

## **CLYDESDALE HOUSING ASSOCIATION LIMITED**

Minute of the Management Committee meeting held in St Nicholas Church Hall, Castlegate, Lanark ML11 9DZ on Wednesday 30 October 2019 at 18:00

Present: Pauline Sandford, Chairperson  
Carmena Nixon, Secretary  
Susanne Crayton, Treasurer  
Maggie Botham, Vice Chairperson  
Brian Moore  
Mary Clarke  
Brian McNally  
Hazel Galbraith  
Catherine McClymont  
A quorum was achieved.

In Attendance: The Chief Executive Officer (CEO)  
The Depute Chief Executive (DCE)  
Technical Services Manager (TSM)  
Elizabeth Miller, Corporate Services Officer (CSO) minute

### **1. Apologies**

The Chairperson welcomed everyone to the meeting.

Apologies were submitted by Christine Shookhye and Ruth McElhinney.

### **2. Approval of Previous Minutes**

The minute of the Committee meeting held on 25 September 2019 was checked for accuracy and approved by the Management Committee.

### **3. Matters Arising**

There were no matters arising.

### **4. Conflicts of Interest**

Susanne Crayton declared a conflict of interest for agenda item 10 (Post Contract Development Projects). It was agreed she would leave the meeting whilst this agenda item was being discussed.

### **Agreement on Items for AOCB**

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

- a. Committee Finance Training with CHA's Finance Manager
- b. Wear it Pink event

Committee agreed to discuss the 2 items under AOCB.

## 5. Notifiable Events

There were no notifiable events.

## 6. Actions from Previous Meetings

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

- Office Bearer training – The CEO told Committee that the CSO would update those attending the Office Bearer training with the proposed dates and times.

i) Committee considered the Actions from Previous Meetings Report and agreed that progress was satisfactory.
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## 7. Development Activity Report

The Chairperson asked the CEO to present the report to Committee. The CEO briefed Committee on the content of the report and an update on the possible future partnership with [REDACTED]. Committee discussed, the financial appraisal to be carried out, development options, the 'turn-key' arrangement, local needs assessment, the proposed developer, shared maintenance of the estate with the lead developer, [REDACTED] and CHA's Housing Management Teams working arrangement, stock condition survey's. [Names of potential development projects and partners redacted from public minute - disclosure would be an actionable breach of confidence at this stage.]

The CEO told Committee that it was too early at this stage to give definitive answers to the points raised. He told Committee that a report would be presented at a future Management Committee meeting to discuss the financial appraisal report and other relevant issues.

i) Committee considered the opportunity to work in partnership with [REDACTED] on the [REDACTED] project.
ii) Committee agreed to consider CHA's appetite for property numbers at this site following a presentation of the scheme appraisal in December 2019/January 2020.

## 8. Committee Recruitment Update

The Chairperson asked the CEO to present the report to Committee. The CEO told Committee that he had a further update to report. He told Committee that he had now received:

- 14 requests for application packs;
- 2 informal meetings had taken place between the candidate and the CEO;
- The CEO has had informal telephone discussions with 3 candidates;
- 1 completed application had been received.

He advised that 1 applicant had since withdrawn their interest in joining Committee. The closing date for applications is 22 November 2019.

i) Committee considered progress made on the Committee recruitment
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campaign and agreed it was satisfactory.

## **9. Office Accommodation Update**

The Chairperson invited the CEO to present the report to Committee. The CEO advised Committee that the contractor was making good progress and that he had nothing to add to the report.

i) Committee considered progress made on the Committee recruitment campaign and agreed it was satisfactory.

## **10. Post Contract Development Projects**

Susanne Crayton left the meeting at 18:45

The Chairperson asked the TSM to present the report to Committee. The TSM told Committee that the situation had not changed from the date the report had been prepared. She advised CHA were looking at several options to help resolve the situation relating to the adoption of the sewage pumping station by Scottish Water.

i) Committee considered the report and agreed progress was satisfactory.

Susanne Crayton returned to the meeting at 18:50.

## **11. Stage 3 Medical Adaptations**

The Chairperson asked the TSM to present the report to Committee. The TSM told Committee that the information contained within the report was also available in the Technical Services Scorecard, she asked Committee if the report would be required in this format in the future. Committee discussed the need for the report and agreed that they should only receive the report in exceptional circumstances such as delays in the adaptation programme or funding issues.

i) Committee considered and agreed that they should only receive the Stage 3 medical adaptation report in exceptional circumstances.

## **12. Technical Services Scorecard**

The Chairperson asked the TSM to present the report to Committee. The TSM gave Committee an overview of the report focusing on People, Innovation and Learning, PIL 1. She made Committee aware that the internship had now ended and that the intern had worked well with tenants and staff. The intern condition survey target was 185 and he completed 205. The TSM advised that given the success of the project she would, with Committee's approval, look to carry out the exercise again next year.

i) Committee noted the content of the report.

### **13. 2019/20 Planned & Cyclical Maintenance**

The Chairperson asked the TSM to present the report to Committee. The TSM gave Committee an overview of the report and advised that the heating tender was now on Public Contracts Scotland website and was generating a lot of interest. Committee discussed:

- Grant funding – The TSM advised that she would bring a report on the Home Energy Efficiency Programmes (HEEPS) funding application to the meeting scheduled to take place on Wednesday 13 November 2019.

i) Committee noted the content of the report.

