

CLYDESDALE HOUSING ASSOCIATION LIMITED

Minute of the Management Committee meeting held in St Nicholas Church Hall, Castlegate, Lanark ML11 9DZ on Wednesday 12 June 2019 at 18:00

Present: Pauline Sandford, Chairperson  
Carmena Nixon, Secretary  
Patrick Ross-Taylor, Treasurer  
Margaret Botham, Vice Chairperson  
Catherine McClymont  
Brian Moore  
Brian McNally  
Janette Arneil  
Mary Clarke  
Ruth McElhinney  
Susanne Crayton  
A quorum was achieved.

In Attendance: Chief Executive Officer (CEO)  
Depute Chief Executive (DCE)  
Finance Manager (FM)  
Elizabeth Miller, Corporate Services Assistant (CSO) minute.

**1. Apologies**

Apologies were submitted by David Robb and Hazel Galbraith.

Christine Shookhye and Clive Malins are on a leave of absence.

**2. Approval of Previous Minutes**

The minute of the Committee meeting held on 29 May 2019 was checked for accuracy and approved by the Management Committee.

**3. Matters arising**

There were no matters arising.

**4. Audit & Risk Sub-Committee minutes 21 May 19**

The CEO told Committee that the minutes of the Audit & Risk Sub-Committee meeting held on the 21st May 19 were for information purposes only. He advised that the minutes would be presented at the next Audit & Risk Sub-Committee meeting for approval.

**5. Conflicts of Interest**

There were no conflicts of interests.

## 6. Notifiable Events

There were no Notifiable Events.

## 7. Actions from Previous Meetings

The Chairperson asked the CEO to present the report to Committee. The CEO advised he had nothing further to add to the report and invited questions. Committee discussed:

- The layout of the report – Committee commended the layout of the report.

- Committee considered the Actions from Previous Meetings Report and agreed that progress was satisfactory.

## Agreement on Items for AOCB

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

- Pension Update for Governing Body Members
- Management Committee meeting evaluation records

Committee agreed to discuss the 2 items under AOCB.

## 8. Health & Safety Update

The Chairperson asked the CEO to introduce the report to Committee. The CEO provided an overview of the report to Committee and asked if they had any questions. Committee discussed:

- The links to the Health & Safety Sites. The CEO advised that links to external sites can be accessed via the secure website area.

- Committee considered the Action Plan and agreed that progress was satisfactory.

## 9. Strategy

### 9.1 2019/2022 Business Plan Progress

The Chairperson asked the CEO to introduce the report. The CEO gave Committee an overview of the report and advised that he had nothing to add to it.

- Committee considered the progress made against each Strategic Objective from 2019/2022 Business Plan and agreed that it was satisfactory.

## 9.2 Annual Review of Long-Term Financial Projections – Presentation

The Chairperson asked the FM to present the report to Committee. The FM advised Committee on the purpose of the report and that she would discuss items 9.2 & 9.3 together as they are linked – 9.3 is the first five years of the Long-Term Financial Projections at 9.2. She gave Committee an overview of the content of the report and invited questions on each topic.

- The age profile of CHA properties –The CEO advised that this information will be added to the information held on the secure area of the website. The DCE made Committee aware that the information is also contained within the ARC return.
- Assumptions on rent figures contained within the report – The FM explained that Management Committee had previously agreed to a rent increase of CPI + 1% for a period of 10 years, following this strategy the current plans include a CPI +1% increase until year 8. The FM explained that she had prepared an alternative scenario showing what the position would be if a CPI only increase was applied for the full 30 years.
- Rent reviews – Committee discussed their role in the rent review consultation process.
- Salary Costs – The FM gave Committee an explanation of the percentage increases contained within the report.
- Cash Flow - The FM gave Committee an explanation of cash flow projections from year 1 to year 30.
- Cash inflow and outflow – The FM gave Committee information on rental income and the investment in the Association’s properties.
- Statement of Comprehensive Income – The FM gave Committee an explanation and an overview of this section of the report.
- Balance Sheet - The FM gave Committee an explanation of this section of the report focusing on covenants and loans and advised the Association is in a healthy position and that the plans as prepared showed no breaches of any loan covenants.
- The positive sensitivity analysis, the negative sensitivity analysis and the combined analysis - The FM gave Committee an overview of the analysis reports and the impact of each analysis at year 30. Committee discussed the pension risk. For the benefit of new Committee members, the FM gave everyone an overview of the pension situation. She advised that the up to date pension valuation report has been delayed and that the new valuation details will be available later in the year and Committee will be updated when the valuation has been finalised.

