



CATHCART & DISTRICT HOUSING ASSOCIATION LTD

MINUTES OF THE FULL COMMITTEE OF MANAGEMENT MEETING HELD ON TUESDAY 21 JUNE 2022 AT 6.30 PM IN THE ASSOCIATION'S OFFICES AT 3-5 RHANNAN ROAD

PRESENT:

Committee Member	Attended	Apologies
Marion McMillan (Chair)	✓	
Alastair Penney (Vice Chair) <i>(Zoom attendee)</i>	✓	
Chris Carr (Treasurer) <i>(Zoom attendee)</i>	✓	
Sue Harper	✓	
Bruce Strathearn		✓
Valerie Kyle <i>(Leave of Absence)</i>		
Betty Carter	✓	
Trudi Tokarczyk		✓
Gamal Haddou	✓	
Patricia Crockett	✓	
Teresa Gallagher		✓

IN ATTENDANCE:

Staff Member	Attended	Apologies
Christine Leitch (Secy)	✓	
Lorraine Glasgow		✓
Morna Smillie	✓	
Emma Connelly	✓	
Paul Farren	✓	
Claire Beckley	✓	

Attendance 64%

Item No.	Issue	Action by
1.0	Apologies, Declarations of Interest & Notifiable Events	
1.1	Apologies were received from LG, BS, TG, and TT.	
1.2	There were no declarations of interest.	
1.3	There were no notifiable events to report.	
2.0	Presentation on Proposed Development	
2.1	<p>Marion introduced Paul Farren from (Company redacted) to the Committee.</p> <p>Paul explained he would deliver a brief presentation on the proposed site at (Address redacted)</p> <p>Section redacted due to commercial sensitivity.</p> <p><i>Paul Farren left the meeting at 7.00 pm.</i></p>	

3.0	Data Protection Compliance Training	
3.1	<p>Claire Beckley, Data Protection Officer introduced herself to the Committee and explained she would deliver a brief training session on data protection compliance and then would provide an overview of the progress report.</p> <p>She then covered the following in the session:</p> <ul style="list-style-type: none"> • Legislation • Non-domestic use of personal data • What is personal data • Special category personal data • Key terms • Use of third parties • Example of processing activities • Lawful bases for processing personal data • Consent • Data protection principles • Data subject rights • Subject access requests • Personal data breaches • Data protection impact assessment (DPIA) • Actions available to the ICO. <p>Claire presented the project planner for the year and described the work in each area such as governance, policies, privacy notices, individuals' requests, training, data protection impact assessments, breaches, processes for maintaining data, disposal of data, data processors, data sharing, ICO accountability tracker and implementing a risk register for data protection.</p> <p>CC mentioned that he had seen on Twitter that there are proposals for changes in data protection legislation. Claire advised that (Company redacted) is holding an event on 28th July to run through the main changes and how they might impact businesses. The invitation is open to all clients and their committee members. Claire mentioned her views on the proposals are mainly terminology changes as opposed to process changes. Although there is the removal of key GDPR articles, the requirement for compliance is still there. Other changes include the capacity for political parties to rely on 'soft opt-in' for marketing purposes which they cannot currently do and the extended ability for people to use medical data in the area of research.</p> <p>GH asked who has the role of the data controller. Claire confirmed the data controller is the housing association and the Management Committee is responsible in part for compliance with data protection legislation.</p> <p>SH referred to the third parties in the progress report and asked if CDHA has agreements in place. Christine confirmed we carried out a big exercise by sending these out to all data processors. Claire added that there (number redacted) outstanding agreements which is a very low number. She emphasised these agreements are important for the association to protect ourselves.</p> <p><i>Claire Beckley left the meeting at 7.30 pm.</i></p>	

