

CLYDESDALE HOUSING ASSOCIATION LIMITED

Minute of the Management Committee meeting held in St Nicholas Church Hall, Castlegate, Lanark ML11 9DZ on Wednesday 13 November 2019 at 18:00

Present: Pauline Sandford, Chairperson
Carmena Nixon, Secretary
Susanne Crayton, Treasurer
Maggie Botham, Vice Chairperson
Brian Moore
Mary Clarke
Brian McNally
Ruth McElhinney
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 Hazel Galbraith

2. Approval of Previous Minutes

The minute of the Committee meeting held on 16 October 2019 was checked for accuracy and approved by the Management Committee.

3. Conflicts of Interest

There were no matters arising

4. Notifiable Events

There were no notifiable events

5. Actions from Previous Meetings

The Chairperson asked the CEO to present the report. The CEO asked Committee if this item could be deferred to the next meeting.

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| i) Committee agreed to defer the Actions from Previous Meetings Report to the next meeting scheduled to take place on Wednesday 4 th December 2019. |
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6. Health & Safety

The Chairperson asked the CEO to present the report. The CEO gave Committee a verbal update on Health & Safety confirming the date of Management Committee's Health & Safety Training as Tuesday 14 January 2020.

i) Committee noted the content of the verbal report.
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7. Agreement on Items for AOCB

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

- a. EVH representative
- b. New Community Hub, flats & office update

Committee agreed to discuss the 2 items under AOCB.

8. 2020/21 Draft Budget & Rent Review

The Chairperson invited the FM to present the report. The FM advised that she had presented this report to the Audit & Risk Sub-Committee on the 12th November 2019 so most of those in attendance at the Management Committee meeting had already seen and discussed the report. She asked those Committee Members who had not attended the Audit & Risk Sub-Committee meeting if they needed further clarification on any of the topics discussed at the training she led on Wednesday 6 November 2019. Committee members agreed that the training helped them greatly and no further clarification was required.

The FM gave an overview of the report focusing on:

- o Item 8.3, Statement of Comprehensive Income
- o Item 8.4, Budget Statement of Financial Position
- o Item 8.8, Budget Cashflow
- o Item 8.9, Financial Covenant Monitoring Report
- o Item 8.10, Detailed Budget Workings

The FM then gave Committee a detailed explanation of the Rent Review for 2020/21. She explained the scenario planning tables in the report and the impact that CPI only would have on the services we provide to tenants. The Committee discussed:

- CPI & RPI – The FM advised that previously CHA had used The All Items Retail Price Index (RPI) as a measure of inflation. Annual rent increases were based on the preceding September's RPI figure and regularly included an additional percentage uplift in order to protect CHA's financial viability. However, at the meeting of the 14 November 2018 Committee agreed to switch to the Consumer Price Index (CPI) to balance financial viability and rent affordability for tenants.

i) Committee considered and agreed the draft budget for the year to 31 March 2021 without amendments
ii) Committee discussed the rent increase for the year to 31 March 2021 and agreed that tenants be consulted on the proposed rent increase.

9. Budget & Rent Review

The Chairperson asked the DCE to present the report. The DCE told Committee that as part of the consultation process tenants would receive a refreshed newsletter, like the one issued in November 2018. She advised that the newsletter for 2020/21 would include details on the increase options available to tenants that is CPI +1% or CPI only and would detail what services CHA could provide with each option and the impact on funding for the next 30 years. Committee expressed concerns about reducing any aspect of maintenance and how this would affect the fabric of the building. Committee discussed:

- Rent affordability - The DCE gave Committee details of the rent affordability study carried out during 2019/20's rent review consultation. She also made Committee aware that during the recent Tenants Satisfaction Survey (TSS) 222 tenants, who received partial or no Housing Benefit, were asked if they had trouble paying their rent. Of the 222 only 20 tenants advised they had experienced some difficulty. The DCE told Committee that Lorna Shaw from Research Resource would be attending the Management Committee meeting on the 4th December 2019 to discuss the TSS findings in more detail.
- Comparing rent levels with local RSL's – The DCE advised that this topic had been discussed at the Audit & Risk Sub-Committee on the 12 November 2019. She advised that she will gather information from local RSL's on their average rent levels per apartment size and distribute the details to the Management Committee members.