### **14. Tenants & Resident Safety Report**

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

- i) Committee agreed CHA adherence to their statutory responsibilities was satisfactory.
- ii) Committee approved the price given by ACS Physical Risk Control Ltd for a fire risk assessment of common closes.

### **15. Energy Efficiency Standard for Social Housing 2**

The Chairperson invited the TSM to present the report to Committee. The TSM gave Committee an overview of the report and advised that a future report would be presented to Committee regarding setting CHA's priorities.

- i) That Committee agreed that the information contained within the report was satisfactory.

### **16. SHAPS Pension Scheme**

#### **16.1 Auto-Enrolment Annual Certificate**

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

- i) Committee authorised the 2019 Auto-Enrolment Certificate.
- ii) Committee agreed that the Chairperson be granted delegated authority to sign the 2019 Auto-Enrolment Certificate on their behalf.

#### **16.2 Automatic Re-Enrolment to the Pension Scheme**

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

- i) Committee agreed that the Finance Manager be granted delegated authority to submit the re-declaration of compliance to the Pension Regulator.

### 16.3 SHAPS Actuarial Valuation

The Chairperson asked the DCE to present the report to Committee. The DCE gave Committee a summary of the report. She made Committee aware of:

- the improvement in the funding level
- the reduction to the deficit
- CHA deficit contribution
- The date of the next funding assessment

i) Committee noted the content of the report.

### 17. Policy Reviews

#### 17.1 & 17.2 Rechargeable Repairs & Asbestos Management

The Chairperson asked the TSM to present the report to Committee. The TSM gave Committee a summary of report and policies and advised she had nothing further to add to the report.

- i) Committee considered the revised Rechargeable Repairs Policy and approved the final version without making any changes.
- ii) Committee considered the revised Asbestos Management Policy and approved the final version without making any changes.

#### 17.2 Void Management

The Chairperson asked the DCE to present the report to Committee. The DCE gave Committee a summary report of the policy. She advised Committee of the significant change to the policy which could be found on page 6, 1<sup>st</sup> bullet point, the 14-day time period allocated to family/friends to clear a house following a tenant's death. Committee discussed:

- What CHA's response would be if there was a delay in being notified of a tenant's death – The DCE advised that would depend on the circumstances surrounding the delay and that the Housing Management Team would review each case as it happens.
- What CHA's response would be in the event a tenant had no family or next of kin – The DCE advised that in this instance CHA would take responsibility for clearing and cleaning the property.

i) Committee considered the revised Void Management Policy and approved the final version without making any changes.

#### 17.4 Freedom of Information/Environmental Information

The Chairperson asked the CEO to present the report to Committee. The CEO told Committee that from the 11 November 2019 all Scottish RSL's will now be subject to the Freedom of Information (Scotland) Act 2002 (or "FOISA"). Under FOISA, anyone who requests certain types of information, which CHA holds, it is entitled to be given it although this right is subject to certain conditions and exemptions.

The CEO advised Committee that the Scottish Federation of Housing Association's (SFHA) along with Glasgow & West of Scotland Forum (GWSF), worked in conjunction with TC Young to provide a suite of comprehensive guidance documents that provide template FOISA documentation. Committee discussed:

- Requests for personal details – The DCE advised that requests for personal details is a subject access request and would fall under GDPR regulations.
- How CHA will publicise being subject to FOISA – The CEO advised CHA will meet their statutory duty.
- The Model Publication scheme - The CEO told Committee that FOISA requires Scottish public authorities, including RSL's, to produce and maintain a publication scheme. This means CHA has a legal obligation to publish the classes of information that we make routinely available and tell the public how to access the information and what it might cost. He advised that he is currently working on CHA's model publication scheme which should be available on the website soon.

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| i)   | Committee considered the report, the Freedom of Information & Environmental Information Policy and the Guide to Information.       |
| ii)  | Committee agreed the final versions of the Freedom of Information & Environmental Information Policy.                              |
| iii) | The CEO was granted delegated authority to finalise the Association's Guide to Information for public release on 11 November 2019. |

### **18. Reactive Maintenance Contract: Year 2 Approval**

The Chairperson asked the TSM to present the report to Committee. The TSM reminded Committee that at the meeting held on 28 August 2019 they agreed to extend the Reactive Repairs contract for Lot 2 for 2 months to coincide with the anniversary of Lot 1 renewal date. The new proposal is to extend the Reactive Repairs Contract for Lots 1 & 2 to Davidson & Lindsay Electrical Services for another year. Committee discussed:

- The Contractor's performance – The TSM told Committee that both she and her team closely monitor tenant satisfaction levels and hold regular meetings with Davidson & Lindsay to discuss tenant satisfaction levels and other relevant issues.

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| i) | Committee agreed to extend the contract for Reactive Maintenance Services for both Lots 1 & 2 for a further year from 1 <sup>st</sup> November 2019. |
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### **19. AOCB**

- a. The CEO reminded Committee that Finance training, led by the FM would be held on Wednesday 6<sup>th</sup> November 19. He advised that the training could be held in CHA's office if Committee agreed. Committee agreed to hold the training in CHA's office.
- b. The CSO told Committee that staff had recently held a Wear it pink event for breast cancer awareness. Previously Committee added to the total raised by staff and she asked if they would like to contribute on this occasion. The CEO advised Committee that there was still money in the donations budget. Committee agreed to increase the monies raised to £250.

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