

CLYDESDALE HOUSING ASSOCIATION LIMITED

Minute of the Management Committee meeting held in St Nicholas Church Hall, Castlegate, Lanark ML11 9DZ on Wednesday 16 October 2019 at 18:00

Present: Pauline Sandford, Chairperson
Carmena Nixon, Secretary
Maggie Botham, Vice Chairperson
Brian McInally
Brian Moore
Ruth McElhinney
Mary Clarke

A quorum was achieved.

In Attendance: The Chief Executive Officer (CEO)
Depute Chief Executive (DCE)
John Mulholland, Mulholland Housing Consultancy (MHC)
Elizabeth Miller, Corporate Services Officer (CSO) minute

1. Apologies

The Chairperson welcomed everyone to the meeting.

Apologies were submitted by Susanne Crayton and Christine Shookhye.

2. Conflicts of Interest

There were no conflicts of interest.

3. Notifiable Events

There were no notifiable events

4. External Assurance Validation Report

The CEO and DCE left the meeting at 18:05 to provide the opportunity for the Management Committee to discuss CHA's Regulatory Requirements compliance levels with John Mulholland of MHC without staff being present.

The Chairperson asked Mr Mulholland of MHC to present the report to Committee. Mr Mulholland gave Committee a summary of the report, focusing on:

- a) The self-assessment process: his meetings with the CHA Management Team, the self-assessment session with the Management Committee on 16 January 2019 and his self-assessment outcome report and action plan to Management Committee on the 27 February 2019;
- b) The work carried out by CHA staff and Mulholland Housing Consultancy from February 2019, the improvement plan and the positive changes that CHA have made;
- c) The Scottish Housing Regulator's (SHR) Regulatory Requirements and the evidence CHA have provided to validate compliance;
- d) His assessment that CHA is currently fully compliant with the Regulatory Requirements;

- e) The Annual Assurance Statement submission to the SHR and Committee's involvement in the content the statement.
- f) The work CHA staff, and Committee will have to do to maintain full compliance.

Committee discussed:

- Appendix A, Standards GS3.1 & GS5.3 – Mr Mulholland confirmed that CHA is fully compliant against these Standards.
- Page 5 of the report, Risk Assessment – Committee discussed and agreed that this is an area for discussion at the Audit & Risk Sub Committee.
- The Annual Assurance Statement to the SHR- Mr Mulholland advised that after a meeting he had with the SHR's Director of Regulation, it was his opinion that CHA's Annual Assurance Statement met the SHR's requirements.
- Changes to CHA's Assurance Statement – Mr Mulholland told Committee that the SHR would need to be notified of any future material non-compliance issues during the time between Assurance Statements.

Mr Mulholland left the meeting at 18:20

- i) Committee considered the self-assessment outcome and approved it without amendments.
- ii) Committee agreed that self-assessment against the Regulatory Standards be conducted annually going forward.
- iii) Committee approved the continued review of the Annual Assurance Improvement Plan and noted that this will be presented for review 6 monthly at Management Committee meetings.
- iv) Committee agreed that they had enough assurance to give it confidence to sign the Annual Assurance Statement confirming full compliance on the date of this meeting and authorised the Chairperson to sign the letter to the SHR confirming this decision.

The CEO and DCE returned to the meeting at 18:25

5. Annual Assurance Statement

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

The CEO told Committee that the draft Annual Assurance Statement, presented in Appendix 3, met the SHR's Statutory Guidance on the Annual Assurance Statement. He gave Committee details of the process's CHA will continue to follow once the statement has been submitted to the SHR. Committee discussed:

- MHC Action Plan Report 4.ii – Committee agreed the report was well presented – the CEO told Committee that the action plan would be available on the secure area of CHA's website and that the Management Team would review the plan on a monthly basis and ensure Committee are updated.
- Sharing the report with tenants and stakeholders – The CEO advised that as part of CHA's communication plan the Chairperson would give tenants and

stakeholders quarterly governance reports via CHA's newsletters. He also advised that the Value for Money Statement will also refer to CHA's governance activity.

- The Chairperson thanked staff and Committee for the work they have carried out in preparing the action plan and ensuring CHA's full compliance.

- i) Committee considered the report and the attached appendices.
- ii) Committee reached a conclusion on the level of compliance achieved by Clydesdale Housing Association against the Scottish Housing Regulator's Regulatory Requirements as set out in Chapter 3 of the Regulatory Framework.
- iii) Committee agreed a final version of Clydesdale Housing Association's Annual Assurance Statement for submission to the Scottish Housing Regulator by the 31 October 2019 deadline.
- iv) Committee authorised the Chairperson to sign the approved Annual Assurance Statement on behalf of the Management Committee.

The Chairperson signed the Annual Assurance Statement on behalf of the Management Committee.

6. AOCB

a. Committee Recruitment Campaign Update

The CEO gave Committee an update on Management Committee recruitment. He advised that since the start of the recruitment campaign, he had received 12 expressions of interest. He told Committee he would continue to keep them updated on progress.

Committee discussed the make up of the panel that will meet with candidates: it was agreed that the Chairperson, Vice Chairperson and Treasurer would for the panel. It is anticipated that these meetings will take place on Tuesday 3 December 2019 over the afternoon and early evening of that day – venue still to be determined.

b. Procurement of IT Equipment for New Office Accommodation

The CEO gave Committee a summary of the Sabre System's quotation report. Committee discussed:

- Computer and visual display equipment for the Community Hub – the CEO advised this quotation was for the CHA office area only. He advised Committee that the Community Hub computer and visual display equipment had attracted funding from the Renewable Energy Fund.
- Staff mobile working – the CEO advised that the Management Team were currently reviewing this.

Management Committee were satisfied that the three quotations obtained by Sabre Systems represented a reasonable test of suppliers.

Management Committee approved the acceptance of the quotation provided to Sabre Systems by Servers Plus.

The Chairperson thanked everyone for attending and the meeting ended at 19:30.