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| <ul style="list-style-type: none">i) Committee considered the report and agreed it provided enough information.ii) Committee approved the rent increase consultation process and timetable as presented in the report. |
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10. Quarterly Management Accounts

The Chairperson asked the FM to present the report. The FM gave Committee a brief overview of the report and advised she had nothing further to add.

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| <ul style="list-style-type: none">i) Committee approved the Management Accounts for the period to 30 September 2019. |
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11. Treasury Management Report

The Chairperson asked the FM to present the report. The FM gave Committee a brief overview of the report and advised she had nothing further to add.

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| <ul style="list-style-type: none">i) Committee noted the content of the report |
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12. Housing Management Scorecards

The Chairperson asked the DCE to present the report. The DCE gave Committee an overview of the report highlighting the areas below target and her comments on each of these points. Committee discussed:

- Scorecard 7,8 & 9, section C2, Percentage of tenants satisfied with the landlord's contribution to the management of the neighbourhood they live in - The DCE advised that this is down to individual tenant's views and it was difficult to pinpoint issues unless the tenants notify CHA. She advised that results from the TSS show 97% of the 443 tenants interviewed were satisfied with CHA's contribution to the management of their neighbourhood.

i) Committee noted the content of the report.

13. Policy Reviews

13.1 Shared Ownership

The Chairperson asked the DCE to present the report. The DCE gave Committee the history behind CHA's involvement with the shared ownership scheme and details of the number of sharing owners CHA still has. She advised that there were no significant changes made to the policy to report.

13.2 Leasing

The Chairperson asked the DCE to present the report. The DCE gave Committee details of the leasing arrangements CHA has with Capability Scotland, South Lanarkshire Council, and Women's Aid. She advised that there were no significant changes made to the policy to report.

- i) Committee considered the policies and reports and agreed that they did not need additional information.
- ii) Committee approved the Shared Ownership and Leasing policies without amendments

14. Office Closure – 2019/20 Festive Period

The Chairperson invited the DCE to present the report.

- i) Committee accepted the recommendation that the Office close from 12.00 noon on the 24th December 2019 until 9.00am on Monday 6th January 2020.

15. HEEPS Funding Application: Heating Contract

The Chairperson invited the CEO to present the report. The CEO told Committee that the TSM was seeking permission to apply for an Interest free loan of £1m. He advised that once submitted, it is expected CHA would hear if the application is successful shortly after the closing date of the 30th November 2019. Committee discussed:

- If funding awarded when CHA would receive the funds – The CEO advised that funding would be awarded when the works are completed.
- Timescales for completion of work – The CEO advised works would need to be completed by June 2020.

The CEO told Committee that he was hoping to bring the funding offer to the next Management Committee meeting scheduled to take place on the 4th December 2019. However, should an offer not be received by this date he asked that Committee grant delegated authority to the Office Bearers to deal with the offer on their behalf.

- Committee agreed to grant delegated authority to the Office Bearers to deal with the funding offer should it be received after the 4th December 2019.

i) Committee agreed that the HEEPS funding application should be progressed.
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i) **AOCB**

- a. The CEO advised that he had received a letter from EVH who are looking for volunteers to be CHA's representative on their Board. After consideration Committee members advised they did not have the time to volunteer. The CEO advised he would receive the papers and flag up any issues to Committee.
- b. The CEO gave Committee an update on the Community Hub, flats & office. He advised that a sewage connection issue may delay handover. He told Committee that he will keep them updated on progress.

The Chairperson thanked everyone for attending and the meeting ended at 19:05.