

CLYDESDALE HOUSING ASSOCIATION LIMITED

Minute of the Management Committee meeting held via Video Conferencing on Wednesday 30th June 2021 at 18:00

Present: Pauline Sandford, Chairperson
Maggie Botham, Vice Chairperson
Carmena Nixon, Secretary
Agne Zasinaite
Brian McNally
Brian Moore
Catherine McClymont
Gillian Anderson
Hazel Galbraith
Jacqueline McCutcheon
John Malone
Susanne Crayton (Treasurer)

A quorum was achieved.

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

1. Apologies

Apologies were received from Ken Greenshields and Ruth McElhinney.

Mary Clarke is on a leave of absence.

2. Approval of Previous Meeting Minutes & Matters Arising

The minute of the Committee meeting held on 16th June 2021 were checked for accuracy and were approved by the Management Committee.

3. Conflicts of Interest

Susanne Crayton declared a conflict of interest for Agenda Item 11, Post Contract Development Projects.

Pauline Sandford declared a conflict of interest for Agenda Item 18, 2021 Committee Election.

4. Actions from Previous Meetings

The Chairperson asked the CEO to present the report to Committee. The CEO gave Committee an overview of the report and advised that the Management Committee and staff business planning event would take place on Saturday 4th September 2021 at 1.30pm – 5pm. The venue for the event was still to be determined.

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

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

6. Health and Safety

The Chairperson invited the CEO to present the verbal report. The CEO gave Committee an update on the progress made to the Health & Safety Action Plan.

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| i) Committee consider the Health & Safety Update Report and agreed progress is satisfactory |
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7. Notifiable Events

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

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| i) Committee consider the report and agreed the actions of the Association have been satisfactory in relation to Notifiable Events. |
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8. COVID – 19 Update

The Chairperson asked the CEO to present the report to Committee. The CEO gave Committee an overview of the report. and made Committee aware of the partial return of staff to the office on the 16th August 2021. The CEO asked Committee to consider the report, discuss its content and determine any amendments to its format, structure and content going forward. Committee discussed:

- The number of staff returning to the office on the 16th August 21. – The CEO advised that staff will work from home and the office on a 2 weekly rotational basis. However, there may be occasions when a staff member needs to work from the office in a week, they are due to work from home i.e., mixing the working groups. When this happens the staff member should contact the Corporate Services Team who will advise if hot desking is available.
- How staff are feeling about returning to the office – The CEO advised that staff have expressed enthusiasm to return to office working.
- System security – The CEO advised that Sabre had fitted a new piece of hardware, Watchguard, that reports on attempted cyber-attacks, the level of the attack and the frequency.

- Relet work – The DCE told Committee that COVID checks add 6 days to the relet times and made Committee aware that the relet time for May 2021 was 12.5 days which is the lowest it has been in some time.

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| i) Committee considered the content of this report and agreed progress in managing the impact of Covid-19 has been satisfactory. |
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9.1 Annual Review of Long-Term Financial Projections – Committee Consultation

The Chairperson asked the FM to present the report. The FM gave Committee details of the current assumptions and projections noted in the report and gave Committee a summary of the long-term financial plans and the impact this will have over the 30-year period. Committee discussed:

- Inflation rate used in the assumptions – The FM advised that this is an average over the 30-year financial forecast period.
- Cashflow summary – The FM advised that the information provided was to assess viability over the 30-year forecast period.
- Cashflow Sensitive analysis – The FM advised that this is used to predict the outcome of decisions based on a certain range of variables and the impact these decisions may have on the cash balance over the 30-year period.
- How the Association borrowing money would affect these projections – The FM gave Committee an overview of the Association’s loan portfolio and how borrowing would impact on the loan portfolio, re-financing, consolidating loans and new and existing covenants.

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| i) Committee reviewed and discussed the draft 2021 Long Term Financial Projections and assumptions. |
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9.2 5-Year Financial Projections Return

The Chairperson asked the FM to present the report to Committee. The FM gave Committee an overview of the report and advised they had no further updates to the report.

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| i) Committee reviewed the 2021 Five Year Financial Projections Return to the Scottish Housing Regulator. |
| ii) Committee approved the 2021 Five Year Financial Projections Return. |
| iii) Committee authorised the Finance Manager to submit the 2021 Five Year Financial Projections Return to the Scottish Housing Regulator. |

9.3 Annual Loan Portfolio Return

The Chairperson invited the FM to present the report to Committee. The FM gave Committee an overview of the report content and advised they had no further updates to the report.

- i) Committee reviewed the 2021 Five Year Financial Projections Return to the Scottish Housing Regulator.
- ii) Committee approved the 2021 Five Year Financial Projections Return.
- iii) Committee authorised the Finance Manager to submit the 2021 Five Year Financial Projections Return to the Scottish Housing Regulator.

10 Future Development Programme

The Chairperson asked the CEO to present the report to Committee. The CEO gave Committee a summary of the previous report submitted to them with regards to Market Road, Biggar and gave Committee details on:

- Housing demand analysis
- Grant funding
- Site location plan
- The site capacity study carried out by Glenesk Homes
- The meetings that have taken place with South Lanarkshire Council and the Scottish Government.
- The profile information pack on Glenesk Homes

Committee discussed:

- Glenesk Homes – the CEO advised that appropriate checks would be carried out as part of the Association due diligence process.
- Mobility Scooter points – The CEO advised that he would look into the install and costs associated with installing mobility scooter points in the development and funding opportunities available.

