

CLYDESDALE HOUSING ASSOCIATION LIMITED

Minute of the Management Committee meeting held in the Association office at 39 North Vennel, Lanark and via Video Conferencing on Wednesday the 27th of August 2025 at 18:30

Present: Agne Zasinaite, Secretary
Brian McNally
Deborah Hay - Teams
Gillian Anderson
Iona Taylor
John Lockhart, Treasurer
Jonathon Main - Teams
Ken Greenshields - Teams
Lesley McDonald
Ross Gowland - Teams
A quorum was achieved.

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

1. Apologies

Apologies were received from Claire McGraw, Gabrielle McElhinney, Hazel Galbraith, Jacqueline McCutcheon and Ruth McElhinney.

The CEO advised that in the absence of the Chairperson Agne Zasinaite would Chair the meeting.

2. Financial Statement for Year Ending 31 March 2025

The External Auditor presented the report to the Committee, providing an overview of the Financial Statements for the year ended 31 March 2025. The presentation also included the Audit Summary Report, the draft response to the Audit Summary Report, and the Letter of Representation. The External Auditor then invited questions from the Committee.

- Report and Financial Statements, Page 7, charitable donations made by the Association.
- SHAPS pension scheme court case and potential impact on defined benefit pension plan liability.
- SHAP's pension plan liability for the next 4 years.

- i) Committee considered the Financial Statements for the year end 31 March 2025.
- ii) Committee approved the Financial Statements for the year end 31 March 2025.
- iii) Committee delegated authority to the Chairperson, Secretary, and treasurer to sign the Financial Statements for the year end 31 March 2025
- vi) Committee considered the Audit Summary Report and draft Committee response to the Audit Summary Report.
- v) Committee approved the draft Committee response to the Audit Summary Report and delegated authority to the Chairperson to sign the Committee's response to the Audit Summary Report on behalf of the Management Committee.
- vi) Committee considered the letter of representation.
- vii) Committee approved the letter of representation and delegated authority to the Chairperson and Treasurer to sign the letter of representation on behalf of the Management Committee.
- viii) Committee approved the AFS return to the Scottish Housing Regulator.
- viii) Committee delegated authority to the Finance Manager to upload the AFS return to the Scottish Housing Regulator's portal with a copy of the signed Financial Statements, the Audit Summary Report and the Association's reply to the Audit Summary report.

The Chairperson thanked the External Auditor for attending the meeting. The External Auditor left the meeting at 18:45.

3. Covenant Compliance Certificate

The Finance Manager presented the report to the Committee, stating that its purpose was to provide assurance that the financial covenant conditions outlined in the Royal Bank of Scotland loan agreement are being met. The Committee was advised that there were no further updates to the content of the report.

- i) Committee authorised the Finance Manager to send the signed Covenant Compliance Certificate to the Royal Bank of Scotland.

The Committee requested that the Finance Manager receive special recognition for the outcome of the audit. Members acknowledged the pressures faced and commended the Finance Manager for maintaining high performance and achieving another clean audit.

4. Approval of Previous Meeting Minutes & Matters Arising

The minute of the Committee meeting held on 26 June 2025 was reviewed for accuracy and subsequently approved by the Management Committee.

In accordance with 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 26 June 2025 represents a true and accurate record of the proceedings.

There were no matters arising.

5. Conflicts of Interest

Conflicts of interests were noted by:

- The CEO, Agenda Item 12.4 – CEO Annual Appraisal Outcome.

6. Notifiable Events

The CEO presented the report to the Committee, advising that its purpose was to inform them of CHA's obligation to notify the Scottish Housing Regulator of any material, significant, or exceptional issues, events, or changes within the organisation, as well as the approach being taken to address such matters. The CEO further explained that CHA is required to provide the Regulator with a reasonably detailed explanation for any significant changes implemented.

The CEO confirmed that there are currently no notifiable events to report, nor are any anticipated.

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| i) | Committee considered the report. |
| ii) | Committee agreed that the actions of the Association have been satisfactory in relation to Notifiable Events and for assurance and oversight purposes. |

7. Actions from Previous Meetings

The CEO presented the report to the Committee, advising that its purpose was to ensure that actions identified at Management Committee and Audit Sub-Committee meetings are both followed up on and reported back to the Committee for confirmation.

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| i) | Committee considered the Actions from Previous Meetings Report and agreed progress was satisfactory. |
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8. Housing Management Scorecards

The HM presented the report to the Committee, providing a summary of the Housing Quality and Maintenance Scorecard. They advised that the comments section of the scorecard included explanations for any targets that had not been met. Committee asked for an update on:

- Scorecard 13,14 & 15, Percentage of repairs carried out in the last year completed right first time.
- Accuracy of reports from the Housing Management system, HomeMaster.

