

CLYDESDALE HOUSING ASSOCIATION LIMITED

Minute of the Management Committee meeting held in Clydesdale Housing Association, 39 North Vennel, Lanark ML11 7PT on Wednesday 29 January 2020 at 18:00

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

In Attendance: The Chief Executive Officer (CEO)
The Deputy Chief Executive (DCE)
The Technical Services Manager (TSM)
Elizabeth Miller, Corporate Services Officer (CSO) minute
Sally Orr, F3 Surveyors

1. Apologies

The Chairperson welcomed everyone to the meeting and thanked Sally Orr from F3 Surveyors for coming along to present agenda item 15 to Committee.

2. Introduction to Committee Candidates

The Chairperson introduced, John Malone, Ken Greenshields and Diana MacLean to everyone in attendance. She advised that John, Ken, Diana and Jacqueline McCutcheon, who had submitted her apologies for the meeting, are the four Candidates identified to fill the casual Management Committee vacancies. Committee and Staff introduced themselves to the three candidates in attendance.

3. Previous Meeting Minutes & Matters Arising

The minutes of the Committee meeting held on 4 December 2019 were checked for accuracy and approved by the Management Committee.

There were no matters arising.

4. Conflicts of Interest

Susanne Crayton declared a conflict of interest for agenda item 11 (Post Contract Development Projects). It was agreed she would leave the meeting whilst this agenda item was being discussed.

5. Notifiable Events

There were no notifiable events.

Agreement on Items for AOCB

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

- Individual Learning Statements.

The Chairperson asked for Committee's approval to discuss agenda item 15, Tender Reports, before moving onto agenda item 6. Committee agreed.

15. Tender Reports

The Chairperson asked the TSM to present the report. The TSM gave Committee an overview of the report and invited questions/views from Committee. Committee discussed:

- Quality assessments – Sally Orr explained the Tender Evaluation process and gave examples of the quality check questions used to score each tender submission. She explained the scoring mechanism used and gave details of the price and quality scores for each of the 5 companies.
- CHA staff training on the heating system – Sally Orr advised that the successful company provide training to CHA staff.
- How would CHA react if successful company declined to take forward the project – Committee were advised that CHA would review the contract team's tender returns report which is based on price/quality and with Committee's approval look to appoint another contractor based on this.
- The number of properties included in the contract – Committee were advised 137 were to be included in the contract.
- The contract value – Committee were advised the contract value is £802K.
- Committee were advised that none of the contractors noted use sub-contractors.
- Target timescales for defects – The TSM advised that the successful contractor would be expected to follow CHA's reactive repairs timescales, and this would be a condition imposed at the pre-start meeting.
- Customer Services Standards - The TSM advised that the successful contractor would be expected to adhere to CHA's customer service standards, and this would be a condition imposed at the pre-start meeting.
- Contract additional costs – The TSM advised that clarification on this matter would be sought at the pre-start meeting.
- Section 1.4g of F3's report – The TSM advised that the Home Energy Advice Team would be carrying out surveys in mid-February to check out what type of meters and tariffs.

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| i) Committee considered the information presented in the tender report and agreed that BRB Limited should be appointed to take forward the contract on the condition they adhere to CHA's customer service standards. |
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Sally Orr left the meeting at 18:30.

6. Actions from Previous Meetings

The Chairperson asked the CEO to present the report. The CEO told Committee that he had nothing to add to the report.

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| i) Committee considered the Actions from Previous Meetings Report and agreed that progress was satisfactory. |
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7. Health & Safety

The Chairperson asked the CEO to present the report. The CEO told Committee that he had nothing to report. He advised that a written report would be taken to the Audit & Sub-Committee meeting due to take place on Tuesday the 11th February 2020 and this report would also be discussed at the Management Committee meeting due to take place on Wednesday the 26th February 2020. The CEO asked Committee for their views on the H & S training that took place on Tuesday 14 January 2020.