4.0	Minutes of the Full Committee of Management Meeting 19 April 2022	
4.1	The minutes of the Management Committee meeting held on 19 th April 2022 were proposed for approval by SH and seconded by PC.	
5.0	Matters Arising	
5.1	There were no matters arising.	
5.2	<p>Follow Up Actions Report Emma went through the key highlights and actions taken arising from the meeting. She noted the following:</p> <p>7.1 Management Performance Report Morna will be presenting a comparison with other RSLs on the ARC indicators later on and paper copies have been provided.</p> <p>10.1.4 Following the Committee's recommendations, the Equality Impact Assessments in the Asbestos Management Policy and Gas Safety Inspection Policy have been amended. These can be found in Appendix 1 and 2.</p>	
6.0	Minutes of the Finance & Audit Sub Committee Meeting 24 May 2022	
6.1	The minutes of the Finance & Audit Sub Committee meeting held on 24 th May 2022 were proposed for approval by GH and seconded by CC.	
7.0	Matters Arising	
7.1	There were no matters arising.	
7.2	<p>Follow Up Actions Report Emma went through the key highlights and actions taken arising from the meeting. She noted the following:</p> <p>8.0 ARC 2021/22 A green box was covering one of the figures in the return. This was just a formatting issue due to the documents for the Committee papers being merged on PDF.</p> <p>9.5 Policy Review Andy has completed an Equality Impact Assessment for the Sustainable Development Policy. This can be found in Appendix 3.</p> <p>Emma explained she has changed the wording from received to informed in the Complaints against the Chief Executive/Director Policy and has also added more information on digital to the Communications Strategy.</p>	
8.0	Finance	
8.1	<p>Finance Report Christine provided an overview of the Finance Report and covered the bank reconciliation, transfers, and regular payments. She highlighted the amount on deposit has gone down and this is expected as we are paying for our share of the work at (address redacted) without borrowing.</p> <p>MM highlighted on the payment run that (companies redacted) are both down for EPCs. Christine detailed that much of the focus in maintenance just now is the landlord compliance project and trying to get much of that work done as possible. Grahame sourced another company so we can get more work done quicker. Christine highlighted the pricing is very similar.</p> <p>SH asked about the (company redacted) service. Morna explained we have some tenants that have chosen to keep the service on themselves, and she and Lynsay are attending a service review meeting with (company redacted).</p>	

8.2	<p>SH asked those who got it for free are they not receiving this for free anymore. Christine confirmed it was free for a limited period and tenants had the option to keep it on after the free period ended. Christine advised we are paying (figure redacted) quarterly and we would check what this includes. Morna confirmed she would ask for a breakdown.</p> <p>Factoring Arrears Report</p> <p>Christine advised that the factoring bills were sent out recently. She then referred to the arrears cases and noted Lorraine has taken the usual actions to collect the funds.</p>	MS
9.0	<p>Directors Report</p>	
9.1	<p>(Address redacted)</p> <p>Christine explained she and MM were invited to visit the (address redacted) flats which have been retrofitted to Passivhaus EnerPHit standards. The flats are owned by (organisation redacted) and the architects are (Architects redacted). Christine commented the flats are very impressive in a lot of ways, however, they are very small flats with little storage. Air source heat pumps have been installed on the ground and 1st floors and there is gas central heating on the 2nd and 3rd floors. They also have triple glazing windows and internal wall insulation. Christine added they are very sealed little units, and it is a fantastic thing they have done in a tenement. MM commented the flats are very small and the bedroom would fit a single bed but would not be able to fit a wardrobe. Christine explained the flats were done in conjunction with (University redacted) and is an example of how to achieve EESSH2 in tenements, but it is way beyond being practical for every tenement in Scotland.</p> <p>SH asked about families. MM explained the flats are suitable for 1 person but too small for two people. GH asked why gas is only in on the upper floors. MM advised they could not put heat pumps any higher in a tenement and this can only heat the bottom 2 floors. She added that she spoke to (name redacted) from (organisation redacted) at the SFHA Annual Conference, and he stated they had insulated the inside of the pitch of the roof.</p> <p>MM expressed it reminded her of the Glasgow House at the City Building Academy. She advised two semi-detached were built to Passivhaus standard and one half is left as the shell so you can see how it is constructed and the other half has been completed. MM suggested the Committee could arrange a visit at some point.</p>	
9.2	<p>Regulatory</p> <p>Christine reported she received an email from the SHR querying a few points in our ARC return. They questioned the difference in refusals as this year we reported (number redacted) and last year was (number redacted). Christine reasoned this is largely due to Covid and this year we sent out letters of consideration, so we had prospective tenants waiting for the flats to become available for letting. The SHR thought the void figure was quite high and Christine suspects this is due to the flats at (address redacted) being untenanted and not having a rent set against them. (Address redacted) is on site too.</p> <p>A copy of the stock condition survey will be sent to the SHR.</p>	
9.3	<p>Governance</p>	

