



CATHCART & DISTRICT HOUSING ASSOCIATION LTD

MINUTES OF THE FULL COMMITTEE OF MANAGEMENT MEETING HELD ON TUESDAY 15 OCTOBER 2019 AT 6.30 PM IN THE ASSOCIATION'S OFFICES AT 3-5 RHANNAN ROAD CATHCART

PRESENT:

Committee Member	Attended	Apologies
Marion McMillan (Chair)	✓	
Alastair Penney (Vice Chair)	✓	
Valerie Kyle (Treasurer)	✓	
Bruce Strathearn		✓
Betty Carter	✓	
Sue Harper	✓	
John Forrest	✓	
Chris Carr		✓
Michael Doherty (<i>Leave of Absence</i>)		
Bobby Pollock	✓	
Trudi Tokarczyk		
Gamal Haddou	✓	
Patricia Crockett	✓	

IN ATTENDANCE:

Staff Member	In Attendance
Christine Leitch (Secy)	
Clark Davidson	
Lorraine Glasgow	✓
Morna Smillie	✓
Emma Connelly	✓
Andy Woodburn	✓

70% Attendance

Item No.	Issue	Action by
	The Chair welcomed all attendees to the meeting and thanked everyone for their attendance.	
1.0	Apologies & Declarations of Interest	
1.1	Apologies were received from Christine, Clark, CC and BS.	
1.2	Declaration of Interests – There were no declarations of interest.	
2.0	Approval of Minutes of 12 September 2019	
2.1	The minutes of the Full Committee meeting held on 12 th September 2019 were proposed for approval by SH and seconded by GH.	
3.0	Matters Arising	
3.1	MM brought the following to the attention of the Committee: <ul style="list-style-type: none"> • Item 7.1 Hewitt should be changed to Ewart • Item 8.4 Living Rent is a company so this should be changed to capitals <p>Morna proposed that these changes would be updated in the minutes after the meeting.</p>	

4.0	Development Presentation by Andy Woodburn	
4.1	<p>Marion introduced Andy Woodburn, Development Consultant to the Committee.</p> <p>Andy apologised for the late sending of the Development report as he had mixed up the date of the meeting.</p> <p>Andy then explained that the report is split into 4 sections: Strategy and Policy, Common Repairs, New Build Site 1 and New Build Site 2.</p> <p>Strategy & Policy Andy informed the Committee that a Development Policy has been prepared but is still in draft form and that this would be issued at the next meeting for the Committee to comment on, give feedback or to query.</p> <p>Common Repairs Andy then gave an overview of the Common Repairs section of the report. He discussed that the Design Team has carried out a number of inspections of the properties at Newlands Road and Holmhead Place which has commissioned further studies and surveys.</p> <p>A drain survey was commissioned at Holmhead Place and a CCTV drainage survey for Newlands Road.</p> <p>Andy advised there will be a technical feasibility study carried out which involves digging up the ground and boreholes for soil make up and to establish the condition of the soil.</p> <p>A laser and topographical survey will be carried out to see how far the building is leaning out and in what direction.</p> <p>Andy explained that the engineers have obtained quotes for the technical feasibility study which is <i>(information redacted due to commercial sensitivity)</i>.</p> <p>For the laser and topographical survey they have obtained a quote for <i>(information redacted due to commercial sensitivity)</i>.</p> <p>Andy confirmed that the full technical feasibility study will be ready to be presented at the December Management Committee meeting.</p> <p><i>The rest of the Common Repairs section of the report has been redacted due to confidential information.</i></p> <p>Andy then welcomed any questions on the Common Repairs. No questions were asked.</p> <p>New Build Site 1</p> <p><i>Section redacted due to commercial sensitivity.</i></p> <p>New Build Site 2</p> <p><i>Section redacted due to commercial sensitivity.</i></p>	

