

CLYDESDALE HOUSING ASSOCIATION LIMITED

Minute of the Management Committee meeting held in St Nicholas Church Hall, Castlegate, Lanark ML11 9DZ on Wednesday 28 August 2019 at 18:00

Present: Pauline Sandford, Chairperson
Carmena Nixon, Secretary
Patrick Ross-Taylor, Treasurer
Brian Moore
Mary Clarke
Brian McNally
Ruth McElhinney
Hazel Galbraith
Catherine McClymont
Susanne Crayton

A quorum was achieved.

In Attendance: The Chief Executive Officer (CEO)
The Depute Chief Executive (DCE)
Finance Manager (FM)
Technical Services Manager (TSM)
Elizabeth Miller, Corporate Services Officer (CSO) minute
Iain McMillan, Housing Officer (HO), observer
Mark Mulholland, Alexander Sloan
Michael Reid, Alexander Sloan

1. Apologies

The Chairperson welcomed everyone to the meeting and introduced Mark Mulholland and Michael Reid from Alexander Sloan.

The Chairperson also introduced Housing Officer, Iain McMillan, to the meeting.

Apologies were submitted by Jeanette Arneil, David Robb and Maggie Botham. Clive Malins and Christine Shookhye are on a leave of absence.

2. Financial Statement for Year Ending 31 March 2019

Mark Mulholland from Alexander Sloan, the Association's Auditor, gave Committee a detailed overview of the Financial Statement for Year Ending 31 March 2019, the Audit Management Letter and the Letter of Representation.

Mr Mulholland asked Committee if they had any questions.

Committee discussed:

- Why the Actuarial losses on defined benefit pension plan was included in page 10, Statement of Comprehensive Income for the Year Ended 31 March 2019. Mr Mulholland advised that this was a standard heading and that the losses should be included in this section of the report.
- Changes to the financial statement signatories. Mr Mulholland advised that he would remove the Vice Chairperson as a signatory and add the Treasurer as a signatory as requested.

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| i) | Committee considered the Management Letter and draft Committee response to the Management Letter. |
| ii) | Committee approved the draft Committee response to the Management Letter and delegated authority to the Chairperson to sign the Committee's response to the Management Letter on behalf of the Management Committee. |
| iii) | Committee considered the Letter of Representation. |
| iv) | Committee approved the Letter of Representation and delegated authority to the Chairperson and Treasurer to sign the Letter of Representation on behalf of the Management Committee. |

3. Covenant Compliance Certificate

The Chairperson asked the FM to present the report. The FM advised Committee that the signed Covenant Compliance Certificate was sent to the bank on an annual basis. She advised the auditors agree that CHA is complying with the covenants contained in the Royal Bank of Scotland loan agreement.

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| i) | Committee authorised the Finance Manager to send the signed Covenant Compliance Certificate to the Royal Bank of Scotland. |
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Catherine McClymont, Mark Mulholland and Michael Reid left the meeting at 18:40.

4. Appointment of Auditors 2019/20

The Chairperson asked the FM to present the report. The FM gave Committee an overview of the report.

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| i) | Committee re-appointed Alexander Sloan as the Association's auditor for the year ending 31 March 2020 |
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5. Approval of Previous Meeting Minutes

The minute of the Committee meeting held on 26 June 2019 was checked for accuracy and approved by the Management Committee.

6. Matter Arising

Page 5, agenda item 12, Post Contract Development Projects. The TSM advised Committee that she has now met with Scottish Water regarding the adoption of the pumping station in Biggar and that progress had been made. She told Committee that she will provide them with an update in due course.

Agreement on Items for AOCB

The Chairperson asked Committee if they had any items, they wished to discuss under AOCB:

- a. Correction to Meeting Schedule;
- b. SHAPS pension conference.

Committee agreed to discuss the 2 items under AOCB.

7. Conflicts of Interest

There were no conflicts of interest.