- i) Committee noted the content of the report and agreed the level of progress made on this activity was satisfactory.
- ii) Committee considered the Glenesk Homes profile information and instructed the CEO accordingly.
- iii) Committee considered the Site Capacity Study by Glenesk Homes and feedback views to the CEO for action.
- iv) Committee delegated authority to the CEO to complete and submit necessary documentation to South Lanarkshire Council in relation to the 2022/2027 Strategic Housing Investment Plan.

11. Post Contract Development Projects

Susanne Crayton left the meeting at 19:22

The Chairperson invited the TSM to present the report to Committee. The TSM updated Committee on the progress made with the ongoing latent defects at McAlpine Avenue and McAlpine Park, Biggar. Committee discussed:

- Who pays the developer for the work that needs completing – The TSM advised that the developer is liable for any costs incurred.
- When will Scottish Water adopt the pumping station – The TSM advised that this will happen once the developer rectifies the problems.

i) Management Committee considered the report and agreed progress is satisfactory.
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Susanne Crayton re-joined the meeting at 19:25

12. Repairs & Maintenance Scorecard

The Chairperson asked the TSM to present the report to Committee. The TSM advised Committee that they had no further updates to the report.

i) Committee noted the content of the report
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13. Planned and Cyclical Maintenance Update

The Chairperson asked the TSM to present the report to Committee. The TSM gave Committee an overview of the report and advised that there were no updates from the date the report was prepared. Committee discussed:

- Information provided to tenants on how to work their new heating systems – The TSM told Committee that staff would be trained in the operation of the systems to assist tenants.
- Costs of surveys being carried out in tenant's homes – The TSM advised the cost of the surveys are included in the contract costs as per agenda item 14.

i) Committee noted the content of the report
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14. Heating Contract Cost Appraisal

The Chairperson asked the TSM to present the report to Committee. The TSM gave Committee details of the new costs received for the change of specification to air source heat pumps. Committee discussed:

- The price increase – The TSM advised that although the price had increased it was still within the budget set.
- If the price increase was reasonable – The TSM advised they had asked consultants, F3, to review the increase and they advised the increase was reasonable for the contract.
- F3's cost per property – The TSM advised that given the current economic climate costs of materials had increased in price.

i) Committee considered and approved the new costs.

15. Tenant Safety Report

The Chairperson asked the TSM to present the report to Committee. The TSM advised Committee that updates from the last report were highlighted in red.

i) Committee agreed that adherence to CHA's statutory responsibilities was satisfactory and the evidence presented was enough for assurance purposes.

16. Social Housing Heat Fund Update

The Chairperson asked the TSM to present the report to Committee. The TSM told Committee that staff had currently made over 180 referrals to the HEAT team who in turn had paid 120 tenants their £170 payment. In addition to the heating voucher the HEAT team were working with tenants to apply for other energy related benefits they were entitled to as well as helping some get onto the energy providers priority list and are also dealing with complex issues tenants are experiencing with their energy provider.

i) Committee noted the progress being made

17. 2021 Annual General Meeting

The Chairperson asked the CEO to present the report to Committee. The CEO gave Committee an update on the most recent guidance received from the Scottish Government regarding physical distancing. The CEO told Committee that a poll of regular AGM attendees was carried out and those asked were enthusiastic about a return to a face-to-face event at the Memorial Hall and made Committee aware that they will continue to review Scottish Government guidance on this matter.

- i) Committee considered and agreed that the Management Team continue to review Scottish Government guidance before considering an option to proceed with the 2021 Annual General Meeting on 1 September 2021 in order to meet the Association's legal and regulatory requirements.
- ii) Committee agreed to grant delegated authority to the Office Bearers to determine whether to proceed with a venue-based AGM or a virtual AGM on 1 September 2021.

18.2021 Committee Election

The Chairperson asked the CEO to present the report to Committee. The CEO gave Committee an overview of the report and made Committee aware of rules 39.1 39.2 and 39.4 and asked those noted in the report to consider standing down and seek re-election at the 2021 AGM. The CEO highlighted that those standing down to stand for re-election can do so without being nominated.

Pauline Sandford left the meeting at 19:53

The CEO also made Committee aware of rule 37.6 – the nine-year rule and highlighted the Vice Chairperson's report and asked they consider this when making a decision. Committee discussed the Vice Chairperson's report and its content. They agreed that Pauline Sandford demonstrates continued effectiveness.

Pauline Sandford re-joined the meeting at 19:56.

The CEO made Committee aware of rule 41 and asked those noted in the report to that require to seek election at the 2021 AGM. The CEO highlighted that those standing down to stand for election can do so without being nominated.

- i) Committee Members Catherine McClymont, Pauline Sandford, Hazel Galbraith and Brian McNally agreed to stand down and seek re-election in order to comply with Rule 39.1.
- ii) Pauline Sandford agreed to stand down and seek re-election under Rule 39.1. Committee agreed that Pauline Sandford demonstrated continued effectiveness and supported her intention to stand for re-election.
- iii) Pauline Sandford declared an interest and left the meeting while recommendation 2 was considered by the Management Committee.

19. AOCB

There was no AOCB to discuss.

The Chairperson thanked everyone for attending and the meeting ended at 20:00