

CLYDESDALE HOUSING ASSOCIATION LIMITED

Minute of the Management Committee meeting held in St Nicholas Church Hall, Castlegate, Lanark ML11 9DZ on Wednesday 27 February 2019 at 18:00

Present: Pauline Sandford, Chairperson
Carmena Nixon, Secretary
Patrick Ross-Taylor, Treasurer
Jeanette Arneil
Clive Malins
Suzanne Crayton
Christine Shookeye
Margaret Botham
Catherine McClymont
Mary Clarke
Brian Moore
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.

John Mulholland and Foster Evans from Mullholland Housing Consultancy

The Chairperson welcomed everyone to the meeting, in particular Clive Malins and Christine Shookeye, as well as John Mulholland and Foster Evans from Mullholland Housing Consultancy.

The Chairperson asked for approval to move Item 7 to the start of the meeting. Committee approved commencing the meeting at Item 7.

7. Self-Assessment Report & Improvement Plan

The Chairperson invited Mullholland Housing Consultancy to present their report. John Mulholland introduced the report and highlighted that Clydesdale Housing Association are in a very good position, due to the volume of work that has already been carried out for The Self-Assessment.

John and Foster further explained:

- 3.3 The Summary of the Assessment – all issues identified here will be dealt with by the end of September 2019.
- 3.7 Internal Audit Plan will be in place by 31 May 2019

Committee discussed Equalities Impact.

Committee acknowledged the volume of effort Management Team have made in the preparing for the Self-Assessment.

The CEO thanked Mulholland Housing Consultancy for the external assurance they provided in the process. He further advised Committee that there is still a volume of work to be carried out by Management Team and Committee and Mulholland Housing Consultancy will provide their assurance services again at the of September 2019

- Committee approved the self-assessment outcome for 2018/19 (Appendix 1).
- Committee agreed that self-assessment against the Regulatory Standard is conducted annually going forward.
- Committee approved the new Governance and Financial Management Improvement Plan (Appendix 1) and noted that this will be presented for review at each quarterly Audit & Risk Sub-Committee and 6 monthly to the full Management Committee going forward.
- Committee approved Mulholland Housing Consultancy review of CHA progress in carrying out the improvement plan by time of Committee Meeting on 25/09/19.

Mulholland Housing Consultants left the meeting at 6.20pm

1. Apologies

Apologies were submitted by Gillian Callaghan.

2. Previous Minutes & Matters Arising

The minute of the Committee meeting held on 30 January 2019 was checked for accuracy and approved by the Management Committee. There were no matters arising.

The minute of the Committee meeting held on 6 February 2019 was checked for accuracy and approved by the Management Committee.

Matters Arising

Business Improvement District – Lanark

The CEO provided an update to Committee advising that Clydesdale Housing Association is not eligible to take part in the Bid as CHA are a not a retail Charity.

3. Notifiable Events

There were no Notifiable Events

4. Conflicts of Interest

There were no Conflicts of Interest.

5. Actions for Previous Minutes

South Lanarkshire Rapid Rehousing Plan

The DCE advised that it was confirmed at the meeting on 31 January 2019 that there were no additional resources available. Any resources would be used by the SLC.

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

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

- Letter from Scottish Housing Regulator
- Membership Applications
- Beat the Street
- Food Bank

8. Health & Safety

The CEO had nothing further to add to the report and advised that a fire drill would need to be carried out at a future meeting.

Committee discussed:

- Evacuation Plan for Committee for CHA office Meetings.

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| <ul style="list-style-type: none">• Committee agreed the content of the action plan for Health & Safety administration of CHA to be satisfactory.• Committee agreed the content of the St Nicholas' Fire Action Plan for Staff & Management Committee.• Committee agreed to add Health & Safety as a standing item on all future Committee agendas. |
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9. Referrals from Audit Sub-Committee

The CEO introduced the report and explained that the Sub-Committee had discussed the Insurance Procurement at length during the meeting on 27 February 2019.

9.1 Insurance Procurement

The FM presented the report and advised that Maureen Batten, Internal Business Risk Consultant had attended the Audit-Sub Committee meeting on 27 February 19 gave a detailed report and answered questions. The FM advised that the Audit-Sub Committee considered the facts presented in the report and agreed with the recommendation to appoint JLT as the Insurer for the three year period from 1 April to 2019 to 31 March 2019.

The FM asked for any questions. Committee discussed:

- The prospective Bidders

- The benefits of appointing JLT
- The financial saving

- Management Committee agreed with the recommendation from the Audit & Risk Sub-Committee to appoint JLT as the Insurer for the three year period from 1 April 2019 to 31 March 2022.
- Committee authorised the Finance Manager to inform JLT that they had been successful in being appointed as the Insurer for CHA.

9.2 Review of Terms of Reference

The CEO explained that the Audit Sub-Committee discussed the ToR and advised that while the Audit Sub-Committee can add value, there may be a risk of duplication where discussions are concerned. A review will take place should duplication become an issue.

- Committee agreed with the Audit & Risk Sub-Committee and approved the Sub-Committee's draft Terms of Reference.
- Committee approved the Terms of Reference for the Audit & Risk Sub-Committee replace section 9 of the Standing Orders for Committees and Office Bearers.

9.3 Review of the Internal Financial Controls Policy

The FM highlighted that this report was overdue and confirmed that the approved Policy will be distributed to staff. The FM asked for any question. There were no questions.

- Management Committee considered the referral from the Audit & Risk Sub-Committee and approved the Internal Financial Control Policy.

9.4 Audit & Risk Sub-Committee Annual Work Programme

The CEO presented the report.

- Committee approved the referral from the Audit & Risk Sub-Committee on the Sub-Committee Annual Work Programme.

