

CLYDESDALE HOUSING ASSOCIATION LIMITED

Minute of the Management Committee meeting held via Video Conferencing on Wednesday 27 January 2021 at 18:00

Present: Pauline Sandford, Chairperson
Maggie Botham, Vice Chairperson
Agne Zasinante
Brian McInally
Brian Moore
Catherine McClymont
Hazel Galbraith
John Malone
Ken Greenshields
Mary Clarke
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.

She advised Committee that due to personal reasons Diana MacLean had resigned from Committee. The Chairperson also advised Committee that a request for a leave of absence had been received from Carmena Nixon on work commitments grounds. Committee approved a leave of absence for Carmena Nixon for a 3-month period.

The Chairperson asked the Vice Chairperson to chair the meeting

1. Apologies

Apologies were submitted by Jacqueline McCutcheon and Susanne Crayton.

2. Approval of Previous Meeting Minutes & Matters Arising

The minute of the Committee meeting held on 9th December 2020 was checked for accuracy and approved by the Management Committee.

Matters Arising

Page 4, Agenda Item 11, Confidential Staffing report – The DCE advised Committee that interviews for the post of Temporary Housing Officer had taken place on Friday 22 January 2021. There were 6 candidates, 1 internal and 5 from EVH. She advised Committee that all candidates interviewed performed very well however, it was the internal candidate, [REDACTED], who proved to be the best candidate. She advised that [REDACTED] start date is still to be determined.

The TSM gave Committee an overview of the current staffing arrangements within the Technical Services team. She advised that the current arrangements will delay [REDACTED]'s move to the Housing Management Team. She advised that replacements will be sought for the Temporary Technical Services Officer and Temporary Technical Services Assistant posts and she would keep Committee updated on progress.

Page 5, Agenda Item 12.4, SHARE On-line Equalities module – The CSO advised that some staff and Management Committee had experienced technical difficulties logging onto the site but these have now been resolved. She advised that almost all Management Committee members had completed the module.

Page 6, Agenda Item 14.1, Homeworking, Management Committee ICT Code of Practice Policy for Committee Members - The CEO advised that he is looking to bring the ICT Code of Practice Policy for Committee members, to the Committee meeting scheduled to take place on Wednesday the 31st March 2021.

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

3. Conflicts of Interests

Catherine McClymont declared a conflict of interest for part of Agenda Item 8, proposed partnership at former Lanark Grammar school (Braxfield Road/Hyndford Road)

4. Notifiable Events

The Vice Chairperson invited the CEO to present the report to Committee. The CEO highlighted to Committee that the monthly COVID-19 submission to the SHR had been submitted on time and contained information on the current lockdown restrictions to services. Committee discussed:

- Staff not working in the office and the impact on insurance cover for the office – The FM advised that the insurers were fully aware of the situation and that full cover was in place.

i) Committee considered the report and agreed the actions of the Association are satisfactory in relation to Notifiable Events.

5. Actions from Previous Meetings

The Vice Chairperson asked the CEO to present the report. The CEO gave Committee an update on:

- Page 4, Implement the 2020 Governance Workshop Action Plan – The CEO advised that almost all biographies had now been received and he will upload those onto the secure area of the website.
- Page 5, Arrange Cyber Crime training for Management Committee members. The CEO asked Committee for a proposed date for the training. After discussion Committee agreed to have the training session before the ICT Code of Practice for Management Committee members was discussed at the Committee meeting scheduled to take place on Wednesday the 31st March 2021. Committee asked the CEO to try and arrange training for Wednesday 10th March 2021.

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

6. COVID-19 Update

The Vice Chairperson asked the CEO to present the report to Committee. The CEO gave Committee an update on the report and advised he had nothing further to add. Committee discussed:

- Page 3, Risk Management, G3, Review of Re-Let risk assessment – The DCE told Committee that the risk assessment was introduced during the first lockdown. She advised that the relevant staff and their Line Managers recently met to review the risk assessment and agreed that no changes were necessary. She advised that staff were fully aware of their responsibilities to carry out all re-let tasks in line with the assessment.
- Page 5, Infrastructure and Business Continuity, I1 Remote working, Q2, Community Hub – The CEO advised that the Recovery Co-ordinator from ADP is no longer using a room in the Community Hub.
- Page 13, Housing, H1, Complaints – The DCE gave Committee details of the complaints received in January 2021 and advised Committee that the Housing Management staff were working with the complainants to reach a solution.

i) Committee noted the content of the report

7. Health & Safety Update

The Vice Chairperson invited the CEO to present the report. The CEO told Committee that all items had been covered in the COVID-19 report.

i) Committee noted the verbal report.

