

CLYDESDALE HOUSING ASSOCIATION LIMITED

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

Pauline Sandford, Vice Chair Mentor
Hazel Galbraith, Vice Chairperson
John Malone, Treasurer
Carmena Nixon, Secretary
Brian McNally
Gillian Anderson
Susanne Crayton

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
John Mulholland, Mulholland Housing Consultancy
Lesley McDonald – observer
Linda Niven, staff member – observer
Victoria Hennessy, staff member - observer

The Vice Chairperson welcomed everyone to the meeting and introduced John Mulholland, Lesley McDonald, and Linda Niven to Committee.

1. Apologies

Apologies were received from Agne Zasinaite, Jacqueline McCutcheon, Ruth McElhinney, Brian Moore, Catherine McClymont, Maggie Botham, and Ken Greenshields

2. Approval of Previous Meeting Minutes & Matters Arising

The minute of the Committee meeting held on 29th September 2021 was checked for accuracy and was approved by the Management Committee.

Matters Arising

- Page 4, item 8, Covid-19 Update, two outstanding Gas Safety checks – The TSM advised they were successfully completed within the 12-month anniversary of the most recent check.
- Page 5, item 9.1, Sub-Committee Membership, Audit & Risk Sub-Committee – The CEO advised that due to the times of the meetings Gillian Anderson will no longer be able to participate in the Audit & Risk Sub-Committee. Committee agreed to review membership of the Audit & Risk Sub-Committee at the next

Management Committee meeting due to take place on Wednesday the 10th November 2021.

- Page 5, item 9.1, Sub-Committee Membership, Staffing Sub-Committee – The CEO advised that the date of the next Staffing Sub-Committee has been changed to Wednesday the 15th December 2021.

The Vice Chairperson asked Committee if they had any items, they wished to discuss under AOCB.

- a) EVH Annual Pay Negotiation Feedback Request

Victoria Hennessy joined the meeting at 18:07

3. Management Committee Candidate Introduction

The Chairperson invited Lesley McDonald to speak directly to Committee to explain reasons for wishing to join CHA's Management Committee.

Lesley gave Committee details of their work history, their interest in Equalities and their reasons for wanting to become a Management Committee member at CHA.

- | |
|---|
| i) Committee provided the opportunity to Lesley McDonald to speak to them directly regarding her candidacy for filling the current Management Committee casual vacancy. |
|---|

4. Conflicts of Interest

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

All staff noted a conflict of interest for the EVH Annual Pay Negotiation Feedback Request item to be discussed under AOCB.

5. Notifiable Events

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

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

6. Actions from Previous Meetings

The Vice Chairperson asked the CEO to present the report. The CEO gave Committee an overview of the report and advised he had no further updates to report.

- | |
|--|
| i) Committee considered the Actions from Previous Meetings Report and agreed progress is satisfactory. |
|--|

7. Royal Bank of Scotland Signatories

The Vice Chairperson asked the FM to present the report to Committee. The FM gave Committee an overview of the report detailing the purpose of the report and the proposed bank signatory changes.

1. Management Committee approved the following as signatories on the Association's bank accounts:

Management Committee members – List A

Vice Chairperson Maggie Botham
Treasurer John Malone

Staff members – List B

Chief Executive Officer Joe Gorman
Depute Chief Executive Jane Guthrie
Finance Manager Eileen Wilson

2. Management Committee approved the following resolution as detailed in section 2 of the bank mandate:

It was resolved that:

- The Authorised Signatories in the current mandate, for the accounts detailed in section 1.3, be changed in accordance with section Authorised Signatories.
And the current mandate will continue as amended.

3. Management Committee certified the following as detailed in Section 4 of the bank mandate:

We certify that:

The Resolution set out in Section 2 was passed at a Meeting at which a quorum was present.

In respect of this mandate

- all signatures are genuine
- the information given is correct
- we have initialled any corrections
- there are no limitations on the powers of the Business / Organisations constitution or otherwise to provide this mandate to the Bank in order to regulate its future dealings with the Bank.

This is an important document, and by signing it you will be entering into a contract with legal effect. By signing, you confirm you have full power and authority to sign the document.

4. Management Committee delegated authority to the Chief Executive Officer to sign the bank mandate on behalf of Committee.

8. Covid-19 Update

The Vice Chairperson asked the CEO to present the report to Committee. The CEO told Committee that they had no further updates to the report. Committee discussed:

- Staff Morale – The CEO gave Committee details of the process in place for hybrid working and details of the weekly staff meetings. They advised that although the current situation is not ideal it is as good as it could be.

Gillian Anderson joined the meeting at 18:20

- Page 8, A3, Voids (empty properties), Q2, July to September 2021. Committee asked for the current number of void properties and exit information from those tenants who had given up their tenancies during July to September 2021 - The DCE advised that currently the Association had two void properties. They advised they did not have the exit information to hand however, this will be available for Committee to view at the next meeting scheduled to take place on the 10th of November 2021.