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| <ul style="list-style-type: none"><li>• Committee considered and discussed the 2019 Long Term Financial Projections.</li><li>• Committee approved the 2019 Long Term Financial Projections.</li></ul> |
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### 9.3 5 Year Financial Projections Return

- Committee reviewed and discussed the 2019 Five Year Financial Projections return to the Scottish Housing Regulator.
- Committee approved the 2019 Five Year Financial Projections return.
- Committee authorised the Finance Manager to submit the 2019 Five Year Financial Projections return to the Scottish Housing Regulator.

### 9.4 Annual Loan Portfolio Return

The Chairperson asked the FM to present the report to Committee. The FM gave Committee a summary of the report and the submission to the Scottish Housing Regulator.

- Committee reviewed the 2019 Loan Portfolio Return to the Scottish Housing Regulator.
- Committee approved the 2019 Loan Portfolio Return.
- Committee authorised the Finance Manager to submit 2019 Loan Portfolio Return to the Scottish Housing Regulator.

### 9.5 Risk Management Report

The Chairperson invited the CEO to introduce the report to Committee. The CEO gave Committee details of the new additions to the register. Committee discussed:

- If the pension risk should be added to the risk register - The FM advised that this item was previously on the risk register and Committee agreed that it should be removed. Committee agreed that the Audit & Risk Sub-Committee would review whether to reinstate the risk once the new pension valuation report was received.

- Committee considered the Risk Maps and Risk Management Logs and agreed they represented a robust approach to identifying and managing the risks faced by the Association.

## 10. Governance

### 10.1 Assurance Statement Action Plan Update

The Chairperson asked the CEO to introduce the report to Committee. The CEO told Committee that the report is a repetition of the report presented at the Audit & Risk Sub-Committee meeting on 21 May 19. He gave Committee details of the areas of partial compliance, highlighted in yellow in table 2. Committee discussed:

- Committee considered the report and agreed that progress against the Governance Management Action Plan was satisfactory.

## 10.2 Committee Succession Planning

The Chairperson presented the report to Committee and asked for their views and questions. Committee discussed:

- The mentoring role of the outgoing Chairperson in 2021 and the election of the Vice-Chairperson at that time.
- Committee agreed to discuss this issue in more detail at a future governance workshop to be facilitated by a governance expert – date to be agreed.

- Committee considered the report and agreed that succession planning progress had been satisfactory.
- Committee agreed to discuss the election of the Vice-Chairperson and the mentoring role of the outgoing Chairperson at a future governance workshop to be facilitated by a governance expert – date to be agreed.

## 10.3 Committee Training Summary

The Chairperson asked the CEO to present the report to Committee. The CEO told Committee that the report showed the training that had already taken place and the training that was planned to take place. He advised that the CSO would be in contact with new Management Committee members regarding induction training, he also invited existing Committee members along to the induction training sessions. He made Committee aware that training notes from each session could be found in the secure area of the Website. Committee discussed:

- Business specific training – The CEO advised he would speak to Managers about shadowing sessions and get back to Committee with potential dates.
- The training that had occurred recently – attendees who attended training sessions on the 30 April, 8 May and 21 May 19 advised the training was relevant to their role. However, they also expressed dissatisfaction with the venue - the CSO will contact the venue to convey their dissatisfaction and ensure that the same venue is avoided in the future.

