

CLYDESDALE HOUSING ASSOCIATION LIMITED

Minute of the Management Committee meeting held via Video Conferencing on Wednesday 26 January 2022 at 18:00

Present: Maggie Botham, Chairperson
Pauline Sandford, Vice Chairperson Mentor
Agne Zasinaite
Brian McNally
Brian Moore
Gillian Anderson
John Malone
Ken Greenshields
Lesley McDonald
Ruth McElhinney

A quorum was achieved.

In Attendance: The Depute Chief Executive (DCE)
Technical Services Manager (TSM)
Finance Manager (FM)
Claire Chalmers, Temporary TSO, Staff observer
Kirsty Kennedy, TSO, Staff observer
Elizabeth Miller, Corporate Services Officer (CSO) minute

1. Apologies

Apologies were received from Carmena Nixon, Catherine McClymont, Hazel Galbraith, Jacqueline McCutcheon, and Susanne Crayton.

2. Approval of Previous Meeting Minutes & Matters Arising

The minute of the Committee meeting held on 8th December 2021 was checked for accuracy and was approved by the Management Committee. There were no matters arising.

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

- TSM - The Social Housing Heat Fund

3. Conflicts of Interest

The TSM, FM, Staff observers declared a conflict of interest for agenda item 8, Referral from the Staffing Sub-Committee: 2022/25 Business Plan Workforce Planning.

Committee agreed to discuss agenda item 8 after AOCB.

4. Notifiable Events

The Chairperson asked the DCE to present the report. The DCE said there was nothing to report.

5. Actions from Previous Meetings

The Chairperson asked the DCE to present the report to Committee. The DCE gave Committee an overview of the report and advise they had nothing further to add.

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| i) Committee considered the Actions from Previous Meetings Report and agreed progress is satisfactory. |
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6. Covid-19 Update

The Chairperson asked the DCE to present the report to Committee. The DCE gave Committee an overview of the report and advised they had further updates to report. Committee discussed:

- Page 9, A4, Planned & Cyclical works, October to December 2021– The TSM gave Committee details of the current issues the contractor is facing with supplies of the air source heat pumps. They advised tenants who are expecting an install in the current budget year have been made aware that there will be a delay.

Gillian Anderson joined the meeting at 18:10.

- Page 11, H3, Evictions, the Scottish Government £10m grant funding for tenants in rent arrears – the DCE made Committee aware the South Lanarkshire Council was awarded £500,000 to distribute to those who qualified for the funding. They told Committee that the Association successfully obtained funding for five tenants who were in jeopardy of losing their homes. The DCE gave Committee details of the process the Housing Management Team took in securing the funding.

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| i) Committee considered the content of the report and agreed progress in managing the impact of Covid-19 has been satisfactory. |
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7. Health & Safety Update

The Chairperson asked the DCE to present the report to Committee. The DCE told Committee they had no Health & Safety matters to report.

9. Future Development Programme

The Chairperson asked the DCE to present the report to Committee. The DCE told Committee that they had no further updates to the CEO's report and asked the Vice Chair Mentor if they had anything further to add.

The Vice Chair Mentor told Committee that they had attended the Community Council meeting and gave them details of what was discussed and their view on the support from those in attendance to the proposed development. Committee discussed:

- Development training – The DCE advised that the CEO was looking into suitable training for Committee
- Cost Plan – The FM told Committee the Fettes MacDonald, from FMD Financial, will be attending the Committee meeting on the 23rd February 2022 and will give discuss private finance issues with the Committee.

i) Committee noted the content of the report

10. Post Contract Development Projects

The Chairperson asked the TSM to present the report to Committee. The TSM gave Committee an outline of the report content. They advised Committee that they are currently involved in negotiations with the contractor and will update Committee on progress at the next Development & Maintenance meeting in April 2022.

i) Committee considered the report and agreed progress is satisfactory

11. Housing Quality & Maintenance Scorecard

The Chairperson asked the TSM to present the report to Committee. The TSM gave Committee an outline of the report content and that they had no further updates to the content of the report.

i) Committee noted the content of the report.

