

CLYDESDALE HOUSING ASSOCIATION LIMITED

Minute of the Management Committee meeting held via Video Conferencing on Wednesday 23 February 2022 at 18:00

Present: Maggie Botham, Chairperson
Hazel Galbraith, Vice Chairperson
Pauline Sandford, Vice Chairperson Mentor
Agne Zasinaite
Brian McInally
Brian Moore
Catherine McClymont
John Malone
Ken Greenshields
Lesley McDonald
Ruth McElhinney
Susanne Crayton

A quorum was achieved.

In Attendance: The Chief Executive (CEO)
The Depute Chief Executive (DCE)
Technical Services Manager (TSM)
Finance Manager (FM)
Lisa Cochrane, Housing Officer, Staff observer
Pauline McMullan, Housing Officer, Staff observer
Fettes McDonald, FMD Financial Services Ltd
Elizabeth Miller, Corporate Services Officer (CSO) minute

1. Apologies

Apologies were received from Gillian Anderson and Jacqueline McCutcheon.

Carmena Nixon is on a leave of absence.

2. Previous Meeting Minutes & Matters Arising

The CEO highlighted that they had supported the CSO with preparation of the minute of the previous meeting in order to ensure that Committee's decision-making process on the Business Plan Workforce Planning item was accurately recorded.

Following some discussion, Committee agreed that the following points be added to the 9 February 2022 minute:

- Committee also acknowledged that the CEO had sought the views of its assurance consultant, Mulholland Housing Consultancy (MHC), on the content of the report dated 9 February 2022 and proposed process before referring the

report and recommendations to the Management Committee for consideration. In response, MHC had advised the CEO that the report was clear and that the approach was sensible.

- Committee acknowledged that if the TSM is appointed to the position of Interim DCE:
 - That the suspension of the provision within the Association's Recruitment Policy requiring the external advertisement of temporary posts with contract periods in excess of a year would be required in this case. Committee were satisfied that this was appropriate given the benefits of having the DCE post and the inability to justify the post as a stand-alone position.

The Management Committee asked if the minutes of the meetings held on 26 January 2022 and 9 February 2022 would be sent to the Scottish Housing Regulator (SHR). The CEO advised the reports from those meetings would be uploaded to the SHR online portal along as part of the Notifiable Event process relating to the DCE's planned retirement. Copies of approved Committee minutes would be available for public viewing via the CHA website.

There were no further matters arising.

3. Conflicts of Interest

Susanne Crayton declared a conflict of interest for agenda item 13, Social Housing Heat Fund: Heating Voucher Distribution.

4. Notifiable Events

The 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.

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| i) | Committee considered the report and agreed that the actions of the Association have been satisfactory in relation to Notifiable Events. |
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5. 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 they had nothing further to add. Committee discussed:

- Page 3, the disposal of land currently being used as a play area at Braidwood – The TSM gave Committee an update on the progress made to date on the matter of planning consent.
- Page 3, objections from tenants and owners over the disposal of land currently being used as a play area at Braidwood – The TSM advised they were unaware of any objections to the Association's proposals but would keep Committee updated on the change of land planning permission application to SLC.

- Page 2, meeting 26 May 2021, report back to MC on review and evaluation of remote working for staff – The DCE provided details of the staff working group on future blended working and advised that proposals would be brought to Committee for consideration at a future date.

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| i) Committee considered the Actions from Previous Meetings Report and agreed progress is satisfactory. |
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6. Agreement on Items for A.O.C.B

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

- a) CEO – SHARE Conference
- b) Chair - SHARE training programme
- c) Annual Review

7. Health & Safety Update

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

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| i) Committee considered the Health & Safety Update Report and agreed progress is satisfactory. |
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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 advised he had no further updates. Committee discussed:

Page 7, Electrical Safety checks – The TSM gave Committee details on the 2 potential forced access appointments made for 24th & 25th February in order for the Association to fulfil its statutory requirements and bring contract to a close. They advised Committee would be kept updated on progress.

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| i) Committee considered the report and agreed that progress in managing the impact of Covid-19 has been satisfactory. |
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9. Quarterly Management Accounts to 31 December 2021

The Chairperson asked the FM to present the report. The FM gave Committee a summary of the Management Accounts for the period to 31 December 2021 and advised they had no further updates. Committee discussed:

- 9.7, Budget Allocation of Overheads, Staff Security costs – The FM advised that these costs were for the personal safety devices provided to staff who visit tenant's homes and void properties.

- 9.1, Reactive Repairs – The TSM made Committee aware of the costs incurred on empty house repairs and the types of work needed to bring them to a lettable standard. They gave Committee further details of the works conducted on the empty property that cost the Association £10,262 to bring up to a lettable standard.