Catherine McClymont left the meeting at 18:45

8. Future Development Programme

8.1 Proposed Partnership at Former Lanark Grammar School (Braxfield Road/ Hyndford Road)

The Vice Chairperson asked the CEO to present the report to Committee. The CEO gave Committee an overview of the report and asked for their views, comments, and questions. Committee discussed:

- The site plan and the number of properties within the proposed development
- The proposed stock mix
- Feedback on the proposed development from the residents in Braxfield Road/Hyndford Road
- How negative feedback from residents could affect CHA's reputation
- Car parking for residents within the proposed development
- The location of the 3 story flatted properties within the proposed development
- The lack of green space within the proposed development
- The other sites being developed in Lanark and the number of flatted properties at these sites
- Property types and tenant aspirations

Committee asked the CEO:

- Why CHA was looking at partnership working with other Housing Associations to develop new sites – The CEO reminded Committee of the meeting they had with Mulholland Housing Consultancy in 2019 when they looked at different modules for developing. At this meeting Committee agreed to look at the opportunities to develop with other Housing Associations as they have the resources and skills to assist the Association.
- What is the next step – The CEO advised that he intended to meet with [REDACTED] Housing Association to discuss the issues discussed and will update Committee on the outcome of the meeting.

- | |
|--|
| i) Committee considered the information presented in the report on the Proposed Partnership at the Former Lanark Grammar School (Braxfield Road/ Hyndford Road) and agreed that they would like to note their interest in the proposed development but require more information before coming to a decision. |
|--|

Catherine McClymont returned to the meeting at 19:10

8.2 Possible Development Opportunity at Market Road Biggar

The Vice Chairperson invited the CEO to present the report to Committee. The CEO gave Committee an overview of the report and advised that the DCE had worked closely with South Lanarkshire Council on the local housing demand analysis to determine the best stock mix for the site. The CEO asked Committee for their views, comments, and questions. Committee discussed:

- The need for amenity housing in the Biggar area
- The excellent site location

Committee asked the CEO:

- The timescales involved – The CEO advised that the developer is looking at a site acquisition in the financial year 2022-23 and a site start date in the same financial year.

- | |
|---|
| ii) Committee considered the information presented in the report on the potential development opportunity at Market Road, Biggar and agreed that they are interested in the possible development and authorised the CEO to continue with discussions. |
|---|

9. Post Contract Development Projects

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

- If the new pump would alleviate the problems encountered – The TSM advised that the current pump is working efficiently however, Scottish Water require a new pump to be installed as per the agreed specification.
- When will Scottish Water adopt the pumping station – The TSM advised the developer has had issues obtaining the new pump due to COVID-19. However, it is hoped the new pump will arrive soon and once installed the Developer will ask Scottish Water to re-inspect and thereafter adopt.

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

10. Planned & Cyclical Maintenance

The Vice Chairperson asked the TSM to present the report to Committee. The TSM gave Committee an update on the works currently in progress that have not been affected by lockdown as they are essential or external works.

She made Committee aware of the access issues experienced by the contractor carrying out the cyclical electrical safety checks/smoke alarm upgrades. She advised Committee that the Technical Inspector was working closely with tenants and the contractor to alleviate these issues.

The TSM advised Committee that the Smarter Homes funding application closing date had been extended to 26 February 2020. She advised Committee that a submission will be made before the new closing date.

Committee discussed:

- Contractors going into liquidation – The TSM advised this is a risk and that she has and will continue to liaise with the Association’s consultants F3 on this matter.

i) Committee noted the content of the report.

11. Tenant Safety Report

The Vice Chairperson asked the TSM to present the report to Committee. The TSM advised Committee that very little has changed from the last time the report was presented to Committee. The TSM asked Committee for their views on the format of the report.

Committee discussed how often the report is presented to them and the format of the report.

- i) The Committee agreed that adherence to CHA’s statutory responsibilities is satisfactory and the evidence provided was enough for assurance purposes.
- ii) Committee gave thought on the format of the report and agreed that for future meetings the report should remain in its current format with any changes highlighted in red font.

12. AOCB

There was no AOCB to discuss.

The Vice Chairperson thanked everyone for attending and the meeting ended at 19:35