- | |
|--|
| i) Committee considered the content of this report and agreed progress in managing the impact of Covid-19 has been satisfactory. |
|--|

9. Annual Assurance Statement:

9.1 Tenant & Resident Safety Report

The Vice Chairperson asked the TSM to present the report to Committee. The TSM advised that text marked in red on the report represents an update on information previously reported. Committee discussed:

- Cold water storage tanks. The TSM advised that none of CHA's housing stock had cold water storage tanks. They advised that these were not installed in the houses CHA built and that Scottish Homes removed these from the stock transfer stock before CHA took them over.
- Gas Safety Programme – The TSM advised the programme was now completed. They told Committee that all checks were conducted before the contract closing date of 30th September 2021. Committee asked that the TSM pass on their gratitude to Claire Chalmers, Temporary Technical Services Officer, for ensuring the contract ran successfully.
- Fire Safety -The TSM told Committee that there are ninety-one properties which have yet to be upgraded to LD2 standard. These works have now been contracted to Davidson and Lindsey Electrical Services, CHA's reactive maintenance contractor. The TSM advised that access arrangements to conduct the upgrade will mirror the gas safety procedure to ensure access, it is the Association's aim to have the works complete before the end of this calendar year.

- | |
|---|
| i) Committee agreed that the Association's statutory responsibilities is satisfactory and evidence enough for assurance purposes. |
|---|

9.2 EESSH Update

The Vice Chairperson asked the TSM to present the report to Committee. The TSM gave Committee background details of Energy Efficiency Standard for Social Housing (EESSH). They made Committee aware of the current position across Scottish RSL's and the Association's current position. Committee discussed:

- Grant Funding – The TSM reminded Committee that the application for the Low Carbon grant funding from the Scottish Government was unsuccessful. They made Committee aware that the new Net Zero Carbon Fund has been launched and it is the Association's intention to submit an application for this fund.
- Heat & Smoke detectors – The TSM advised Committee that all the Association's properties will be fitted to the new standard by February 2022.
- Procurement – The TSM advised Committee on the rigorous checks conducted by the Association to ensure they are compliant with procurement laws.
- Noise generated by air source heat pumps. The TSM told Committee that to date they had received one enquiry regarding the noise issue. The TSM gave Committee details on the checks conducted by the contractor before install to ensure there is adequate space for units. They advised if there were space constraints then the Association would look to install efficient quantum storage heaters in these properties. The TSM also made Committee aware of the pre-install information sent to tenants.

i) Committee considered the report and agreed progress is satisfactory.

9.3 External Assurance Validation Report

The Vice Chairperson invited John Mulholland, Mulholland Housing Consultancy (MHC) to present the report to Committee. John Mulholland provided an overview of the work recently conducted by MHC during which they assessed new policies, Management Committee papers & reports, minutes of Sub-Committee meetings, training presentations, newsletters, and Annual Reports. They advised Committee that MHC found that there was a high standard of reporting and highlighted the strong joint working relationship between the Management Committee and Management Team.

Mr Mulholland gave Committee a summary of the recent assessment findings, on Regulatory Compliance, Financial Impact, Risk Assessment and Equalities Impact. Mr Mulholland noted the positive continued improvement that had taken place over the past year and told Committee that there were no areas of non-compliance. They advised that for the year 2020/21 there were many areas where CHA performed to a high standard through activities such as:

- The work of the 2020 Governance Working Group which reviewed arrangements for Committee Induction and Annual Collective and Individual Committee Review.
- A focused organisational exercise on succession planning.
- Cybercrime training for Committee Members and staff.
- The introduction of more robust network cyber-security software.
- Further internal audit which has produced evidence of very high levels of assurance.

Mr Mulholland made Committee aware of a number of areas for CHA to focus on in the coming year and beyond which included:

- Landlord and tenant safety. They noted that high levels of performance are evidenced but this will always be a major priority for all RSLs.
- Equal opportunities monitoring and action. They noted good progress had been made in establishing appropriate systems for collecting equalities data and the Association had plans to conduct further tenant insight research over the term of the forthcoming business plan.
- Continued attention to improving value for money.

They advised Committee that these were areas of focus but not of non-compliance.

Committee discussed:

- Staff and Management Committee's involvement in ensuring compliance - It was noted that compliance would not have been achieved if it were not for the hard work and dedication of all staff and for the level of scrutiny, comments and questions tendered by the Management Committee.

- | |
|--|
| <ul style="list-style-type: none">i) Committee considered the proposed draft Assurance Statement for 2021 at detailed in Appendix 1.ii) Committee agreed the Statement to be signed by the Chair and submitted on behalf of the Management Committee via the Scottish Housing Regulators Landlord's portal. |
|--|

The Vice Chairperson thanked Mr Mulholland for his report and Mr Mulholland left the meeting at 18:46.

