



CATHCART & DISTRICT HOUSING ASSOCIATION LTD

MINUTES OF THE FULL COMMITTEE OF MANAGEMENT MEETING HELD ON TUESDAY 17 DECEMBER 2024 AT 6.30 PM IN THE ASSOCIATION'S OFFICES AT 3-5 RHANNAN ROAD

PRESENT:

Committee Member	Attended	Apologies
Alastair Penney (Chair)	✓	
Marion McMillan (Vice Chair)	✓	
Chris Carr (Treasurer)	✓	
Sue Harper	✓	
Bruce Strathearn	✓	
Trudi Tokarczyk		✓
Gamal Haddou	✓	
Patricia Crockett	✓	
Lesley Dunan	✓	
Stephen Grimsley	✓	

Attendance 90%

IN ATTENDANCE:

Staff Member	Attended	Apologies
Christine Leitch	✓	
Lorraine Glasgow		✓
Grahame Cairns	✓	
Emma Connelly	✓	
██████████ (Observer)	✓	

Item No.	Issue	Action By
1.0	Apologies, Declarations of Interest & Notifiable Events	
1.1	Apologies were received from TT and Lorraine Glasgow.	
1.2	AP introduced ██████████ who was attending the meeting as an observer. ██████████ is a CDHA tenant who has expressed an interest in joining the Committee.	
1.3	There were no declarations of interest.	
1.4	There were no notifiable events to report.	
2.0	Draft Annual Budget	
2.1	Sean provided an overview of the draft annual budget for 2025/26, highlighting the key assumptions: <ul style="list-style-type: none"> • Rent rise of ██████% and ██████% • Voids at ██████% • Bad debts at ████% • A pay award of ████% plus increments, with a Living Wage adjustment applied. Negotiations are ongoing with ██████████ and the Unions. • Living Wage adjustment applied • Planned maintenance costs of £██████████ • Reactive maintenance costs of £██████████ 	

- Interest rates assumed at █%.

Sean reported an operating surplus of £█ with a projected net surplus for the year of £█. He summarised the balance sheet assumptions, noting that £█ is allocated for component replacements, £█ for development costs and a general allowance of £█ has been included.

Sean confirmed that the budget excludes acquisitions due to uncertainties surrounding timing, repairs, and rental income. He pointed out that last year, acquisitions were also omitted from the budget which was reflected in the projected outturn column. Sean suggested following the same approach this year.

He mentioned that the closing net asset figure for the year is approximately £█. Additionally, Sean confirmed that there are no concerns regarding loan covenant compliance, noting a headroom of about £█ in the interest cover covenant.

Sean asked if there were any questions on the budget.

GH enquired about the percentage increase in overall costs, excluding depreciation and medical adaptations compared to the current year's forecast. He noted that the rents are increasing by █%. Christine clarified that the Committee had agreed to consult on █% and █%. Sean confirmed that the indicative figure stands at █%, but he noted that this figure is distorted. He further explained that the budget includes items that are not regular repairs but one-off expenses, such as render repairs, external doors, and rewiring which have typically not been categorised as components.

GH referred to Sean's email reply regarding his question on depreciation. He explained that the projected outturn would decrease by £█-█. Sean mentioned that he also noticed this when preparing the budget and left a note on the file for the Fettes as he did not want to change the figures. He assured that this would be addressed in the third quarter when doing the projections.

GH referred to the final payment to █ and suggested that next year's reactive costs should be lower than what we have spent for this financial year. Grahame clarified that this payment to █ was made the previous year and was an isolated incident. He pointed out that there has been an increase in reactive and void maintenance costs, with an overspend on voids resulting in a budget increase from £█ to £█. Grahame mentioned differences concerning landlord supply and external factoring. Additionally, one-off expenses have been identified for heating upgrades and rendering work.

Sean expressed that we do not have any control over external factoring costs. Christine mentioned that we have sold █ properties with external factors although this will not have a significant impact.