8. Notifiable Events

There were no notifiable events.

9. Actions from Previous Meetings

The Chairperson asked the CEO to present the report to Committee. The CEO referred Committee to page 4, Meeting of the 26 June 2019 section of the report. He asked Committee for clarification on what action they wished him to take regarding the preferred options for future housing development. Committee agreed that the CEO should open discussions with [REDACTED] regarding joint working and return to Committee with the outcome. Names of potential development partners redacted from public minute - disclosure would be an actionable breach of confidence at this stage.

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| <ul style="list-style-type: none">• Committee considered the Actions from Previous Meetings Report and agreed that progress was satisfactory. |
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10. Health and Safety

The CEO advised Committee that he had nothing to the report.

11. Annual Report by the Secretary

The Chairperson asked the Secretary to present the report to Committee.

The Secretary advised Committee that she had nothing further to add to the report which confirmed compliance with Rules 62 to 67.

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| <ol style="list-style-type: none">i) Committee noted the content of the report. |
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12. Office Accommodation Update

The Chairperson invited the CEO to present the report to Committee. The CEO advised Committee that he had nothing to add to the report. He advised that he had visited the site earlier in the week and that the contractor was making good progress. Committee discussed:

- Another visit to the site. The CEO advised that he will organise 2 site visits for Committee members. The first would take place on a Friday afternoon, for the majority of those who can attend, the second on a Monday for a smaller party of Committee members.

i) Committee considered the report and advised the CEO that no further action was required.

21. Value for Money Statement. New Office Furniture Supplier

The Chairperson asked the CEO to present the report to Committee. The CEO gave Committee details of the procurement route he had followed and details of the office furniture suppliers he and the design team have met with. Committee discussed:

- The quality of the office furniture from each supplier – The CEO advised that Claremont Office Furniture Ltd offered the best quality office furniture.
- The level of customer care from each supplier – The CEO told Committee that Claremont Office Furniture Ltd offered the best standard of customer care.

i) Committee considered the report and the attached appendix relating to office furniture procurement.
ii) Committee approved the appointment of Claremont Office Furniture Ltd as CHA's preferred supplier for office furniture at 39 North Vennel, Lanark on the basis that this supplier offers best value for money.
iii) Committee agreed that the CEO be granted delegated authority to instruct any necessary additional office furniture from Claremont Office Furniture Ltd on condition that total expenditure is contained within the 2019/20 office furniture budget provision of £34,172.

21. Office Lease Extension

The Chairperson asked the CEO to present the report to Committee. The CEO gave Committee a summary of the report highlighting the risks linked with late completion of the office at 39 North Vennel and the options available to CHA.

i) Committee considered the report and the risks associated with the late completion of the new offices at 39 North Vennel, Lanark and how these related to the expiry of the office lease for 99 High Street on 20 December 2019.
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| ii) | Committee agreed that as a way of managing this risk, the lease at 99 High Street, Lanark should be extended until 20 June 2020 and include the option to terminate the lease on 27 March 2020. |
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The CEO told Committee that he had received a call from a representative of the office of the Lord Lieutenant of Lanarkshire. He told Committee they called regarding the opening of the new office and put forward a proposal for someone to open it. Committee discussed the proposal and agreed that the CEO should pursue this with the Lord Lieutenant's office.

13. Governance Issues

13.1 Assurance Statement Action Plan Update

The Chairperson asked the CEO to present the report to Committee. The CEO told Committee that the deadline for the submission to the Scottish Housing Regulator is the end of October 2019. The CEO suggested to Committee that they hold a meeting on Wednesday 16th October 2019 to deal exclusively with this issue.

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| i) | Committee agreed to hold a meeting on Wednesday 16 th October 2019 to discuss and finalise the Annual Assurance Statement submission to the Scottish Housing Regulator. |
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13.2 Schedule for 2019 AGM

The Chairperson asked the CEO to present the report to Committee. The CEO advised Committee that the running order would change slightly as the Tenants' Information Service would be attending to give a talk to members promoting the Tenant Scrutiny Panel.