9.5 External Auditor Procurement

The FM presented the report and highlighted that due to current workload there was no capacity for this procurement to be carried out this year.

- Committee approved the referral from the Audit & Risk Sub-Committee to extend the appointment of Alexander Sloan as external auditor by one year to include the year ending 31 March 2020.
- Committee approved the referral from the Audit & Risk Sub-Committee regarding the procurement exercise for external audit services for the year ending 31 March 2021.

10 Adoption of SFHA Model Committee Role Descriptions

The Chairperson asked the CEO to introduce the report. The CEO explained the report and highlighted that all the role descriptions have been reviewed to take on board the changes included in the revised SFHA Model documents, with the exception of the Treasurer. The Treasurer Role description was based on the original description and the role descriptions described in the SFHA model document.

Committee discussed:

- Clydesdale Housing Association Treasurer Role Description
- No. 2. Working as Treasurer (supported by the Finance Manager)
- 2.3 Attend all meetings of the Association and all MC meetings.
- 2.4 Attend all meetings of the Audit & Risk Sub-Committee.

After discussion Committee agreed to remove the word, “all” from item 2.3 and 2.4. of the Treasurer Role Description. Committee also agreed that the word “all” be removed from each of the Committee Role Descriptions where it was referring to Committee attending “all” meetings.

- Committee considered the content of the attached Role Descriptions for Management Committee Members and Office Bearers, made the necessary changes, and approved a the final form for adoption by CHA.
- Committee agreed on the finalised role descriptions to be used:
 - As part of their preparation for the Committee appraisal meetings taking place in April 2019.
 - For future Management Committee recruitment campaigns.
 - For consideration in future Office Bearer succession planning.

11. Office New Build Update

The CEO gave an update on the report and advised:

- Good progress had been made with the building in the last week.
- No revised programme had been received, this will be discussed at site meeting on Friday 1 March 2019.

Committee discussed:

- The current delay period
- The revised programme delay
- The costs, reasons and benefits for including a cupboard in the multi-purpose room

- Committee authorised the CEO to submit further funding applications in respect of the Clydesdale Community Hub as opportunities become available.
- Committee agreed to re-introduce the cupboard in the multi-purpose room to the construction contract for the Community Hub at a cost of £6,600, plus fees, plus vat.

12. Quarterly Management Accounts

The Chairperson asked the FM to introduce the report. The FM had nothing to add and asked for any questions.

Committee discussed:

- Excess Cash
- Antifraud Training

- Management Committee approved the Management Accounts for the period to 31 December 2018

13. Treasury Management Report

The FM had nothing to add to the report. The CEO referred to the letter issued earlier in the meeting from the Scottish Housing Regulator.

Committee discussed:

- The Letter from the Scottish Housing Regulator
- Inflation and Interest Rates

- Committee concluded the Treasury report to be satisfactory.

14. Housing Management Scorecards

The Chairperson asked the DCE to introduce the report. The DCE had nothing to add.

14.1 Getting Value from Rents & Service Charges

The DCE issued a handout to everyone, giving examples of Technical Arrears. The DCE gave a detailed explanation of each of the examples.

Committee agreed that this assisted the understanding of Technical Arrears.

Committee discussed:

- F1 – % of rent being lost through houses being empty
- C1 - % of total lets to Housing to Urgent Homeless applicants

14.2 Access to Housing & Support

- C1 - % of tenants who feel that the rent for their property represents good value.
- C4 - % of tenants who feel that Clydesdale H.A. is good at keeping them informed about their services and decisions.

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| <ul style="list-style-type: none">• Committee concluded Housing Management Scorecards to be satisfactory. |
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15. Housing Management Report

The Chairperson asked the DCE to introduce the report. The DCE gave a detailed explanation of the report and the graph.

Committee agreed that the DCE be commended for the detail and level of explanation in the report.

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| <ul style="list-style-type: none">• Committee agreed the information provided in the report gave a satisfactory explanation. |
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16. Corporate Scorecard

The CEO had nothing to add. There were no questions.

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| <ul style="list-style-type: none">• Committee concluded the Housing Management Scorecards to be satisfactory. |
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17. Committee Appraisal Training

The Chairperson confirmed that Alan Ferguson from Share would be presenting Committee Appraisal Training on Wednesday 6 March 2019 at 6pm in St Nicholas Church Hall. The Chairperson impressed the need for a full attendance of Committee Members at the training.

Apologies were submitted in advance from:

Patrick Ross-Taylor

Dave Robb currently there is not a requirement for the newest member of Committee to attend.

A copy of the Appraisal Survey for the Self-Assessment, was issued to Committee just prior to the meeting starting.

The CEO asked that Committee make the time to read through the document and complete it. Any questions will be clarified by Alan Ferguson from Share at the training.

A.O.C.B

New Membership Applications

The Chairperson asked Committee for approval of the two Applications for Membership. The forms were issued to Committee earlier in the meeting.

- Committee approved the Membership Applications.

Beat the Street

CSA advised Committee of the Beat the Street Campaign, delivered in partnership with Intelligent Health, SLC Leisure & Culture and the Scottish Government.

The CSA gave an explanation of the Game, to get communities moving and advised Committee that CHA had registered a team, comprising of staff, family, friends and tenants. The CSA also advised Committee on the registration process if there was an interest in being involved. Cards and maps can be collected from the CSA at CHA office.

The CSA also advised that this activity goes towards the Healthy Working Lives Award.

Food Bank

The Chairperson advised that CHA staff would now be making a donation at the end of each month to the food bank, instead of a Festive Donation once a year. Anyone wishing to donate any food, could bring it along to Committee meetings or hand it into the CHA office. All donations are greatly appreciated.

The Chairperson thanked everyone for attending.

The meeting ended at 7.50pm