10. Development Activity Report

The Vice Chairperson asked the CEO to present the report. The CEO gave Committee details the meeting that took place on the 27th of August 2021 between, South Lanarkshire Council's Planning and Building Standards Manager, the CEO and Glenesk Homes. Committee discussed:

- The pre-planning proposal – After discussion, the CEO advised he would continue working on the proposal and advise Committee on progress made.

- | |
|---|
| <ul style="list-style-type: none">i) Committee noted the content of this report and agreed the level of progress made on this activity is satisfactory. |
|---|

Susanne Crayton left the meeting at 18:46.

11. Post Contract Development Projects

The Vice Chairperson asked the TSM to present the report to Committee. The TSM gave Committee an overview of the content of the report. Committee discussed:

- The possibility of appointing another contractor to carry out the works – The TSM advised Committee on the work outstanding and the difficulties they are experiencing progressing these works. Committee discussed the costs, risks, and potential legal implications of employing another contractor to carry out the works. It was the consensus of Committee not to pursue employing another contractor. Committee agreed to continue to review the situation.

i) Committee considered the report and agreed progress is satisfactory.

Comfort Break

The Vice Chairperson advised a comfort break at 19:07 and asked members to resume at 19:12.

12. Technical Services Scorecards

The Vice Chairperson asked the TSM to present the report to Committee. The TSM gave Committee an overview of the report. They gave Committee an update on Outcome 4, F4, Percentage of medical adaptations spend compared to stage 3 grant award (cumulative). The TSM advised that they anticipate spending all the grant allocation by the end of November 2021.

i) Committee noted the content of the report.

13. 2021/22 Planned & Cyclical Maintenance Progress

The Vice Chairperson invited the TSM to present the report to Committee. The TSM gave Committee a summary of the report and advised they had nothing further to add.

i) Committee noted the content of the report.

13.1 External Painter Work Tender Report

The Vice Chairperson asked the TSM to present the report to Committee. The TSM told Committee that traditionally, due to severe weather, external painting is carried out in the spring and summer months. However, lockdown restrictions this year made it impossible to achieve this. They advised it was their and contractors' opinion, as well as F3 Surveyors, is that beginning a painting contract in November is not worthwhile or best practice. Therefore, the contractor suggested that CHA postpone the works and start at the beginning of April 2022 when the weather allows. However, to do this the contractor projected a 5% increase on costs as there is an increase of 5% on materials due to be applied in November of this year. Committee discussed:

- The cost increase – The TSM advised that the cost increase covered not only materials but other costs the contractor may face such as labour etc.

i) Committee considered the information presented in the tender report and agreed to appoint the contractor with a view to the works starting in April 2022.

14. Membership Register Update

The Vice Chairperson asked the CSO to present the report. The CSO gave Committee an overview of the report and advised they had nothing further to add.

- i) Committee considered the report and agreed the levels of adherence to the Rules of the Association were satisfactory.
- ii) Committee agreed to cancel the members shares and record the ending of their memberships in the Register of Members.

The Vice-Chairperson thanked Lesley McDonald for their attendance and Ms McDonald left the meeting at 19:28.

15. Auto-Enrolment Annual Certification

The Vice Chairperson asked the FM to present the report. The FM gave Committee an overview of the report and advised they had nothing further to add.

- i) Committee authorised the 2021 Auto-Enrolment Certificate.
- ii) Committee delegated authority to the Chairperson to sign the 2021 Auto-Enrolment Certificate on their behalf.

17. Management Committee Vacancy - discussion

The Vice Chairperson asked Committee for their views and opinions on the appointment of Lesley McDonald to Management Committee.

The Vice Chair Mentor and Susanne Crayton gave Committee details of the recruitment process and interviews that had taken place on the 2nd of June 2021. They advised Committee that during the interview Lesley had shown great enthusiasm, skills and knowledge and expressed a particular interest in Equalities issues. The Vice Chair Mentor and Susanne Crayton advised that they believed Lesley would be a great fit and an asset to Committee.

The Vice Chairperson asked Committee if they agreed to the appointment of Lesley McDonald to the Management Committee of Clydesdale Housing Association.

Committee agreed to the appointment of Lesley McDonald to fill the casual Management Committee vacancy that currently exists on condition that Ms McDonald become a Shareholding Member of CHA. It was agreed that the CEO would advise Ms McDonald of the Committee's decision.

All staff left the meeting at 19:40. The Vice Chair Mentor took the minute for the remainder of the meeting.

16.AOCB

EVH Annual Pay Negotiation Feedback Request

After discussion Committee agreed that given the number of apologies tendered for the meeting, this item should be revisited at the next Management Committee meeting scheduled to take place on Wednesday 10th November 2021 which would give enough time to respond to EVH's deadline of 15th November 2021.

The Vice Chairperson thanked everyone for attending and the meeting.

The meeting ended at 19:50.