

CLYDESDALE HOUSING ASSOCIATION LIMITED

Minute of the Management Committee meeting held via Video Conferencing on Wednesday 28th April 2021 at 18:00

Present: Pauline Sandford, Chairperson
Carmena Nixon, Secretary
Agne Zasinaite
Brian Moore
Catherine McClymont
Hazel Galbraith
Jacqueline McCutcheon
Ken Greenshields
Ruth McElhinney
A quorum was achieved.

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

The Chairperson welcomed everyone to the meeting.

1. Apologies

Apologies were submitted by John Malone, Maggie Botham, Mary Clarke and Brian McNally.

Susanne Crayton is on a leave of absence.

The Chairperson advised Committee that a request for a leave of absence had been received from Mary Clarke on personal grounds. Committee approved a leave of absence for Mary Clarke for a 3-month period.

2. Approval of Previous Meeting Minutes & Matters Arising

The minute of the Committee meeting held on 31st March 2021 was checked for accuracy and was approved by the Management Committee.

Matters Arising

- a. Page 1, External Auditor Procurement- The CEO advised that the External Auditor interviews have been scheduled to take place on Tuesday the 4th May 2021. The CEO confirmed that the interview panel will consist of Pauline Sandford, Mary Clarke, the FM and himself. Carmena Nixon agreed to provide cover should either of the Management Committee members be unable to attend.

- b. Page 3, Hyndford Road-Lanark Grammar Project – The CEO advised, that as instructed by Committee, he made ██████████ Housing Association aware that the Association wished to terminate involvement in the Hyndford Road-Lanark Grammar Project.
- c. Page 6, Stakeholder Communication Plan – The CEO advised that the DCE would be attending an SFHA event on digital engagement.

3. Conflicts of Interests

There were no conflicts of interests.

4. Notifiable Events

The Chairperson invited the CEO to present the report to Committee. The CEO gave Committee an overview of the report and advised there were no further updates.

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| i) Committee considered the report and agreed the actions of the Association are satisfactory in relation to Notifiable Events. |
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5. Actions from Previous Meetings

The Chairperson asked the CEO to present the report. The CEO gave Committee an update on page 5 of the report, Management Committee recruitment. He told Committee that further details will be available at the next Committee meeting scheduled to take place on Wednesday the 26 May 2021.

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| i) Committee considered the Actions from Previous Meetings Report and agreed progress was satisfactory. |
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6. Agreement on Items for A.O.C.B

The Chairperson asked Committee if they had any items, they wished to discuss under AOCB. Committee had no items to discuss under AOCB.

7. Health & Safety

The Chairperson invited the CEO to give a verbal report to Committee. The CEO made Committee aware of the work currently being carried out by staff on the Risk Assessment Group on the issues of Lone Working, Home Working, Driving at Work etc. He advised Committee that the risk assessment review is scheduled to be completed by the end of May 2021.

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| i) Committee considered the content of the verbal report. |
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8. COVID-19 Update

The Chairperson asked the CEO to present the report. The CEO gave Committee an overview of the report and the route map and advised he had nothing further to report.

i) Committee considered the content of the report.

9. Future Development Programme

The Chairperson invited the CEO to present the report. The CEO gave Committee a detailed overview of the report focusing on the possible development opportunity at Market Road, Biggar.

Market Road, Biggar: He advised Committee that on Tuesday the 27th April 2021 he met with representatives from Glenesk Homes, who are a consultancy and development company. He advised Glenesk Homes have an option to buy the site and are proposing a design & build contract with CHA.

He told Committee that he would now look to discuss the project with South Lanarkshire Council's Housing Strategy Team with a view to the project being included in the Strategic Housing Investment Plan. Committee discussed:

- The tenure of the estate – The CEO advised that this would be determined by the Scottish Government and South Lanarkshire Council.
- Housing demand for the Biggar area – The CEO advised that the Housing Management Team had worked with South Lanarkshire Council on profiling the demand for housing in a number of the areas the Association operates, including Biggar. He advised that the report showed that there was a strong demand for amenity housing in the Biggar area.
- The number of priorities within the development – The CEO advised that this would be dependant on a number of factors that have yet to be determined.

