

CLYDESDALE HOUSING ASSOCIATION LIMITED

Minute of the Management Committee meeting held in St Nicholas Church Hall, Castlegate, Lanark ML11 9DZ on Wednesday 6 February 2019 at 18:00

Present: Pauline Sandford, Chairperson
Carmena Nixon, Secretary
Jeanette Arneil
Susanne Crayton
Margaret Botham
Catherine McClymont
Mary Clarke
David Robb

A quorum was achieved.

In Attendance: The Chief Executive Officer (CEO)
The Depute Chief Executive (DCE)
The Finance Manager (FM)
Elaine Mclvor, Corporate Services Assistant (CSA) minutes.
Maureen Batten, Business Risk Consultant (via Skype)

The Chairperson welcomed everyone to the meeting and introduced new Committee Member David Robb and asked everyone to introduce themselves.

1. Apologies

Apologies were submitted by Patrick Ross-Taylor, Brian Moore and Gillian Callaghan.

2. Conflicts of Interest

There were no conflicts of Interest

3. Agreement of Items for A.O.C.B

The Chairperson advised Committee of the following items to be discussed under AOCB:

- EVH AGM
- SLC Bid
- Training – 20 February 2019

The Chairperson confirmed that the Evaluation would be discussed by Committee after the meeting closed.

4. Conflicts of Interest

There were no conflicts of interest.

5. Budget & Rent Consultation Results

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

Committee discussed:

- Rent Affordability Chart
- Response rates and questions asked
- Comparability with figures on the larger Satisfaction Survey from 2016
- Positive feedback on the proposals from the Clydesdale Tenants' and Residents' Group

- i) Committee noted the content of the report.
- ii) Committee agreed to adopt a rent increase of 3.2% for 2019 2020 based on the results of the rent consultation exercise.

6. Proposed Budget & Rent Setting for the year to 31 March 2020.

The Chairperson asked the FM to present the report. The FM highlighted the changes on the revised budget and asked Committee if there were any questions, comments or points for discussion.

Committee discussed:

- The use of a University student intern to support stock condition surveys in 2019.
- The FM apologised for incorrect variance percentage figures included in the Income & Expenditure Account and advised that this would be corrected for the next report.
- Budget Cash flow – Planned Maintenance and New Office Costs
- 30 year Cash flow projection
- Tenant Participation Costs
- Recruitment Costs
- Item 6.7 Colour font of figures in brackets to be changed from Red to Black

- i) Committee agreed the rent increase of 3.2% for year ending 31 March 2020.
- ii) Committee approved the budget for the year to 31 March 2020.

Maureen Batten joined the meeting via Skype at 6.35pm

7. Briefing Session: Insurance Procurement Process Explained

The Chairperson introduced Maureen Batten to Committee and ask her to present the Insurance Procurement Process. Maureen Batten gave a detailed explanation of the procurement process to include:

- Background to the procurement process
- Tender produced by the FM and Maureen Batten
- The use of the Public Contracts Scotland website to advertise the contract
- How the Evaluation Criteria is set out and adhered to throughout the process
- Preselection of Bidders using a questionnaire
- Bidders – JLT, Arthur J Gallagher & Co and Zurich
- Closing Date for Tenders is Friday 8 February 12 noon.
- Maureen Batten will review tenders and put together an analysis report on terms conditions and pricing, this will be sent to the FM.
- Decision taken on which Bidders will be interviewed by FM and Maureen Batten
- Interviews will take place 14 February 2019 by FM and Maureen Batten
- Purpose of the Interview is to ask questions and ascertain more information.
- Report to Audit Sub-Committee on 26 February 2019 on the Evaluation findings and subsequent referral to Management Committee
- All Bidders notified of Evaluation, their scoring and the reason they were unsuccessful.
- Standstill period – where bidders can challenge the decision by posting questions on Public Contract Scotland portal

Maureen Batten asked if there were any questions.

Committee asked questions on:

- The Term of the Contract
- The Current Provider JLT

Maureen Batten explained that the term was 3 years minimum with an option to extend for another 2 years depending on the performance of the company and the market. She advised Committee she can contacted at any time throughout the period for assistance or advice. She further advised that JLT had recently been bought over by Marsh.

The Chairperson thanked Maureen Batten for her report. Maureen Batten left the meeting at 7.00pm and the skype connection was closed down.

8. A.O.C.B

EVH – AGM

The CEO advised Committee that the next EVH AGM was taking place on 1 April 2019 and that EVH have vacancies on their Management Committee. The deadline for nominations to the EVH Management Committee is 15 February 2019. The CEO asked if there was an interest in attending the EVH AGM, and also if there was an interest in being part of EVH Management Committee.

There was no interest from Committee for either.

SLC Business Improvement District – Lanark

The CEO advised Committee that CHA had received a notice of Ballot for Discover Lanark BID. He asked if Committee had any additional information.

Catherine McClymont provided the background information and advised Committee Gary Winning SLC should be contacted for further information.

The CEO agreed to contact Mr Winning at SLC to get more information and provide an update at the next Committee meeting.

20 February 2019 – Repairs & Maintenance Training

Repairs & Maintenance Training for new Committee members is scheduled and Suzanne Crayton asked if new members would like existing members to attend for support.

The CEO confirmed that the training was open to both new and existing members. He confirmed it will take place on 20 February 2019, at CHA office, from 10am to 1pm.

The Chairperson thanked everyone for attending.

The meeting ended at 7.20pm