

Cloch Housing Association
Minutes of Board Meeting
held on Wednesday 25 September 2019 at 8.20pm (after the AGM)
at the Beacon Arts Centre, Custom House Quay, Greenock

Present: Julianne Scarlett
 Alison Greenhill
 Eileen Tamburrini
 Karen Wilson
 Brian Corrigan
 Eileen Tamburrini
 Ronny Lee (OTHA Nominee)
 Jackie McKelvie (OTHA Nominee)

Attending: Paul McVey, Director
 Liz Bowden, Corporate Services Manager
 Andy Thomson, Housing Services Manager
 Shonaid Musgrove, Corporate Services Officer

Item	Description
1.	<p>Apologies & Declarations of Interest</p> <p>As there were no office bearers elected yet the Director took the meeting.</p> <p>Apologies had been received from Heather Thomson and Kelly Ferns. There were no noted declarations of interest.</p>
2.	<p>Election of Office Bearers</p> <p>2.1 <u>Election of Chair</u></p> <p>Nominations for the position of Chair were invited. There was only one nomination proposed, seconded and accepted.</p>
2.2	<p><u>Election of Vice Chair</u></p> <p>Nominations for the position of Vice Chair were invited. There was only one nomination proposed, seconded and accepted.</p>
2.3	<p><u>Secretary</u></p> <p>Nominations for the position of Secretary were invited. There was only one nomination proposed, seconded and accepted.</p>



	<p>Resolution</p> <p>The Office Bearers for the year 2019/20 were as follows:-</p> <ul style="list-style-type: none"> • Chair: Julianne Scarlett • Vice Chair: Brian Corrigan • Secretary: Alison Greenhill <p>The Chair took the remainder of the meeting from this point onwards.</p>
<p>3.</p>	<p>Timetable for Meetings to August 2020</p> <p>The Director advised that he has sent out a doodle poll in an email with various parts.</p> <ol style="list-style-type: none"> 1. Choosing a suitable date for the Board one-to-ones with Alison Smith, Consultant. 2. Joint Board meeting with Oak Tree being held on Tuesday 5 November 2019. 3. Agreeing date for the Away Day Options Appraisal with Oak Tree. <p>The Director was asked if the one-to-one meetings would be face-to-face or another alternative. He responded by confirming that they would be face-to-face meetings but a telephone conversation could be held for anyone who was unable to come to the office.</p> <p>Resolution</p> <p>The Board noted the contents of the email.</p>
<p>4.</p> <p>4.1</p>	<p>Review of Policies and Remits</p> <p>The following policies and remits were put to the Board:-</p> <ul style="list-style-type: none"> • Board Remit • Standing Orders • Rules of the Association/Eligibility to Join the Board • Scheme of Delegation • Roles of Board Members <p>The Director advised that the Rules of the Association are currently out for consultation and will be brought back to the Board once a draft is available. However, it was prudent to still carry out the annual review of the current policy in the meantime.</p>

	<p>The Corporate Services Manager advised that the paperwork for the annual sign off on the Code of Conduct, Disclosure of Interest and Eligibility will be posted out in the next few weeks.</p> <p>Resolution</p> <p>The Board approved the policies and remits.</p>
<p>5.</p>	<p>Sub-Committees</p> <p>The Board had previously been circulated with the following reports and remits: -</p> <ul style="list-style-type: none"> • Annual Report on Sub-Committees • Housing & Property Services Sub-Committee Remit • Finance & Corporate Services Sub-Committee Remit • Joint Audit Sub-Committee Remit <p>Resolution</p> <p>The Board approved the annual report and sub-committee remits.</p>
<p>5.1</p>	<p><u>Composition of Sub-Committees</u></p> <p>The Chair asked the meeting to choose which sub-committee they would like to sit on. As neither the Chair or Director had been given direction from the 2 absent members it would be assumed that they shall sit on their exiting sub-committees.</p> <p>Resolution</p> <p>The composition of the Sub-Committees shall be as follows: -</p> <p><u>Housing & Property Services</u></p> <p>E Robertson, B Corrigan, K Wilson, H Thomson, E Tamburrini</p> <p><u>Finance & Corporate Services</u></p> <p>J Scarlett, R Lee, K Ferns, A Greenhill, B Corrigan</p> <p><u>Joint Audit</u></p> <p>J Scarlett, K Ferns, A Greenhill, H Thomson</p> <p><u>Pensions Working Group</u></p> <p>A Greenhill, E Tamburrini, R Lee</p>

	<p>Action</p> <p>The Director advised that a new recruitment exercise will be undertaken to recruit 2 new members to take the Board membership to its full complement of 12.</p>
<p>6.</p>	<p>Acquisition of Single Property</p> <p>The Director spoke to his report. He advised the meeting that the Association was intending to purchase a property at 12 Lyle Street. This purchase would give the Association 100% ownership of this close. The purchase price (inc legal fees) is likely to be in the region of £38,000. Similarly, the Association wishes to sell a property at 11 Killearn Road hoping to achieve a purchase price of around £53,000 (less legal fees). This would still give the Association sufficient funds to purchase the property at 12 Lyle Street.</p> <p>The Director advised that he was seeking Delegated Authority to proceed with the transactions.</p> <p>Resolution</p> <p>The Board gave approval to the Director under “Delegated Authority” for the property transactions.</p>
<p>7.</p> <p>7.1</p>	<p>AOCB</p> <p><u>Inverclyde Common Housing Register (ICHR) Lead Role</u></p> <p>The Board were advised that the current ICHR postholder has tendered her resignation. Initially this post was shared by 2 part time staff (17.5hr/wk each). When one part time worker resigned to take a full time post with Cloch 18-mths ago it was decided not to fill that part time role. All the landlord organisations had met and it was felt that the role had dramatically reduced since its inception and was no longer required to be a full time role.</p> <p>Following this most recent resignation the landlord organisations had met again and decided that during this transitional period of the ICHR project they did not want to fill this remaining part time role. However, they felt that there was a role for some leadership to ensure that key deliverables would be met. It was decided to put out to all landlord organisations a project brief for the ICHR project and see if any staff member wished to carry out (1) an acting up role or (2) increase in hours – for any part time staff.</p> <p>Only 1 applicant, who works full time with Cloch, has made a submission. The Board were advised that this applicant had previously held a part time role in ICHR and had been instrumental in its set up. Interviews will be held on Friday 27 September 2019. If this applicant is successful it will have a cost implication</p>

	<p>for the acting up part. This would be from EVH Grade 7 to EVH Grade 8. The individual would continue to be supported by the Corporate Services Manager who is their line manager.</p> <p>A member enquired at to the length of this trial period. The Director replied for a period of 6 months up to a year when it would then be reviewed.</p> <p>The Housing Services Manager stated that all landlords have devolved responsibility within their own offices for the ICHR project. This role would be the supervision of the project.</p> <p>A member enquired if there would be a change to the successful applicant's contract of employment. The CSM replied there would not. However, there would be a change to the Job Description should the applicant be successful.</p> <p>A member stated that this should be acceptable provided that the applicant's current role, which was still a new one, did not suffer any detriment. The CSM advised that the individual possesses all the necessary skills, experience, knowledge to carry out the post.</p> <p>Resolution</p> <p>The Board noted the above and to be advised of the outcome of the interview.</p>
<p>8.</p>	<p>Date of next meeting</p> <p>The next Board meeting shall be taking place on 8 October 2019.</p>
	<p>There being no other business the meeting closed at 8.45pm.</p>