	MM and Morna then thanked Andy for his report.	
5.0	Finance	
5.1	<p>Finance Report</p> <p>Lorraine provided an overview of the Finance Report and explained the reason for the new layout was that the report was run on Home Master for the first time. Lorraine promised that the report would have a better look for the next Committee meeting.</p> <p>Lorraine identified that the money was in for the Holmlea Primary School loan. Lorraine then explained that there were two pay as you earn payments for this month and usually there is only one.</p> <p>Lorraine advised that MasterCard have refunded us due to a payment for Bitdefender which she challenged.</p> <p>GH queried how the Finance Report compares to the budget. Lorraine clarified Clark deals with the budget and that the Finance Report is just a cashbook report which shows the incoming and outgoing cash for each month.</p>	
5.2	<p>Bills for Approval and Payment</p> <p>Lorraine gave an explanation of the bills for approval and further discussed that a few invoices were for development such as one was for a site survey and two invoices were for feasibility studies.</p> <p>Lorraine then outlined that £26,800 was spent on planned maintenance and the rest was for day to day repairs and factoring.</p> <p>The bills were approved for payment by SH and seconded by JF.</p>	
5.3	<p>Factoring Arrears Report</p> <p>Lorraine explained that the balance at the end of the month was in credit, however, compared to this time last year it is not as much.</p> <p>Lorraine then gave a breakdown of the credits and reported that there are 3 cases sitting:</p> <p><i>Section redacted due to sensitive information.</i></p>	
6.0	Scottish Housing Regulator – Self-Assessment against the Standards	
6.1	<p>Morna explained that Christine has no further update for this month and that this has been provided for information purposes.</p> <p>All members were happy to leave going through the self-assessment for this month.</p>	
7.0	Management Performance Report	
7.1	<p>Morna provided an overview of the Management Performance Report and noted that the arrears are jumping out the most. Morna explained that she has had one to ones with the Housing Officers and has asked them for a report on the arrears cases and for the action taken to chase the arrears.</p> <p>Morna expressed part of the issue relating to the level of arrears is Universal Credit and that she is working with Home Master to provide a breakdown of which tenants are on Universal Credit and Housing Benefit. Morna stated that</p>	

	<p>she would provide a report on this next month.</p> <p>Morna then went on to explain that due to the September weekend some payments could not be posted and this will be reflected in next month's report. DWP sent in payments but did not send in any information to which accounts payments were to be allocated to for 3 weeks which will now be posted to the correct accounts.</p> <p>Morna changed the layout of former tenants which MM commented is quite clear. Morna advised that the Scottish Housing Regulator did not want so much text in the report.</p> <p>Morna is looking into why there are not many notices of proceedings being issued and to see why the Housing Officers are not following arrears procedures.</p> <p>Morna reported that <i>(property redacted due to sensitivity)</i> is probably the Association's smallest property and due to its size that tenants do not stay in this property for long. This reflects as tenancy not being sustained in the ARC. VK remarked that this is false economy which SH agreed with.</p> <p><i>The rest of the report has been redacted due to confidential information.</i></p>	
8.0	Update on Website Progress	
8.1	<p>Emma explained that she had contacted 360 Innovate regarding implementing cookie consent, purchasing and installing a SSL certificate and fixing the broken links.</p> <p>Gerry provided us with a quote of <i>(information redacted due to commercial sensitivity)</i>.</p> <p>All members were in agreement to proceed with the above works.</p>	
9.0	A.O.C.B	
9.1	<p>Proposed Temporary Finance Assistant</p> <p>MM explained that the position of Finance Assistant has not been filled since October 2017 and there has not been adequate support for Lorraine who has had to take up additional duties.</p> <p>MM proposed to seek for a Temporary Finance Assistant for a period of six months through an agency with a view to this becoming a permanent position.</p> <p>SH asked why the urgency of the post to go through an agency. Lorraine clarified that the previous Finance Assistant did not stay long which was why the post is initially for 6 months.</p> <p>All members agreed with the proposal.</p>	
9.2	<p>FOI Progress</p> <p>Morna informed the members that RGDP came to the office on Monday 8th October 2019 to carry out a Data Compliance Audit which the findings would be made available for the next meeting.</p> <p>Morna was seeking approval for RGDP to become the Association's registered Data Protection Officer (DPO) which is a requirement under FOI.</p>	

<p>9.3</p> <p>9.4</p> <p>9.5</p> <p>9.6</p>	<p>All members agreed to outsource this.</p> <p>Court Action</p> <p><i>Section redacted due to personal information.</i></p> <p>Report on Bulk Uplift Contractor Morna reported that Upkeep are no longer taking on outside works and instead solely focusing on Shettleston Housing Association. The Association have another contractor on our list, CleanScene who are able to carry out this type of work.</p> <p>Issues with contacting the council were then discussed and Morna reasoned that action would need to be taken if the bulk was left lying for a long period of time and attracting rats.</p> <p>JF asked who he would phone regarding bulk uplifts, the office or the council. Morna explained that it would be at the discretion of the Association to carry out bulk uplifts.</p> <p>Policy Review The following policies were presented for review:</p> <ul style="list-style-type: none"> • Privacy Policy • Data Breach Management Procedure <p>All agreed they had read the policies.</p> <p>The policies were proposed for approval by SH and seconded by VK.</p> <p>Membership Application</p> <p>One membership application was presented to the Committee.</p> <p>The Committee noted that the eligibility of the application had been checked.</p> <p>The Committee then approved the membership application, and confirmed that the member would be added to the Share Membership Register and that a Share Certificate would be issued.</p>	
<p>9.7</p>	<p>Wi-Fi Password SH requested if the Wi-Fi password is changed if all Committee members could be notified of this as this would need to be updated on the Committee ipad's.</p>	
<p>10.0</p>	<p>Date of Next Meeting The next Full Management of Committee meeting will be held on 19th November 2019 at 6:30pm.</p>	