12. Planned & Cyclical Maintenance progress

The Chairperson asked the TSM to present the report to Committee. The TSM gave Committee an outline of the report content and advised that current updates were noted in the comments section. Committee discussed:

- Number of contractors submitting tenders for projects – The TSM gave Committee details of the number of tenders received for the recent windows, doors, kitchen, and bathroom projects. They advised that the numbers received were fewer than had been received in the past. They told Committee that after discussions with other RSL's it was noted that this could be due to supply issues or the contractors unable to take on any further work at present.
- Partnership working with other RSL's – The TSM told Committee that this had been discussed in the past but had not yet come to fruition. They advised it is still something the Association is open to in the future.

i) Committee noted the content of the report.

13. Tenant Safety Report

The Chairperson asked the TSM to present the report. The TSM gave Committee an overview of the report and advised that Claire Chalmers, Temporary TSO was leading on the tenant safety projects and asked that questions be directed to them. Committee discussed:

- Page 5, Electrical Safety Checks – The temporary TSO advised Committee that they were confident the contractor will complete the works before the end of February 2022.

i) Committee agreed that adherence to the Association's statutory responsibilities is satisfactory and evidence enough for assurance purposes.
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14. Proposed Disposal of Land

The Chairperson asked the TSM to present the report. The TSM gave Committee an overview of the report and the plans of the estate. They told Committee that the monies raised from the sale of the land would be donated to the local Community Fund to contribute to the wider community fund for play equipment. Committee discussed:

- Planning condition – The TSM advised that they were currently checking on the planning conditions with South Lanarkshire Council.
- The disposal process – The TSM advised it will be an open market sale and gave Committee details of what this may entail.
- The number of parking spaces – the TSM advised the land has space for two parking spaces.

i) Committee agreed to proceed with the disposal of the land, providing the necessary consent was received from the planning authority and the legal aspects were discussed with CHA legal advisors.
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15. Applications for Membership

The Chairperson asked the CSO to present the report. The CSO advised they had no further updates to the content of the report. They made Committee aware of the reasons for the '*Why you wish to become a member*' section of the application form not being completed; however, this should be resolved once the office re-opens to the public and tenancy sign-ups can be held in the office. Committee thanked Housing Management staff for their work in recruiting new members.

i) Committee approved the application for shareholding membership from: <ul style="list-style-type: none">• Toni Brunton• Marc Coccozza• Elspeth Struthers• Gerard McCulloch• Ross Buchanan

16. A.O.C.B.

- The TSM made Committee aware that the Association had again applied to the Social Housing Heat Fund and had been awarded a further £132,700. They told Committee that they would keep them updated on the distribution of the funds to tenants.

The TSM, FM, Temporary TSO, and TSO left the meeting at 18:57

Comfort Break

The Chairperson advised a comfort break at 18:57 and asked members to resume at 19:05.

8. Referral from the Staffing Sub-Committee: 2022/25 Business Plan Workforce Planning

The Chairperson asked the DCE to present the report. The DCE gave Committee details of the report content and details of recruitment advice from John Mulholland, of John Mulholland Consultancy.

They also made Committee aware of a change that had recently taken place in the Technical Services team. They advised that [REDACTED] temporary Technical Services Assistant, had resigned and would be leaving the Association on Friday the 28th of January 2022. They gave Committee details of the impact this would have on the Technical Services team and asked Committee to consider making the temporary Technical Services Assistant held by [REDACTED] into a permanent post with immediate effect.

The DCE asked Committee for their views on the Staffing Sub-Committee's recommendations and changing the temporary Technical Services Assistant post to a permanent one. Committee discussed:

- Notifying the SHR on the DCE's retirement – The DCE advised that it is a standard regulatory requirement that they be notified of a senior member of staff leaving an organisation.
- Internal recruitment of the Technical Services posts.
- The interim DCE role and the requirements of the Association's recruitment policy.
- The interim DCE role and what action will be taken after March 2024
- The new staffing structures
- The costs of introducing the staffing changes, including national insurance and pension contributions.
- What are the staff costs in terms of the Association's income?
- Impact the staff changes will have on the 5- and 30-year plans
- A revised report should be presented to Committee on 9th February

Committee considered the report and agreed that

- i) A Notifiable Event be submitted to the Scottish Housing Regulator in early 2022 concerning the Depute Chief Executive's intention to retire in November 2022.
- ii) The temporary Technical Services Assistant post, held by [REDACTED] be made permanent with immediate effect.
- iii) All other recommendations will be considered once Committee receive further details on:
 - The costs of introducing the staffing changes, including national insurance and pension contributions.
 - Anticipated staff costs compared to anticipated income for the next 5 years.

The Chairperson thanked everyone for attending and the meeting.

The meeting ended at 20:00