- Committee discussed the training content, the training outcomes and the value to Committee.
- Committee members who did not attend the training – Committee were advised that SHARE training have an H & S e-learning module which Committee members may find useful.

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| i) Committee noted the CEO's verbal report. |
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8. Office Accommodation Update

The Chairperson invited the CEO to present the report to Committee. The CEO gave Committee an overview of the report.

Committee expressed appreciation for the work carried out by staff to achieve the 39 North Vennel Project handover. Committee recognised that this had been achieved during a time of heavy workload. Committee looked forward to seeing the Hub used by the community and the four flats let.

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| i) Committee considered the report and agreed no further action was required. |
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8.2 North Vennel- Proposed Contract Settlement

The CEO told Committee that he had emailed them a copy of the additional report, on Monday 27 January 2020 (paper copies were also circulated). The CEO gave Committee a detailed overview of the report. Committee discussed:

- Contingency costs – the CEO advised that the amount that was held in reserve to deal with unforeseen circumstances was reduced from 10% to 5%. The additional project costs meant the cost overrun was now approx. 7%.
- The defects/rectification period – The CEO advised that the defects liability/rectification period began on completion of the building and will last for twelve months. During this period CHA will retain 1.5% of the contract value to ensure the contractor addresses any issues/defects.

- i) Committee considered the report and agreed to authorise the expenditure required to complete the project.

9. Corporate Scorecard

The Chairperson invited the CEO to present the report. The CEO told Committee that he had nothing further to add to the report.

- i) Committee noted the content of the report.

10. Future Development Programme

The Chairperson invited the CEO to present the report to Committee. The CEO gave Committee an overview of the report and advised he will keep them updated once the meeting with [REDACTED] has taken place. [Details redacted from public minute due to commercial sensitivity at this stage.]

- i) Committee considered the report.

Susanne Crayton left the meeting at 18:55

11. Post Contract Development Projects

The Chairperson invited the TSM to present the report to Committee. The TSM gave Committee an overview of the report and advised there have been no further progress since writing the report.

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

Susanne Crayton returned to the meeting at 18:58.

12. Housing Quality & Maintenance Scorecard

The Chairperson invited the TSM to present the report. The TSM highlighted the comments section to Committee and asked for their views/comments. Committee discussed:

- The comments section – Committee agreed that the comments section of the report was very useful and self-explanatory.

- i) Committee noted the content of the report.

13. Planned & Cyclical Maintenance

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

- Page 2, works will not be progressed. The TSM advised that the Technical Inspector has inspected these works and had advised that work does not need to go ahead at this time.

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| i) Committee noted the content of the report. |
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14.1 HEEPS and Smoke Detector Funding

The Chairperson invited the TSM to present the report. The TSM reminded Committee that at the Management Committee meeting held on the 13th November 2019 Committee agreed to grant delegated authority to the Office Bearers to deal with the HEEP's funding offer should it be received after the scheduled Management Committee meeting of the 4th December 2019.

The TSM told Committee that she had nothing further to add to the report or the minutes of the Office Bearers meeting held on Wednesday the 18th December 2019

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| i) Committee noted the decision of the Office Bearers to accept the offer of HEEPS Loan totalling £997,073, from the Energy Savings Trust and all conditions in the relevant Loan Agreement. |
| ii) The Office Bearers considered the content of the minutes of the meeting held on 4 December 2019. The minutes were checked for accuracy and approved by the Office Bearers. |
| iii) Committee considered and discussed the minutes of the Office Bearers meeting. |

14.2 Smoke Detector Funding

The Chairperson asked the TSM to present the report. The TSM told Committee that CHA had successfully applied for an been offered an interest free loan by the Scottish Government to cover the cost of buying and installing smoke, heat detection and Carbon Monoxide detectors to meet new regulatory standards which will come into force on the 1st February 2021. Committee discussed:

- The impact the loan repayments will have on future planned and cyclical costs – The TSM advised that the Management Team had reviewed this and the HEEPS and Fire and Carbon Monoxide Detector (FCMD) Loan Scheme loan repayments would not have an impact on cash flow.
- Loan repayment timescales – The TSM advised that the interest free loan is repayable from 5 years from the point of borrowing.

