highlights feedback from the findings of Board Members annual appraisals and also outlined the effectiveness of the Board as a whole and as an individual contributors. It outlined the knowledge and skills the Board hold to strategically lead and manage the organisation.

Item redacted as contains sensitive information.

The Board Training plan will be drafted as a result of the Board Annual Appraisals.

The Board noted and approved the contents of the Board Annual Appraisal Report.

9b. CHAIRPERSON 360 ASSESSMENT REVIEW

The Head of Corporate, HR & Finance presented the above report previously circulated with the agenda.

The Chief Executive met with the Chairperson and gave him the results of the surveys that all board members had returned confidentially to the Head of Corporate, HR & Finance.

The Chair will take cognisance of the areas of improvement that the Board had highlighted during this process.

The Board noted the contents of the 360 Assessment Review.

10. POLICIES

10a. Shared Ownership Buy Back Policy – revised

After discussion, the Board noted and approved the revised Shared Ownership Buy Back Policy.

10b. Chip & Pin Policy – revised

After discussion, the Board noted and approved the revised Chip & Pin Policy

10c. Rechargeable Repairs Policy

After discussion, the Board noted and approved the revised Rechargeable Repairs Policy

10d. Pet Policy – revised

After discussion, the Board noted and approved the revised Pet Policy

10e. Repairs & Maintenance Policy - revised

After discussion, the Board noted and approved the revised Repairs and Maintenance Policy

10f. Community Benefits Policy - revised

After discussion, the Board noted and approved the revised Community Benefits Policy

10h. Tenants Alterations Improvements and Compensation Policy - revised

After discussion, the Board noted and approved the revised Tenants Alterations Improvements and Compensation Policy

10i. Group Financial Regulations Policy

After discussion, the Board noted and approved the revised Group Financial Regulations Policy

11. **CORRESPONDENCE**

Glasgow West of Scotland Forum Annual Conference, 28th October 2022 in Radisson Hotel: Anna Stuart and George Kelly to attend on behalf of the Association.

Community Footpath Volunteer of the Year Award from Paths for All. Our volunteer, redacted as contains sensitive information, was successful in winning this award at tonight's ceremony in the Scottish Parliament, Garden Lobby.

12. **APPLICATIONS FOR MEMBERSHIP**

The Board considered 2 membership applications as outlined by the Head of Corporate, HR & Finance.

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 the Share Certificate would be issued.

13. **USE OF SEAL**

Used on three occasions.

14. **ENTITLEMENT, BENEFIT AND PAYMENTS**

Nothing to report.

15. **NOTIFIABLE EVENTS**

None

16. **HEALTH & SAFETY**

None

17. **SUBSIDIARY AND SUB COMMITTEE DECISIONS MADE BETWEEN 23RD AUGUST – 28TH SEPTEMBER 2022**

Regeneration & Operation Sub Committee Meeting – 31st August 2022

- Evelyn Ferguson was nominated as Chairperson and Julie McNeil was nominated as vice Chairperson
- Homes by the Park
 - *Redacted as contains sensitive information.*
- Tenant Participation Strategy & Action Plan – Approved
- approved the continuation of the necessary action for those who have breached their tenancy agreement, including court action up to and including decree for eviction for recovery or possession, debt outstanding and expenses which if granted will result in the repossession of the property.
- Policy for Rent Management - change from quarterly statements to six monthly statements – Approved
- Procedures for Rent Management and Arrears Recovery – approved
- *Redacted as contains sensitive information.*
- Future Regeneration & Operation Sub Committee meetings would take place on a Thursday at 4pm – approved.

Cassiltoun Trust

AGM and Board Meeting – 7th September 2022

AGM:-

- Audited Accounts 2021/22 – Approved
- Board Membership - approved
 - Anna Stuart MBE
 - Christine Devine MBE
 - Charlie Turner
 - Charlie Millar
 - Evelyn Ferguson
 - Glenn Elder
 - Lewis MacSween
 - Susan Casey
 - Councillor Margaret Morgan
- Chair: Anna Stuart MBE - Approved
- Vice Chair: Christine Devine MBE - Approved
- Treasurer: Charlie Millar - Approved

Board Meeting

- *Redacted as contains commercially sensitive information*
- Management Accounts to 30th June 2022 – Approved
- Traffic Light Report - Approved

Cassiltoun Stables Nursery Board Meeting – 22nd September 2022

Management Accounts – June 2022 : approved

Operational Report: noted and approved

Staffing report re Admin Post: approved

Annual Board Appraisal report: approved

360 Chairperson review: noted

Traffic light reports: noted

Board and staff attendance: noted

Terms and Conditions – revised: approved

18. **AOCB**

Policy Workshops: Dates to be confirmed

Saturday 8th October 2022: Castlemilk Explorers are meeting with the Chair of the Scottish Wildlife Trust and they will be carrying out tree planting. Board Members are invited to come along to plant a tree. Head of Corporate, HR & Finance to send out details to the Board.

SFHA Corporate Governance Conference, Tuesday 4th October 2022: The Chief Executive will be talking at the conference on the topic of Organisational Resilience.

GSEN: Chief Executive will be attending conference and will be talking about community assets.

19. **DATE AND TIME OF NEXT MEETING**

Wednesday 26th October 2022 at 6.00 pm

There being no further business the meeting concluded at 6.47 pm

Signature:
Chair of Board of Management

Date: