

CLYDESDALE HOUSING ASSOCIATION LIMITED

Minute of the Management Committee meeting held via Video Conferencing on Wednesday the 21st of February 2023 at 18:00

Present: Maggie Botham, Chairperson
Agne Zasinaite, Secretary
Brian McNally (joined the meeting at 18:26)
Gillian Anderson
Hazel Galbraith, Vice Chairperson (joined meeting at 18:14)
John Lockhart, Treasurer
Ken Greenshields
Lesley McDonald
Ross Gowland
Ruth McElhinney (joined the meeting at 18:26)
A quorum was achieved.

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

1. Apologies

Apologies were received from Jacqueline McCutcheon and Sharon Egan.

2. Conflicts of Interest

- The CEO, agenda item 16 b)
- The HM, agenda item 16 b)
- The FM, agenda item 16 b)

3. Previous Meeting Minutes & Matters Arising

The minute of the Committee meeting held on the 31st January 2024 was checked for accuracy and was approved by the Management Committee.

As per section 62 of the Association's rules, the Chairperson authorised the CSO to insert their electronic signature as conclusive evidence that the minute of the meeting held on the 31st January 2024 are a true record of the proceedings at that meeting.

Matters Arising.

- AOCB, b) – The CEO Committee told Committee that on the 19th of February 2024 they sent Committee an email from EVH regarding the pay negotiations. The CEO advised that the employer ballot paper included under this agenda item no longer stands. They advised that a meeting with ACAS would take place in March 24 and that they would report to Committee once the Association hears from EVH regarding progress with the ACAS process.

Agreement on Items for A.O.C.B.

The Chairperson asked Committee and staff if they had any other competent business to discuss at agenda item 16. Committee agreed to discuss:

- a) The CEO - BID ballot.
- b) The Chairperson and DCE - Update on stage 3 grievance.

4. Actions from Previous Meetings

The CEO presented the report to Committee. They advised that the purpose of the report is to ensure that items identified for action at Management Committee and Audit Sub-Committee meetings are a) followed up on, and b) reported to Committee to confirm the follow up. The CEO gave Committee details of the upcoming training sessions on Equalities & Human Rights and Cyber Security taking place on Wednesday the 6th of March 2024 starting at 6.30pm via Zoom.

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| i) Committee considered the Actions from Previous Meetings Report and agreed progress was satisfactory. |
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5. Notifiable Events

The CEO presented the report to Committee and advised that the purpose of reporting notifiable events is a positive step and a key part of Committee being responsible and accountable for the running of the Association. The CEO advised they had no further updates to report.

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| i) Committee considered the report and agreed that the actions of the Association have been satisfactory in relation to Notifiable Events |
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6. Health & Safety

The CEO told Committee that the purpose of this item was to provide a verbal update on Health and Safety issues affecting the Association's duty of care to ensure a safe working environment under the Health and Safety at Work Act 1974. They advised there no updates to report.

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| i) Committee considered the Health & Safety verbal report and agreed progress was satisfactory. |
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7. Quarterly Management Accounts to 31 December 2023

The FM presented the report to Committee. They advised that the purpose of the report is to summarise the Management Accounts for the period to 31 December 2023. The FM gave Committee a summary of the Management Accounts for the period to 31 December 2022 and advised they had no further updates to the report content. Committee discussed:

- Agenda item 7.3, Property Revenue Account - Grants released from deferred income, Funding Initiative Grants and RHI Grant Income.
- Agenda item 7.4, Statement of Financial Position/Balance sheet, period ended 31st December 2023 - Rent Arrears (Less bad debt provision)

i) Committee approved the Management Accounts for the period to 31 December 2023.

Hazel Galbraith joined the meeting at 18:14.

8. Treasury Management Report

The FM presented the report to Committee. They told Committee that the report covers treasury management activities in the quarter and provides an update on the Association's borrowings and investments at the end of the quarter. The FM gave Committee an outline of the report content and gave an explanation on why they were looking to reschedule the fixing of one of the variable rate loans to year ending 31 March 2025 and the investigation of options for investing surplus funds to increase returns to year ending 31 March 2025.

- i) Committee considered and discussed the content of this report.
- ii) Committee agreed to reschedule the fixing of one of the variable rate loans to year ending 31 March 2025.
- ii) Committee agreed to reschedule the investigation of options for investing surplus funds to increase returns to year ending 31 March 2025.

9. Housing Management Scorecards

The HM presented the report to Committee. They provided Committee with a summary of the Housing Management Scorecard. They advised the comments section of the scorecard gave information on targets that had not been met. Committee discussed:

- Outcome 6, P5 – Percentage of Short Scottish Secure Tenancies (sSST) converted back to full SST.
- Outcomes 13, 14 & 15, C3 – Percentage of tenants who have had repairs or maintenance carried out in the last 12 months satisfied with the repairs and maintenance service.

i) Committee considered the Housing Management Scorecard and agreed progress was satisfactory.

10. Budget & Rent Setting Results

The HM to present the report to Committee. The HM advised Committee that at the meeting of the 22nd of November 2023 they discussed the proposed rent increase for 2024-2025 and following the discussion, it was agreed to consult on 2 options for a rent increase which included September CPI + 2% = 8.7% and 5%. The HM gave Committee details of:

- The consultation processes.
- The number of tenants who responded to the consultation.
- The overall results of the consultation.
- The method in which tenants responded to the consultation.
- The feedback from tenants on why they choose the 5% or 8.7% option.
- The breakdown of tenant's option preferences.