Grahame advised that we are currently going through a procurement exercise for reactive and void maintenance and the submissions are being reviewed. He explained that we should expect more competitive figures, but emphasised we must base the budget on our current spend this year.

Sean O'Sullivan left the meeting at 6.45 pm.

3.0	Minutes of the Full Committee of Management Meeting 19 November 2024	
3.1	The minutes of the Management Committee meeting held on 19 th November 2024 were proposed for approval by SH and seconded by LD.	
4.0	Matters Arising	
4.1	Christine referred to item 5.7 concerning the new van. She informed the Committee that we have identified an approved installer who has surveyed the site and confirmed we can install two charging points. The estimated cost is around £■■■■■, with the grant covering £■■■■■. Christine is researching the new van and considering options for the existing one. She mentioned the possibility of selling it, while SH proposed trading it in. Christine confirmed she would look at both options.	CL
4.2	Follow Up Actions Report Emma confirmed there were no follow up actions arising from the previous meeting.	
5.0	Minutes of the Finance & Audit Sub Committee Meeting 26 November 2024	
5.1	The minutes of the Finance & Audit Sub Committee meeting held on 26 th November 2024 were proposed for approval by SH and seconded by CC.	
6.0	Matters Arising	
6.1	There were no matters arising.	EC
6.2	Follow Up Actions Report Emma went through the key highlights and actions taken arising from the meeting. She noted the following: 3.0 Assurance Review of Voids During the meeting, ■■■■■ mentioned that he would review the screenshots from ■■■■■. Emma has sent him an email, but he is currently on annual leave. An update will be provided next month.	
7.0	Finance	
7.1	Christine provided an overview of the finance report and covered the bank reconciliation, transfers, and regular payments. She noted that we have received £■■■■■ in HAG for ■■■■■. We have exhausted the grant and the latest update from ■■■■■ is that no further funding will be available. Christine explained that ■■■■■ is taking up the issue. MM asked if this was just for this financial year. Christine advised that ■■■■■ had indicated that going forward housing associations will need to cover ■■■■■ costs. She explained that a returned BACS payment from ■■■■■ occurred because the contractor provided incorrect bank details. The higher payment to ■■■■■ was for the ■■■■■ for our ■■■■■. The payment made to ■■■■■ was for the ■■■■■ fees related to ■■■■■ which is HAG funded. ■■■■■ are the ■■■■■ who helped with the planning application for ■■■■■. LD asked about ■■■■■. Christine confirmed they are a ■■■■■ company that carries out a lot of our repairs. Grahame added that they are also involved in boiler installations.	

7.2	<p>Factoring Arrears Report</p> <p>Christine summarised the factoring arrears report, noting that the balance at the end of November was £[REDACTED]. She advised the balance fluctuates at the point where invoices are issued and payments come in.</p> <p>She then provided an update on the serious arrears cases.</p> <p>Christine advised that the outstanding cases will be followed up in the new year and noted that several have paid in full.</p>	
8.0	<p>Directors Report</p>	
8.1	<p>Regulatory</p> <p>Christine confirmed that there are no engagement issues with the SHR or any notifiable events. The SHR contacted us for additional information on the annual assurance statement and they are satisfied with our response.</p>	
8.2	<p>Governance & Policy Matters</p> <p>Christine noted that [REDACTED] delivered a training session on Health and Safety. She expressed that the session was beneficial, and the Committee felt reassured that most safety measures were in place including proper signage, awareness of muster points, weekly fire alarm tests, and passing the health and safety audit.</p> <p>However, there are a couple of areas for improvement such as conducting a fire drill during a committee meeting which will be planned for either the [REDACTED] or [REDACTED] meeting.</p> <p>Christine also mentioned that she contacted [REDACTED] for a quote on providing Employment Law training for the Committee given the recent changes in employment law. [REDACTED] has confirmed he is happy to deliver the session with an estimated cost of around £[REDACTED]. Christine is exploring potential dates between [REDACTED] and [REDACTED].</p>	
8.3	<p>Staffing</p> <p><i>Section redacted due to confidential information.</i></p>	
8.4	<p>Development</p> <p><i>Section redacted due to commercial sensitivity.</i></p>	
8.5	<p>[REDACTED] Annual Conference</p> <p>Christine expressed that the [REDACTED] Annual Conference was well attended by staff and committee. The format was different this year with panel discussions rather than a speech from a minister.</p> <p>She shared that she attended a workshop on Artificial Intelligence (AI) in Housing, highlighting that [REDACTED] has introduced AI in various areas of their operations. There was discussion on whether AI would lead to job losses. SH explained that while it did not take away jobs, however, when a staff member naturally left the organisation, they looked at that post and could make it part-time, allowing the remaining staff to address other challenges. Grahame has asked Grant and Hayley to explore AI further.</p>	
8.6	<p>New Van</p> <p>Christine reiterated that the approved installer has provided a price, and we are exploring options for an electric van.</p>	