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| i) | Committee noted the content of the report. |
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13.3 Compliance with Rules 37.6, 39 & 41

The Chairperson asked the CEO to present the report to Committee. The CEO gave Committee an overview of the report and advised he had nothing further to add.

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| i) | Committee noted the content of the report and Appendix 1. |
| ii) | Committee members, Jeanette Arneil, Susanne Crayton, Carmena Nixon and Patrick Ross Taylor agreed to step down and seek re-election in order to comply with rule 39.1. |
| iii) | Committee Members considered the Chairpersons report and agreed that Mrs Arneil be permitted to stand for re-election. |

13.4 Membership Register Report

The CEO advised Committee that two further members had been removed from the Membership Register: [REDACTED] of [REDACTED] and [REDACTED] of [REDACTED]

██████████. Names of removed members redacted from public minute - disclosure would be an actionable breach of confidence.

ii) Committee noted the content of the report.

14. Quarterly Management Accounts to 30 June 2019

The Chairperson invited the FM to present the report to Committee. The FM gave Committee an overview of the report and advised she had nothing further to add to the report.

i) Committee approved the Management Accounts for the period to the 30th June 2019.

15. Treasury Management Report

The Chairperson asked the FM to present the report to Committee. The FM advised Committee she had nothing further to add to the report.

i) Committee noted the content of the report.

16.1 Housing Management Scorecards

The Chairperson asked the DCE to present the report. The DCE gave Committee an overview of the report and made Committee aware of CHA's benchmarking group. Committee discussed:

- Housing Scorecard 7,8 & 9, P6, Percentage of lets during the reporting year made to homeless applicants. The DCE explained the process's involved and advised Committee that there would be an improvement in the coming months.

i) Committee noted the content of the report.

16.2 Eviction Report

The Chairperson asked the DCE to present the report to Committee. The DCE advised she had nothing further to add to the report.

i) Committee noted the content of the report.

17. Corporate Scorecard

The Chairperson asked the CEO to present the report to Committee. The CEO gave Committee a summary of the report and advised he had nothing further to add.

i) Committee noted the content of the report.

18. Policy Review: Rent Arrears

The Chairperson asked the DCE to present the report to Committee. The DCE gave Committee a summary of the report and policy.

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| i) Committee considered the revised Rent Arrears Policy and approved the final version without making any changes. |
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19. Technical Services Internship

The Chairperson Asked the TSM to present the report to Committee. The TSM gave Committee an overview of the report.

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| i) Committee noted the content of the report and confirmed their agreement to the internship proceeding. |
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20. Reactive Maintenance Contract, Lot 2: Extend to Yr. 2

The Chairperson asked the TSM to present the report to Committee. The TSM gave Committee an overview of the report focusing on the contract periods and the contractor's performance to date. Committee discussed:

- The Contractor's performance – The TSM told Committee that both she and her team closely monitor the Contractor's performance and hold regular meetings with them which she believes has helped improve their internal procedures and processes.
- Aligning the contract dates – The TSM advised that aligning Lot 2 contract date with Lot 1 would assist when deciding on the anniversary of the contract end date in November 2019.

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| i) Committee considered the options noted in the report and decided to extend the Lot 2 contract to align with the Lot 1 contract. |
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21. AOCB

- a. The CEO advised Committee that the Audit & Risk Sub-Committee meeting will take place on Tuesday 17 September 2019 at 3pm not 11am as the agenda schedule states.
- b. The FM gave Committee details of the upcoming SHAPS pension conference that EVH is hosting on 25 October 2019 (mid-morning) and asked if anyone would like to attend. Brian McInally advised he would like to attend. Susanne Crayton also advised she would like to attend and would check her diary. The CSO was asked to book 2 places on the course.

The Chairperson thanked everyone for attending and the meeting ended at 19:45.