9.3.1	<p>Committee Appraisals</p> <p>Christine noted the training needs identified through the Committee appraisals. She advised there is still (number redacted) training session left for this year and she was hoping to have (name redacted) deliver a session in (date), however, this has not been arranged yet.</p> <p>Christine then suggested various trainers. She expressed she is not sure who would be best to do training on energy efficiency as this is a contentious area and there is no tight guidance.</p>	
9.3.2	<p>Staff Appraisals</p> <p>Christine advised the staff appraisals have not been issued yet and she will get those underway in the summer.</p>	
9.4	<p>Development</p> <p>Section redacted due to commercial sensitivity.</p>	
9.5	<p>Housing Management System</p> <p>Christine detailed that our housing management system developer has developed new modules. Based on the cost, Christine has given them confirmation to install both modules. SH commented she spoke to the developers at the SFHA Annual Conference, and they were excited about the modules.</p> <p>Christine emphasised the importance of keeping the information on our stock condition survey live, accurate, and up to date. The developers have provided us with a data loading sheet so we have all of our components loaded onto it through the stock condition survey and they will be able to drop this onto the test system.</p> <p>Christine advised she will be bringing the information from the stock condition survey and report to the August meeting. The SHR and accountants will also receive a copy of the stock condition survey in its final form.</p>	
9.6	<p>Close Painting</p> <p>Christine advised she put out an outlay statement to (company redacted).</p>	
9.7	<p>Landlord Compliance</p> <p>Christine explained there are two tender reports for the Electrical Inspection Condition Reports (EICRs) and the renewal of gas boilers. Grahame has been working on the gas boilers through the (organisation redacted). (Companies redacted) would be supplying the same boiler, but (company redacted) tender is more competitive.</p> <p>Christine informed the Committee that (name redacted) is back to work and started on Monday, however, (name redacted) is off sick and we are proposing to keep Grahame on. She expressed Grahame is doing a good job on the landlord compliance work.</p>	
9.8	<p>Annual External Audit</p> <p>The external audit started this week and the accountants have provided the relevant information.</p>	

9.9	<p>Flats Proposal Section redacted due to commercial sensitivity.</p>	
9.10	<p>Strategic Review Christine explained following the away day and the discussion that (name redacted) gave, she has had discussions with (name redacted) and MM, and they are going to ask (name redacted) to carry out a Strategic Review which will look in detail at how we go forward, look at the stock condition survey, where to look at spending and will take on the views of Committee and Staff. (Name redacted) has quoted approx. (amount redacted) to carry out the review. Christine advised this would provide the Committee with assurance ahead of the assurance statement. MM expressed this will give us reassurance going forward.</p>	
9.11	<p>Appendix 1 & 2 – Tender Reports for EICRS and Boiler Renewal Christine explained the EICRs tender was advertised on Public Contracts Scotland, and we received (number redacted) tender from (companies redacted).</p> <p>Christine recommended that the Committee accept the tender. She highlighted that (number redacted) is the number of properties that are outstanding this year.</p> <p>The boiler replacement tender went through the SPA framework and (company redacted) came out to be the most advantageous. SH commented that they are quite a good contractor.</p> <p>The tender reports were proposed for approval by SH and seconded by MM.</p>	
10.0	Housing Management	
10.1	<p>Management Performance Report Morna provided an overview of the Management Performance Report.</p>	
11.0	A.O.C.B	
11.1	<p>Business Plan Christine explained the written section of the Business Plan has been provided to the Committee. It was noted that the work plan was missing, and it was agreed the Business Plan would be brought back to the August meeting. The accountants will be adding information to the financial sections.</p> <p>GH referred to the SWOT analysis and mentioned Brexit has already happened and inflation already exists so this should be a threat. He also suggested putting in disposals of properties as an opportunity and a weakness could be landlord compliance. CC asked if we should refer to Scottish Independence. Christine advised this may be part of next year's business plan if it materialises.</p>	
11.2	<p>Regulatory Review Compliance Report Christine explained the regulatory compliance review report shows the Association's compliance position as of (date redacted). She then provided an overview of the compliance table.</p> <p>Christine explained she is fairly comfortable going back to the SHR to let them know we are still on track to be fully compliant by the end of (date redacted). She advised the compliance reports and ongoing reports are part of us working towards the assurance statement in October.</p>	

11.3	<p>Tenant Focus Group</p> <p>Emma explained Grant is putting together a tenant focus group on climate change and EESSH2 and was looking to see if any of the Committee would be interested in participating in this. Christine advised Grant was looking for someone on the Committee to volunteer and we would identify some other tenants so we can get some ideas and discussion around the table.</p> <p>The Committee agreed on looking at this at a later date once Grant has identified other tenants.</p>	
12.0	Date of Next Meeting	
12.1	<p>The next Management Committee meeting will be held on 16th August 2022 at 6.30 pm.</p> <p>There being no further business, the meeting closed at 8.30 pm.</p>	