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| i) Committee used the information contained within the report and agreed that the offer of the FCMD loan should be accepted. |
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16. Tenant Safety Report

The Chairperson invited the TSM to present the report. The TSM told Committee that she had nothing further to add to the report. Committee discussed:

- Staff and HEAT team involvement in the gas safety programme - Committee asked that staff and the HEAT team be congratulated on the success of the gas safety programme.

- i) Committee considered the report and agreed adherence to CHA 's statutory responsibilities was satisfactory.

17. Quarterly Operational Activity

The Chairperson asked the TSM to present the report. The TSM told that this was a new report designed to give Committee an insight into the operational works carried out by the Technical Services Team in order to sustain the high levels of customer satisfaction. Committee discussed:

- Staff time dealing with the Reactive Repairs Contract issues – The TSM advised that it was of benefit to both tenants and CHA that staff spent time dealing with these issues.

- i) Committee considered the information presented and discussed the content of the report.

18. CHA Community Hub Conditions of Let & Pricing Structure

The Chairperson asked the CEO to present the report. The CEO gave Committee an overview of the report and the Conditions of Hire guide. Committee discussed:

- The pricing structure costs – it was agreed that the CEO would further research alternative pricing structures and report back to Committee at a later date.

- i) Committee considered CHA's Conditions of Hire and approved the document subject to the CEO reviewing the pricing structure costs and headings.

19. Future Governance Workshop Proposal

The Chairperson gave Committee an overview of the report and the proposal for the Governance Workshop. She asked Committee for their views, comments and ideas. Committee discussed:

- The responsibility for all Committee members to participate in the meeting;
- Defined meeting rules;
- Succession planning;
- The Governance Workshop Proposal – The Chair advised that workshops would take place over 2 days; this could be extended if needed. The first session would be a Management Committee only session the 2nd session would be a Management Committee and Management Team session. After discussion it was agreed that a Doodle poll would be set up to determine the best day/dates for the workshop sessions.

- i) Committee considered the report and the governance workshop proposal from Arneil Johnston.
- ii) Committee finalised the requirements for the governance workshops and instructed the CEO on the required brief.
- iii) Committee agreed that Arneil Johnstone should deliver the governance workshops.
- iv) Committee agreed that a poll should be conducted to determine the day/dates of the workshops.

20. AOCB

- a) Committee discussed their Individual Learning Statements. After discussion it was agreed that the CSO would send 2 Committee members, who had not taken part in the 2019 appraisal process, a blank Individual Learning Statement.

The Chairperson thanked Ken Greenshields, John Malone and Diana MacLean for coming along to the meeting. Ken Greenshields, John Malone and Diana MacLean then left the meeting at 19:50.

21. Applications for Membership

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

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| <ol style="list-style-type: none">i) Committee agreed that there was enough information presented to agree to consider the applications for membership.
[Redacted] Committee approved the applications for membership from [Redacted]
[Redacted]
[Name of Member redacted from public minute – disclosure would be an actionable breach of confidence.] |
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22. Appointment of Members to Fill Management Committee Casual Vacancies

The Chairperson asked Committee for their views and comments in appointing Ken Greenshields, John Malone, Diana MacLean and Jacqueline McCutcheon to fill the four casual vacancies. Committee advised that they did not receive the copies of the EVH summary reports as agreed at the Management Committee meeting on the 29 January 2020.

The CEO gave Committee a verbal synopsis of each of the 4 candidates.

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| <ol style="list-style-type: none">i) Committee considered the candidates to fill the 4 Casual Vacancies.ii) Committee agreed that Ken Greenshields, John Malone, Diana MacLean and Jacqueline McCutcheon should be appointed to fill the four casual Management Committee vacancies. |
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The Chairperson thanked everyone for attending and the meeting ended at 20:00.