

## CLYDESDALE HOUSING ASSOCIATION LIMITED

Minute of the Management Committee meeting held via Video Conferencing on Wednesday 10 February 2021 at 18:00

Present: Pauline Sandford, Chairperson  
Maggie Botham, Vice Chairperson  
Agne Zasinante  
Brian McInally  
Brian Moore  
Catherine McClymont  
Hazel Galbraith  
Jacqueline McCutcheon  
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.

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

### 1. Apologies

There were no apologies

### 2. Conflicts of Interest

Conflicts of interests were noted by:

- Ken Greenshields and Jacqueline McCutcheon for Agenda Item 9 – Staff Wage Negotiations
- Mary Clarke, CEO, DCE, FM and TSM for Agenda Item 9 – Staff Wage Negotiations and Item 10 – Staff Wellbeing.

The Chairperson asked Committee if they would agree to Agenda Item 10 being discussed before Agenda Item 9. Committee agreed.

### 3. Notifiable Events

The Chairperson invited the CEO to present the report to Committee. The CEO told Committee that the report was last presented to them at the Management Committee meeting on the 27<sup>th</sup> January 2021. He advised that there had been no changes to the report since that date.

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

### 4. Agreement on Items for AOCB

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

The Chairperson announced a comfort break of 5 minutes after Agenda Item 6.

### 5. Budget & Rent Setting Consultation

The Chairperson asked the DCE to present the report to Committee. The DCE gave Committee an overview of the report. She made them aware of the number of tenants who had responded to the consultation, the results of the consultation, the complaint that was received and the outcome of the complaint. Committee discussed:

- The rent increase options - Committee discussed Agenda Item 8 of the meeting that took place on the 11 November 2020 (2021/22 Draft Budget & Rent Review) and the decisions they made following that discussion.
- The content of the consultation document – Committee agreed that the consultation document was comprehensive and gave clear and concise details on the investment program, the challenges CHA faced due to the pandemic and how each proposal will impact on the services CHA provide and the future financial viability for CHA.
- Consulting with the Residents & Tenants Organisation (RTO) - The DCE advised that she had consulted with most members of the RTO and their rent increase options had been included in the final figures.
- The consultation report and the information provided – Committee agreed that the addition of Benefit information was helpful.

- i) Committee considered the information contained in the report.  
ii) Committee agreed to consider which option should be applied as the 2021-22 rent increase after the FM report (Agenda Item 6.1-6.8).

## 6. Proposed Budget & Rent Setting for the year to 31 March 2022

### 6.1 – 6.8 Finance Manager’s Report

The Chairperson invited the FM to present the report. The FM told Committee that she would go through Agenda Items 6.1- 6.8 page by page. The FM covered all the relevant points in the reports and asked Committee for their views, questions and opinions. The FM also presented results from the long-term financial planning model on the rent increase proposals. Committee discussed:

- The response to the consultation – Committee reviewed the numbers who responded to the consultation and the potential reasons for the low response.
- Other Registered Social Landlords (RSL’s) within the South Lanarkshire areas rent increases for 2021-22 – Committee reviewed the information provided by the FM in Agenda Item 6.1, Appendix A.
- How CHA’s rents compare with other RSL’s – Committee reviewed the 2020-21 Scottish Housing Regulators average rent figures for RSL’s and how CHA’s rents compared to the averages. They noted that, in most cases, CHA’s average rent charges were lower than the RSL average. Committee concluded that this was due to CHA implementing lower rent increases in previous years.
- How the tenants voted – Committee noted that of those who voted, the majority voted for an increase greater than 0.5%.
- Statutory and local requirements – Committee reviewed the requirements of the Scottish Social Housing Charter April 2017 and CHA’s Rent Policy.
- Economic climate – Committee commented on the uncertainty of the current economic climate and the potential impact on CHA’s short and long-term viability.

At the end of the discussion’s the Chairperson asked Committee Members to vote on their preferred option by raising their hands. It was noted that a large majority of Committee Members favoured a 1% rent increase for 2021-22.

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| i)  | Committee discussed and agreed a rent increase of 1% the year ending 31 March 2022. |
| ii) | Committee approved the budget for the year to 31 March 2022.                        |

- It was agreed that the FM will give Committee an update on the budget for the year to 31 March 2022 taking into account the rent increase of 1%.

### Comfort Break

The Chairperson advised a comfort break at 19:01 and asked members to resume at 19:06.

## 7. Adoption of SFHA Charitable Model Rules (Scotland) 2020

The Chairperson asked the CEO to present the report to Committee. The CEO re-capped on the session of the 20<sup>th</sup> January 2021 when Mark Ewing from TC Young Solicitors met with Committee and discussed:

- The reasons for the update to the Model Rules

- The new Governance provisions contained within the new Model Rules
- Advice relating to options to remove postal voting and holding virtual General Meetings.
- The process for adopting the new Model Rules and making local amendments that Committee wish to recommend to CHA's Shareholding members.

The CEO gave Committee an overview of the rest of the report and highlighted the potential risks & risk management for adopting the Model Rules and the process for adopting the Model Rules. The CEO asked Committee for their views, comments, and questions.

Committee Members advised that the presentation and the report gave them the information they required to make a decision.

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| i)   | Committee considered the report and the attached draft Clydesdale Housing Association Rules.  |
| ii)  | Committee considered the risks and related mitigation activities relevant to the proposed local amendments to the SFHA Charitable Model Rules (Scotland) 2020 and agreed they were acceptable to CHA. |
| iii) | Committee agreed that it had received appropriate specialist advice and information in relation to the Draft Clydesdale Housing Association Rules.  |
| iv)  | Committee approved the final version of the Draft Clydesdale Housing Association Rules for presentation to CHA's Shareholding Members at a Special General Meeting on 24 <sup>th</sup> March 2021.    |

## 8. Electrical Works Contract – Phase 2 Tender Report

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.

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| i) | Committee considered the costs submitted for Phase 2 to be reasonable. |
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Mary Clarke and the FM left the meeting at 19:15.

## 10. Staff Wellbeing Report

The Chairperson asked the CEO to present the report to Committee. The CEO told Committee of the arrangements CHA currently has in place to address the mental wellbeing of staff. He gave Committee details of a proposal to sponsor a 12-month subscription to a mindfulness app for each staff member, the approximate costs and budgetary information.

The CEO, DCE and TSM left the meeting at 19:18.

Committee discussed the proposal and agreed that the mindfulness app approach will help staff cope with the additional pressures they are currently experiencing due to the pandemic.

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| i) Committee agreed to the proposal to sponsor a 12month subscription to a mindfulness app for each staff member as a measure towards meeting CHA's Stress Policy and mitigate risk 2.9 of the COVID-19 Risk Log. |
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Jacqueline McCutcheon and Ken Greenshields left the meeting at 19:20.

### 9. Staff Wage Negotiations – EVH Ballot

The Chairperson asked Committee Member Brian McNally, CHA's EVH representative, to present the report to Committee. Mr McNally gave Committee an update on the recent meeting he had attended that discussed the proposed wage increase. He gave Committee an explanation of the 2-year deal and asked for their views and comments. Committee discussed:

Committee discussed:

- How the negotiations progressed.
- How, in the current economic environment, tenants would react to an increase greater than 0.8%.
- How, in the current economic environment, staff would react to an increase less than 0.8%.
- Wage increase comparisons with Public Sector Organisations.

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| i) Committee agreed to vote yes to EVH's recommendation on salaries for April 2021 & April 2022. |
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### 11. AOCB

There was no AOCB to discuss.

The Vice Chairperson thanked everyone for attending and the meeting ended at 19:30.