

CASSILTOUN HOUSING ASSOCIATION

MINUTE OF MEETING OF BOARD OF MANAGEMENT
HELD ON MONDAY 30TH MARCH 2020 AT 3.00 PM VIA VIRTUAL MESSENGER FACETIME

Present: George Kelly Anne M Stuart MBE
Julie McNeil Kim McKee

In Attendance: Clair Malpas Chief Executive Officer
Paula Brownlie Corporate Services Manager

1a. WELCOME, INTRODUCTIONS, SEDERUNT & APOLOGIES

George Kelly, Chairperson welcomed everyone to the meeting.

Apologies were received from Debbie MacKenzie, Richard Sullivan and Chris O'Brien.
No apologies.

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)

Agenda Item 3 – Cassiltoun Stables Nursery. George Kelly and Anna Stuart declared an interest as they are board members of Cassiltoun Stables Nursery.

3. CASSILTOUN STABLES NURSERY

Chief Executive informed the Board that the meeting today had been called to inform the Board of the current position with regards to Cassiltoun Stables Nursery – its subsidiary. The Board of Cassiltoun Stables Nursery had met prior to this meeting and have approved the recommendations in the paper previously circulated to the Board. As the parent, the Chief Executive wanted them to approve the recommendations.

As the Board are aware, Cassiltoun Stables Nursery were instructed by the Government to close its doors to all children apart from those whose parents were regarded as keyworkers. We currently have 1.6 FTE children per week requiring childcare. **Sentence redacted – sensitive.**

It is recommended that the Board take the decision to close Cassiltoun Stables Nursery on 3rd April 2020 at 6.00 pm as it is no longer viable to keep the nursery open based on 1.6 children and that we are no longer putting our staff at risk in contracting the Coronavirus.

It was also recommended that the Nursery should to take advantage of the Government’s Coronavirus Job Retention Scheme (Furlough) which effectively means that we can obtain a grant of up to £2,500 per employee, to cover 80% of the wages of our employees. All staff should be place on “Furlough Contracts” and that the nursery pay the extra 20% of staff salaries. Glasgow City Council will provide childcare provision to the 3 children.

After discussion, the Board unanimously approved to close the nursery on Friday 3rd April 2020 and take advantage of the Coronavirus Job Retention Scheme and place all staff (with their agreement) on Furlough contracts. It was also approved to pay the extra 20% of staff’s salaries. Furlough contracts will be for the period 4th April – 30th May 2020 and may be shortened/extended based on the Government’s instructions.

4. AOCB

Cassiltoun Housing Association’s current position: CEO informed the Board that with the office now closed, housing staff are contacting all tenants to offer support, inform them how to pay their rent. Only emergency repairs are being carried out. Gas servicing continues to be provided.

Anna Stuart enquired of the position with the newbuild. The CEO informed the Board all sites are now closed as per the Government’s instructions.

Julie McNeil enquired of tenants on Housing Benefit. CEO confirmed that approximately 66% of our tenants received Housing Benefit.

George Kelly infirmed the meeting that the SFHA/GWSF are providing guidance for RSLs with regards to the Coronavirus Pandemic and they are liaising with the SHR.

CEO reassured the Board that the staff team are working behind the scene to provide the best possible service to our tenants. The Communities Team are coordinating the community wide response which has many challenges when you are working with multiple partners.

The Corporate Team will be assisting Board Members to install Zoom which is a virtual way to communicate with each other and to host online Board Meetings.

The CEO thanked all board members for attending the virtual meeting today. She intimated that she will continue to update them on a weekly basis with regards to the Association’s Contingency Plans in relation to the Coronavirus.

Signature:
Chair of Board of Management

Date:

Copies of all reports mentioned within these minutes and any sub-committee reports/ minutes are available on request.