

**KINGSRIDGE CLEDDANS HOUSING ASSOCIATION
MANAGEMENT COMMITTEE MEETING
HELD ON 21st MAY 2024 at 5.45pm
IN THE ASSOCIATION'S OFFICE**

Present: Elaine Shaw – Chair (ES)
John Barclay – Vice Chair (JB)
Arlene Martin (AM)
Fiona Mills (FM)
Jane McDonald (JM)
Kirsteen McLerie (KM)
Louise Herity (LH)
Margaret Mackenzie (MM)
Jane Atkins (JA)

In Attendance: Daniel Wilson (DW)
Alex Cameron of Quinn Internal Audits (AC)
Ikra Aziz (IA)

1. APOLOGIES

Bobby Ward

2. DECLARATION OF INTEREST

DW and IA declared an interest; as employees, they are subject to HR policies, and DW is particularly subject to the Principal Officer Remuneration Policy.

- Disciplinary
- Principal Officer Remuneration

3. MINUTES OF PREVIOUS MEETING HELD 30th APRIL 2024

The minutes of the previous meeting were approved on a proposal by KM seconded by JM.

4. MATTERS ARISING

DW advised MC of updates for the following items:

- Item 6. Lorna Ravell from EVH will be carrying out the appraisals over the phone as requested by MC.
- Item 9. DW has emailed MC a link which allows them to have access to the online evidence bank. DW re-iterated the important role that the evidence bank plays in the governance of the Association and asked all MC members to log in and familiarise themselves with this. He detailed that if any member wished for training or assistance, they should contact him.

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- Item 13. The vacancy for Administrative Assistant is now on EVH and Indeed and has gathered a lot of interest. Once the advert closes, we shall look to shortlist.

MC noted the updates.

5. CORRESPONDENCE

DW advised that Helen Shaw (Director of Regulation) from the Scottish Housing Regulator had sent a letter regarding the republished Regulatory Framework and Statutory Guidance.

DW advised MC that the Board Away Day is Saturday 24th August where MC will be setting the strategic objectives as detailed within the corporate plan, this will help provide clarity of direction for the organisation for the next 3 years. MC discussed the importance of this event and advised that all members that are yet to confirm should contact DW as soon as possible.

6. INTERNAL AUDIT PLAN

AC detailed to the MC an overview of the Internal Audit Plan and the audit process. The purpose of the Internal Audit Plan to provide an external review of processes currently in place within the organisation and to highlight current and future risks. AC will also review in comparison to sector-wide best practices and advise MC of any areas requiring improvement. AC confirmed that he will work closely with the staffing team but that his findings will be reported directly to the MC.

AC advised that this year's audit will be split into 4 parts and will specifically cover the areas of governance and Asset Management by analysing the following topics:

Assurance Statement
Tenant Safety
Gas Safety
Void Management

AC also detailed the areas in which we will look to target audits in the following years, with the plan predicting these areas up till 2028/29. MC confirmed with AC that these may be changed to address new risks becoming identified during this period.

MC were pleased with the overview and have noted the upcoming internal audit to be conducted by Quinn Internal Audit and will be updated of the findings throughout the process.

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7. TREASURY MANAGEMENT

DW presented the Treasury Management report to MC The report summarises that the association is relatively risk averse and the main intentions of the treasury activity are:

- effective management and control of risk
- to protect the capital sums held by the Association
- ensure sufficient liquidity for the Association in its day to day operations
- ensure access to sufficient resources for any future new build activities
- keeping loan costs to a reasonable level

No debt is in place so the plan for 24/25 is simply to continue to make short term deposits for up to 12 months in line with the treasury management policy.

MC discussed and agreed that the Association must continue to keep financially viable as future changes such as EESSH 2 could significantly impact the budget; the MC feeling that higher levels of cash surplus should be maintained until we have clarity over the likely costs arising from EESSH2.

8. LOANS

DW advised MC that the Association has no loans.

9. CHARTER RETURN 2023/2024

DW presented the Annual Return on the Charter (ARC) 2023-2024; MC having been emailed a full copy to review before the meeting. MC discussed performance figures and agreed the figures showed a good performance in all key areas, this having previously been identified in the KPI report last month.

A discussion was had over the time to re-let, as this was an area the MC felt that could be improved. FM advised that the guidance has been updated on the ARC with regard to when the void time has been impacted by the death of a tenant, and the MC asked that DW review this and update the statistics accordingly. DW agreed to meet with the staff team and check the circumstances of our longer voids to see if this has been the case and if there is an opportunity to improve this result. The MC noted that we were still significantly below the average date to re-let for Scotland.

MC agreed that the ARC indicates a satisfactory performance from the Association and approved the submission of the ARC.

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10. POLICIES

a. DW advised MC of updated (tracked changes) for the following policies:

- Information Security
- Compensation

MC reviewed and approved all tracked changes.

b. DW presented MC with the following new policies:

- Disciplinary
- Principal Officer Remuneration
- Privacy
- Write Off

FM asked if there was any procedure in the disciplinary policy that details if a staff member would like to raise a complaint about the Director as other associations have been questioned about the process. DW advised that this may sit better within a grievance policy or the whistleblowing policy. As the latter is due for review in August, DW will look to develop and present this to the MC ensuring it covers this area.

MC approved these new policies.

11. MEMBERSHIP APPLICATION AND CANCELLATIONS

MC noted that there were no changes to the Memberships.

12. A.O.C.B

ES and AM advised MC that they attended the EVH Conference and fed back their knowledge from the workshops regarding the SHR Governance Improvement. MC discussed about attending future conferences and the benefits to be had through training and networking at such events. DW advised he will get the PowerPoint from the workshops attended by to ES and AM for MC to read.

13. DATE OF NEXT MEETING

The next meeting will be on **Thursday 27th June at 5.45pm.**