

CLYDESDALE HOUSING ASSOCIATION LIMITED

Minute of the Management Committee meeting held in CHA Community Hub, 39 North Vennel, Lanark ML11 7PT on Wednesday 19 February 2020 at 18:00

Present: Pauline Sandford, Chairperson
Maggie Botham, Vice Chairperson
Carmena Nixon, Secretary
Susanne Crayton, Treasurer
Mary Clarke
Brian McNally
Christine Shookhye
Brian Moore
John Malone
Ken Greenshields
Diana MacLean
Jacqueline McCutcheon
A quorum was achieved.

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

1. Apologies

The Chairperson welcomed everyone to the meeting.

Apologies were submitted by Hazel Galbraith, Catherine McClymont and Ruth McElhinney.

The Chairperson welcomed new Committee member, Jacqueline McCutcheon, to the meeting.

2. Previous Meeting Minutes & Matters Arising

The minutes of the Committee meeting held on 29 January 2020 were checked for accuracy and approved by the Management Committee.

There were no matters arising.

3. Conflicts of Interest

Brian Moore, declared a conflict of interest for ACOB item request for alteration.

4. Notifiable Events

There were no notifiable events.

5. Agreement on Items for AOCB

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

- Retrospective approval
- Audit Sub-Committee, Tender Panel
- Committee Training
- SHAPS pension Committee
- Observer at next Committee meeting
- Request for alteration

Committee agreed to discuss this item under AOCB.

6. Budget & Rent Setting Consultation Results

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

- SFHA's rent affordability tool – The DCE gave Committee an overview of how the affordability tool works. She made Committee aware that rent affordability was part of the Tenant Satisfaction survey carried out in October 2019 and that tenants were made aware of these results in the rent consultation newsletter.
- Rent arrears profiling – The DCE advised that this information was, at present, not available however the Housing Management Team have measures in place to restrict the level of arrears and help tenancy sustainability.

- i) Committee considered the information contained within the report.
- ii) Committee agreed to a rent increase of 2.7% for 2020-21 based on the rent consultation exercise.

7. Proposed Budget & Rent Setting for the year to 31 March 2021

The Chairperson asked the FM to present the report. The FM gave Committee details from each section of the report focusing on:

- 7.1 – The changes made to the first draft budget for the year ending 31 March 21
- 7.2 - An overview of the accumulated surplus for the year ending 31 March 21
- 7.3 – Explanation of the cash flow and balance
- 7.4 – A breakdown of revenue and expenditure for 2019-20
- 7.7 – The cashflow and the closing balance at the end of every month
- 7.8 – Financial covenants monitoring, she advised the Association feels very comfortable meeting covenants with the bank.

Committee discussed:

- Allpay costs – The FM gave Committee an explanation of the Allpay costs and price structure

- i) Committee discussed and agreed the rent increase for year ending 31 March 2021
- ii) Committee approved the budget for the year to 31 March 2021

8. Transfer of Insurance from JLT to Marsh

The Chairperson asked the FM to present the report. The FM told Committee that she had nothing to report.

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| i) | Committee approved the transfer of business from JLT to Marsh |
| ii) | Committee granted delegated authority to the Chairperson to sign the consent letter on behalf of the Management Committee |

9. Equal Opportunities Policy Review

The Chairperson invited the DCE to present the report to Committee. The DCE made Committee aware of the changes to the report and the reasons for the changes.

Committee discussed:

- Page 5, paragraph 2.6. Committee asked if the information contained within this section was 1) sensitive information 2) needed to be included in the policy. The DCE advised that this information is in the public domain and therefore not sensitive information. She also made Committee aware that the Association took advice from their Equality & Diversity consultant who recommended that this information be contained within the policy. After discussion Committee agreed:
 - that reference to the data source should be included in this section of the policy.
- Number of people who are classed as disabled and the number of properties available to them. The DCE advised that the Association had received approx. 400 tenant census forms which will contain information on disabilities. Once this information has been collated the Management Team, with the assistance of a consultant, will be in a position to report to Committee on this matter.

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| i) | Committee agreed they did not need additional information. |
| ii) | Committee approved the Equal Opportunities policy subject to the amendment on Page 5, paragraph 2.6 |

10. Confidential Staffing Report

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

- Training – The DCE advised that suitable training would be offered to the successful candidate

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| i) | Committee considered the report and agreed that there was sufficient information presented for them to agree to the recruitment of an office cleaner |
| ii) | Committee agreed to grant delegated authority to the DCE and CSO to take forward the recruitment process and report back to Committee at a later date on the outcome. |

11. AOCB

- 1) Retrospective approval – The CEO advised Committee that he was looking for them to retrospectively approve a right of Servitude to Scottish Gas Networks for the install of a gas supply pipe.

Committee approved to retrospectively grant a right of Servitude to Scottish Gas Networks.

- 2) Audit Sub-Committee, Tender Panel – The FM advised that she is looking for volunteers to join her, the CEO and the Treasurer on Monday 27 April 20 on a tender panel for External Audit Services. After discussion it was agreed that this item should be taken to the next Management Committee meeting due to take place on Wednesday 26th February 2020.
- 3) Committee Training – The CSO advised that she was looking to re-schedule the Introduction to Housing Management training. She told Committee that she will be setting up a doodle poll for them to choose their preferred training date.
- 4) SHAPS Employers Committee – The FM advised Committee that she had received correspondence from SHAPS re a vacancy on their Employers Committee. She asked Committee if anyone would like to apply to join the Employers Committee. No Committee members wished to apply.
- 5) Observer at next Committee meeting - The CEO advised Committee that Elaine Byrne from Arneil Johnstone will be joining them at the next meeting as an observer.

Brian Moore left the meeting at 18:55.

- 6) Request for alteration – The TSM told Committee that she had received an emergency request for a medical alteration to a property. She told Committee that the Associations Stage 3 funding had almost been exhausted and was seeking their approval to carry out the request using the Associations resources if needed.

Committee approved the TSM request for the medical adaptation to go ahead using Association resources if necessary.

The Chairperson thanked everyone for attending and the meeting ended at 19:00.