8.7	<p>Budget 2025/26 Sean provided an overview of the draft budget earlier in the meeting. Christine confirmed that this will be subject to amendment and the final version is expected to be presented at the [REDACTED] or [REDACTED] meeting.</p>	
9.0	<p>Rent Arrears Performance Report</p>	
9.1	<p>Grahame summarised the rent arrears performance report, noting a downward trend.</p> <p>He highlighted that the target for tenant arrears is set at [REDACTED]%, while actual performance is [REDACTED]%. Void rent loss target is set at [REDACTED]%, while actual performance is [REDACTED]%. Grahame acknowledged the significant progress made in the reduction in rent arrears. However, he cautioned there could be an increase in arrears over the Christmas period.</p> <p>MM remarked that this was a big improvement and asked if Grahame could pass on the Committee's appreciation to the staff for their efforts.</p>	
10.0	<p>Policy Review</p>	
10.1	<p>Before the undernoted policies were approved, an overview was given of each one.</p>	
10.1.1	<p>Data Protection Policy Emma detailed that this policy is a template provided by the Data Protection Officer. She noted that no changes were proposed.</p>	
10.1.2	<p>Dignity at Work Policy Christine advised that the policy is based on [REDACTED]'s model template and has been updated due to the introduction of the Worker Protection Act 2023 which aims at tackling workplace sexual harassment. She confirmed we are in the process of completing the risk assessment and will organise training for our staff. The policy has also been shared with staff for feedback.</p> <p>The policies were proposed for approval by MM and seconded by PC .</p>	
11.0	<p>A.O.C.B</p>	
11.1	<p>[REDACTED] Annual Membership Christine explained that we have received an invoice of £[REDACTED] from the [REDACTED] ([REDACTED]) for our annual membership. The Committee agreed to renew this.</p>	
11.2	<p>Committee and Staff Dinner The Committee discussed the annual Committee and Staff Dinner and agreed to hold this at [REDACTED].</p> <p>Christine confirmed that she would email staff with two potential dates, [REDACTED] [REDACTED] and [REDACTED] [REDACTED]. She would also contact the [REDACTED] to check on availability.</p>	CL CL
11.3	<p>Reinstatement Surveys Christine informed the Committee that our insurers have requested that the Association carry out reinstatement surveys on our stock to determine the value of each block. [REDACTED] has provided a quote of £[REDACTED], which breaks down to approximately £[REDACTED] per block, with [REDACTED]% of the cost to be covered by the owners.</p>	

	<p>She mentioned that the insurance broker indicated that this would encourage more insurance companies to provide quotes for social housing next year.</p> <p>MM noted that insurance costs had significantly increased last year. SH then asked if the price might go up or down to which Christine suggested that a change of price was possible. GH expressed that it is good to have the reinstatement value</p>	
12.0	Date of Next Meeting	
12.1	<p>The next Management Committee meeting will be held on 21st January 2025 at 6.30 pm.</p> <p>There being no further business, the meeting closed at 7.30 pm.</p>	

Signed

Chairperson

Date