Management Committee agreed that the CEO should convene a special meeting to discuss the site opportunity and development options once investigations had been completed.

i) Committee considered the report and the verbal updates presented by the CEO on the 28th April 2021.

10. Post Contract Development Projects

The Chairperson asked the TSM to present the report to Committee. The TSM gave Committee an overview of the report. She advised Committee that works had not progressed since the report was prepared.

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

11. Stage 3 Medical Adaptations – Year End Report

The Chairperson asked the TSM to present the report to Committee. The TSM gave Committee an overview of the report and advised that she is still awaiting details of the adaptations funding bid submitted for 2021-22. She told Committee they will be advised of the amount awarded when confirmation has been received.

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| i) Committee considered the report and agreed performance was satisfactory. |
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12. Planned & Cyclical Maintenance

The Chairperson invited the TSM to present the report to Committee. The TSM gave Committee an overview of the report. She advised that there were no updates from the date the report was prepared.

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| i) Committee considered the content of the report. |
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13. Tenant Safety Report

The Chairperson asked the TSM to present the report to Committee. The TSM gave Committee a summary of the report focusing on the changes that were highlighted in red in the report.

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| i) Committee agreed that the Association's adherence to their statutory responsibilities was satisfactory and the evidence provide was enough for assurance purposes. |
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14. Social Housing Fuel Support Fund

The Chairperson asked the TSM to present the report to Committee. The TSM told Committee that formed a staff working group to determine how heating vouchers should be allocated – the working group concluded that each tenant should receive a flat rate payment of £170. The TSM gave Committee details of the payment procedure. She also made Committee aware that a flyer had been sent to all tenants and that a press release was being organised. She told Committee that provisions have been put in place for tenants who currently find themselves in a crisis situation. Committee discussed:

- When tenants will receive the payments – The TSM advised that a start date for contacting tenants has not yet been agreed. She made Committee aware that when contact does begin it will be on estate-by-estate basis.
- Different meter types – The TSM gave Committee details of the different meter types and the processes in place for dealing with each of them.
- Administration costs – The TSM advised the £1.25 administration charge per property will be met by the funding received.

Committee commented that the funding was an important contribution to tenants who are experiencing fuel poverty and financial hardship. They expressed their gratitude to staff and the HEAT Team for all their efforts in obtaining and distributing the funding to tenants.

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| i) Committee considered the report and agreed progress was satisfactory. |
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15. New Policies

15.1 ICT Disaster Recovery Plan

The Chairperson asked the CEO to present the report to Committee. The CEO gave Committee a summary of the policy detailing the advice and support received from Sabre Systems and the Internal Auditor.

15.2 ICT Back-Up Strategy

The Chairperson asked the CEO to present the report to Committee. The CEO gave Committee an overview of the policy detailing the different back-up methods available to the Association and how staff carry out these functions.

15.3 Electrical Safety

The Chairperson asked the TSM to present the report to Committee. The TSM gave Committee an overview of the policy outlining the Association's statutory responsibilities and the current legislation.

15.4 Legionella & Water Safety

The Chairperson asked the TSM to present the report to Committee. The TSM gave Committee a summary of the policy and advised she had no further updates to add. Committee discussed:

- Electrical Safety Policy, addition of section in policy on tenants allowing the Association access to carry out check – The TSM advised that this information was not included in the policy as it is contained within a procedure note.
- Legionella & Water Supply Policy. Legionella testing – The TSM told Committee that none of the Association's properties have cold water tanks.

i) Committee considered each Policy in detail and approved the final formats with no amendments.
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16. Committee Member Email

The Chairperson asked the CSO to present the report to Committee. The CSO advised Committee of the purpose of the report and the steps being proposed to reduce the risk of data breaches.

i) Committee considered the report and agreed that the action taken by the Association to meet its obligations under the Data Protection Act 2018 is satisfactory.
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17. AOCB

There were no items to discuss under AOCB.

The Chairperson thanked everyone for attending and the meeting ended at 18:55.