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| i) | Committee noted the content of the report. |
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9. Quarterly Complaints Summary (Quarter 1)

The HM presented the report to the Committee, advising that the purpose of the report is to provide Committee with an overview of the service delivery complaints and compliments received between 1st April to 30th June 2025. Committee asked the HM for further details on:

- Stage 1 – Frontline complaint: Failure to provide a service.
- If the Association has identified complaint trends, and how these are addressed.

i) Committee considered the breakdown of the service delivery complaints for the reporting period.
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10. Quarterly Management Accounts to 30 June 2025

The FM presented the report to Committee and advised that the purpose of the report is to summarises the Management Accounts for the period to 30 June 2025. They told Committee that there were no further updates to the report content. Committee asked for further information on:

- 10.3, Income & Expenditure, Office Hub (Income)
- Cost of building materials

i) Committee approved the Management Accounts for the period to the 30 th of June 2025.
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11. Quarterly Treasury Management Report

The Finance Manager presented the quarterly Treasury Management Report to the Committee, advising that the purpose of the report was to provide an overview of treasury management activities during the quarter. The Committee was informed that the report includes an update on the Association's borrowings and investments as at the end of the reporting period. They told Committee that there were no further updates to the report content.

i) Committee considered the content of the report.
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12. Governance Issues:

12.1 Annual Report by the Secretary

The Secretary presented the report to the Committee and advised that it outlines progress in relation to Rule 68: The Committee's Minutes, Seal, Registers, and Books. The Secretary confirmed that Rules 62 to 67 had been fully complied with and noted that they had no further comments to add to the report.

i) Committee considered the report and agreed that progress against Rule 68 is satisfactory

12.2 2025 AGM

The CEO presented the report to Committee and advised that the purpose of the report is to confirm to the arrangements for the 2025 Annual General Meeting comply with the SHR's Regulatory Requirements and CHA's Rules.

i) Committee noted the content of the report and agreed it provided sufficient information for assurance and oversight purposes.
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12.3 Membership Register Report

The CSO advised the Committee that the purpose of the report was to provide an update on progress relating to Rule 7.2 – Applying for Membership, and Rule 11.1 – Ending Your Membership of the Association.

- i) Committee considered the report and agreed that progress against Rules 7.2 and 11.1 is satisfactory.
- ii) Committee agreed to cancel the member share and record the ending of their membership in the Register of Members for Robert Struthers.

The CEO left the meeting at 18:45.

12.4 Chief Executive Appraisal 2025 - Outcome

The Chairperson informed the Committee that the purpose of the report was to provide details of the outcome of the Chief Executive's annual appraisal meeting and to offer assurance to the Management Committee that Regulatory Standard 6 (Guidance 6.7) is being complied with.

The Chairperson outlined the appraisal process and presented the outcome of the Chief Executive's appraisal to the Committee.

- i) Committee agreed that the content of the report provided sufficient information for assurance and oversight purposes that CHA complies with Regulatory Standard 6 (Guidance 6.7).

The CEO returned to the meeting at 18:47.

12.5 2025/26 Committee Meeting Schedule

The CEO presented the proposed 2025–26 Meeting Schedule to the Committee for consideration. Committee discussed:

- Holding Management Committee meetings online during the winter months (November to February).
- Holding the November budget and rent-setting meeting in the office, given the importance of the agenda.

- i) Committee agreed to approve the 2025–26 Meeting Schedule

13. Policy Review & New Policy

13.1 Annual Leave

13.2 Committee Recruitment

13.3 Tenancy Management

The CEO presented the report covering agenda items 13.1 and 13.2, providing the Committee with a summary of the proposed non-substantive changes to the relevant policies for consideration and approval.

The HM presented the report on agenda item 13.3 to Committee. They informed the Committee that the Policy reflects CHA's current approach to tenancy management which includes anti-social behaviour and estate management.

They told Committee that only minor changes have been made in this review to include domestic abuse as an example of anti-social behaviour in line with the recently reviewed Domestic Abuse Policy (26th March 2025).

Both the CEO and HM confirmed that the report provided assurance that CHA's policies in these areas remain current, aligned with relevant guidance, and compliant with applicable legislative and regulatory requirements.

- i) Committee considered the Annual Leave, Committee Recruitment & Tenancy Management policies and approved the final versions without amendment.
- ii) Committee agreed that the above policies provide satisfactory assurance that CHA has up to date policies in these areas that reflect guidance and comply with legislative and regulatory requirements.

14. Quantity Surveying, Building Surveyor and Principal Designer Services for Cyclical & Planned Replacement Programme Works 2025-28: Tender Report

The DCE advised Committee that the purpose of the report is to advise Management Committee of the outcome of the tender process for the Association's Quantity Surveying (QS), Building Surveyor (BS) and Principal Designer (PD) services for planned and cyclical maintenance works 2025-2028, with option to extend for a further 2 x 12-month periods.

The DCE detailed the procurement route and selection criteria the Association followed during this process.

- i) Committee agreed that there was sufficient information presented to assure Management Committee of a robust procurement process.
- ii) Committee considered all costs noted along with the Price Quality Matrix noted in the report.
- iii) Committee approved the appointment of [REDACTED] for the Quantity Surveying (QS), Building Surveyor (BS) and Principal Designer (PD) Services for Cyclical & Planned Replacement Programme Works 2025-28 (Option to extend for a further 2 x 12-month periods) based on the Quality/Cost assessment process.

15. AOCB

There was no AOCB to discuss.

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