Committee discussed:

- The response rate to the consultation.

- i) Committee considered the information contained in the Report.
- ii) Committee having considered the consultation results agreed to discuss and decide on which of the two options to apply as the 2024-2025 rent increase after the Finance Manager's report, agenda item 11.

11. Proposed Budget & Rent Setting for the year to 31 March 2025 – Final Draft

The FM presented the report to Committee. They told Committee that the purpose of the report is to explain the changes made to the first draft budget for the year to 31 March 2025 and to outline the final draft of the budget for the year ending 31 March 2025.

FM gave Committee an overview of the information presented in the report and agenda Items 11.1- 11.9. The FM covered all the relevant points in the reports and asked Committee for their views, questions, and opinions on the budget and to make a decision on which rent increase option to apply for 2024-2025. Committee discussed:

- The results of the consultation exercise
- The impact on the 30-year cash flow of a 5% & 8.7% increases.
- Investment in tenants' homes and grant funding levels.
- Costs of the Association's IT improvements.

After the discussion the Chairperson asked Committee to agree on the rent increase option to apply for 2024-2025. Committee agreed to apply a 5% rent increase for 2024-2025.

- i) Committee discussed and agreed a rent increase of 5% for the year ending the 31st of March 2025.
- ii) Committee approved the budget for the year to the 31st of March 2025.

Brian McInally & Ruth McElhinney joined the meeting at 18:26.

12. EVH Employers' Ballot – 2024/25 Wages

As previously agreed earlier in the meeting, this item was withdrawn.

13. Housing Officer Recruitment – Verbal Update

The HM updated Committee on the recruitment process for the posts of Housing Officer. They advised that a total of thirty-three applications were received, and fourteen candidates were shortlisted for interview by the recruitment panel (The CEO, HM and DCE, and Kim Beattie from EVH). Thirteen of the shortlisted candidates were from external applicants and one was from an internal applicant. Two candidates had to withdraw from the interview process at short notice for personal reasons.

The interviews took place on Monday the 19th and Tuesday the 20th of February 2024. On conclusion of the interviews the selection panel agreed to appoint external candidates for both positions.

i) Committee noted the verbal update from the Housing Manager.
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14. Management Committee Recruitment – Verbal Update

The Chairperson gave Committee an update on the Management Committee recruitment process. They advised the recruitment panel (Maggie Botham, John Lockhart, Agne Zasinaite and Kim Beattie from EVH) interviewed four candidates and selected three candidates to recommend to Committee as new Committee members. They told Committee the candidates have between them an impressive range of skills and experience that will enhance the portfolio of knowledge that the Committee possess. They advised that all three will be asked to attend the Management Committee meeting scheduled to take place on Wednesday the 27th of March 2024.

They Chairperson also shared the positive response from Kim Beattie (EVH) on the Association's Management Committee recruitment process. They advised that Kim will be preparing a report for Committee which will be presented at the meeting scheduled to take place on Wednesday the 27th of March 2024.

15. Committee Teambuilding Proposal

The CEO presented the report to Committee. They gave Committee details of the proposed team building session scheduled to take place on Wednesday the 1st of May 2024. Committee discussed:

- Time of the event – Committee agreed to a 6.30pm start time.
- Duration of the event – It was agreed that it would last approximately 2 hours.
- Committee member refreshments or other requirements – it was agreed that Committee members should contact the CSO if they require any refreshments etc.

i) Committee considered the information contained in the Report.
ii) Committee agreed to hold a Team Building session on Wednesday the 1 st of May 2024 at 6.30pm lasting approximately 2 hours.

16. A.O.C.B.

a) The CEO told Committee that they had been approached to participate in Discover Lanark's Business Improvement District (BID) which is seeking a further five-year mandate to deliver projects and services in Lanark with a renewal ballot in early 2024. The CEO shared BID's Business Plan for 2024-2029 with Committee which gave details on the work carried out by BID and their proposals for the next 5 years. They asked Committee for their views on how the Association should respond to the request. Committee discussed:

- The levy the Association would need to pay – The CEO advised that the levy in the first year would be £550. They advised that the levy is based on the rateable value of the Association's offices.
- The Association's voting rights if they become a member.
- The benefits of the Association becoming a member.
- The benefits to tenants of the Association becoming a member.
- The value a BID is to the people of Lanark and surrounding areas.
- Support for BID in Lanark.

- a) Committee considered the information presented by the CEO.
- ii) Committee agreed that the CEO should cast the Association's ballot paper in favour of participating in Discover Lanark's Business Improvement District renewal ballot.

The CEO, HM and FM left the meeting at 19:00. Gillian Anderson also left the meeting at 19:00.

b) The Chairperson and DCE - Update on the stage 3 grievance.

In the absence of the Staffing Sub-Committee Chairperson the Management Committee Chairperson gave Committee an update on the stage 3 grievance made by a [REDACTED].

The DCE gave Committee an overview of the grievance procedure and details of the advice the Association had received from external professionals on this matter. They made Committee aware of the lessons the Association had learned from this experience and what actions had been put in place to try and prevent a re-occurrence in the future.

The Chairperson thanked everyone for attending, the meeting ended at 19:10.