- Dates for future training events – The CEO advised it was for Committee to determine the dates and times of training events. Committee noted the content of the report.
- Committee discussed and agreed that the training sessions that took place on the 30 April, 8 & 21 May 19 were relevant and useful.
- Committee agreed that dates for relevant planned training activities are noted in their diaries.
- Committee agreed to diary dates for planned training activities, subject to the Committee Appraisal Outcome Report, to be presented by SHARE on the 26<sup>th</sup> June 19.
- Committee agreed:
  - That Individual Learning Statements are updated to reflect the training activities they have undertaken.
  - Members review their individual learning statements and identify any further training required.

## 10.4 Exercise of Delegated authority

The Chairperson asked the CEO to present the report to Committee. The CEO advised Committee that this was the first time the report had been presented to them. He gave them an overview of the content of the report and asked for their views on the format of the report and invited questions on the content. Committee discussed:

- The format of the report. It was agreed that the format of the report was satisfactory.

- Committee considered the report and the attached appendix that detailed the levels of adherence to the Scheme of Delegated Authority contained in CHA's Standing Orders.
- Committee agreed that the level of compliance against the scheme of Delegated Authority was satisfactory.

## 10.5 Standing Orders: Remit of the Management Committee

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

- Committee considered the revised Remit of the Management Committee and approved the final version for inclusion in the Standing Orders without making any amendments

## 11. Performance Scorecards

### 11.1 Corporate Scorecard

The Chairperson invited the CEO to introduce the report to Committee. The CEO advised he had nothing further to add to the report.

- Committee noted the content of the report.

### 11.2 Charter Outcomes: Communication & Participation

The Chairperson asked the DCE to introduce the report to Committee. The DCE gave Committee an overview of the report and advised that some figures were not yet available, but the details would be added when information was received.

- Committee noted the content of the report.

## 12. Office Accommodation Update

The Chairperson asked the CEO to introduce the report to Committee. The CEO summarised the main headlines within the report. He made Committee aware of the

delay against the programme and the steps being taken to address this. Committee discussed:

- The Extension of time request – The CEO gave Committee details of the steps being taken by the Architect to address the request made by the contractor. He also made Committee aware that he was closely monitoring the situation and would continue to keep them updated on progress made.

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

### **13. Policy Review**

#### **13.1 Customer Focus Policy & Standards**

The Chairperson asked the DCE to introduce the report to Committee. The DCE told Committee that the Tenants Scrutiny Group were involved in the review of this policy and that the areas highlighted in green were at the Tenants Scrutiny Group's recommendations.

- Committee agreed that the information provided was sufficient for them to approve the revised Customer Focus Policy and Standards.

#### **13.2 Execution of Important Documents & Seal**

The Chairperson invited the CEO to introduce the report to Committee. The CEO advised Committee that he had nothing further to add to the report.

- Committee considered the draft Execution of Important Documents & Seal Policy and approved the final version without making any changes.

#### **13.3 Personal Relationships at Work Policy**

The Chairperson asked the CEO to introduce the report to Committee. The CEO advised Committee that he discussed the draft policy with staff and had nothing further to add to the report.

- Committee considered the draft Personal Relationships at Work Policy and approved without making any further changes.

#### **13.4 Policy Review Schedule**

The DCE asked that this agenda item be discussed at the next Committee meeting scheduled to take place on Wednesday 26 June 2019. Committee agreed.

**AOCB**

- Pension Update for Governing Body Members – The FM made Committee aware of the Pension Update for Governing Body Members event being hosted by EVH on 25 June 2019 and asked if anyone would like to attend. Susanne Crayton and Maggie Botham both expressed an interest in attending. It was agreed that the CSO would organise the bookings for the event.
- Monthly Management Committee evaluation – The Chairperson asked Committee for their views on changing the monthly meeting evaluation to quarterly meeting evaluations. After discussion Committee agreed to make the change on the proviso Committee members could indicate at the beginning of a meeting that there is something they would like to discuss.

The Chairperson thanked everyone for attending. The meeting ended at 20:00