Lesley McDonald joined the meeting at 18:26

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| i) | Committee approved the Management Accounts for the period to 31 December 2021. |
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10. Treasury Management Report

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

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| i) | Committee considered the content of the report |
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11. Pension Regulatory Notice

The Chairperson asked the FM to present the report to Committee. The FM gave Committee an outline of the report content detailing the current information received regarding the pension deficit, actuary's assessment, and the contributions the Association has paid and what will be paid from September 2022 – March 2023.

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| i) | Committee considered the content of the report. |
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12. Housing Management Scorecards

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

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| i) | Committee noted the content of the report and concluded that performance had been satisfactory. |
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Susanne Crayton left the meeting at 18:38

13. Social Housing Heat Fund: Heating Voucher Distribution

The Chairperson asked the TSM to present the report. The TSM gave Committee an overview of the report and asked Committee how they wished to see the allocation of funds being distributed. Committee discussed:

- The last model used to distribute funds to tenants.
- How other RSL's have distributed their funds to tenants.
- The Association's housing stock heating efficiency and the properties that do not pass EESHH.

- If further information on tenants was required before deciding on the distribution of funds.
- The response the Association received from tenants when funds were distributed previously.
- Resources required by the Association if they went with an even distribution of funds.
- Resources required by the Association if they means tested the distribution of funds.

Catherine McClymont and Fettes MacDonald joined the meeting at 18:50.

- The number of properties progressed through the heating contract that now pass EESHH.
- The information the Association hold on tenants.
- Promoting the uptake of funds.
- The Association maintaining a crisis fund for those tenants who require additional help.
- The work the HEAT team conduct on behalf of the Association and these benefits bring to the Association's tenants.

The Chairperson asked Committee to vote on their preferred option as a way forward in distributing the funds.

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| i) | Committee discussed the options and after discussion agreed that each tenant be awarded a heating voucher to the value of £170 and that residual funds from the grant award be allocated to tenants in additional hardship on a case by case basis. |
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The Chairperson announced a comfort break at 19:10 and asked attendees to return at 19:15. Susanne Crayton returned to the meeting at 19:15

14. Staff Recruitment Update

The Chairperson asked the TSM to present the report. The TSM gave Committee an overview of the report and asked for their views and a decision on what course of action should be taken. Committee discussed:

- If the temporary post holder was aware there no permanent post was available to them at the end of their contract and how they felt about that – the TSM advised, they were aware and accepted the position. The TSM advised it was an employee led decision to end their contract and to return to the Association.
- The dates of the temporary contract – the TSM gave Committee details of the temporary contract period. They advised that given the time lapsed from leaving and returning to CHA there is not a continuity of service issue.

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| i) | Committee discussed the proposal and agreed to offer [REDACTED] a new temporary contract, starting on 1st March 2022 and ending on 26th August 2022. |
| ii) | Committee considered and agreed progress in recruiting for the Housing Manager post is satisfactory. |

15. Housing Development Private Finance Overview

Committee received a presentation from Fettes MacDonald setting out:

- How the cost per unit has increased over the years and why this has occurred.
- Scottish Government grant funding, and how the level of funding is dependent on the area you are building in and what is included in the build.
- The role of the external development consultant and the benefits of employing them.
- The current financial market and the current loan rates and loan periods.
- Details of new lenders funding RSL's.
- The lenders who the Association could look to for loans.
- The impact on current covenants if the Association borrowed from current lenders.
- Borrowing from a new lender and new covenants and restrictions.
- Component repairs and the impact on covenants.
- The impact of component repairs in the loan agreement.
- How to procure private finance and the benefits of employing the services of an advisor.
- What actions the Association should take at the cost plan stage.
- What is a Viability Assessment and why it should be conducted?

The Chairperson thanked Mr MacDonald for attending the meeting. Mr MacDonald left the meeting at 19:55.

16. Committee Annual Review Update – Verbal Report

The Chairperson made Committee aware the work conducted by them, the Vice-Chair and Vice-Chair (Mentor) for this year's individual annual reviews. They gave Committee full details of the changes made to the process including changes to the review form, the review panel, the administration of the process and both individual and collective training processes.

Brian Moore left the meeting at 20:00

17. Landscape Maintenance Contract

The Chairperson asked the TSM to present the report. The TSM gave Committee a summary of the report and asked that they consider if Nurture Landscapes should be retained for the summer season to service the landscape maintenance contract.

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| i) | Committee considered the costs and agreed they represented value for money in terms of the service and agreed that Nurture Landscapes should be retained for the summer season. |
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18. A.O.C.B.

- a) The CEO gave Committee details of the upcoming SHARE two-day conference. They advised that the Association had allocated funding for three places at the conference and how these could be distributed over the two days. They asked Committee members who are interested in attending to contact the CSO.
- b) The Chairperson gave Committee details of some of the events being run by SHARE, in particular the Questions you should be asking (Staffing Matters) event on the 14 March 2022. They asked anyone interested in attending to contact the CSO.
- c) The Chairperson made Committee aware of the proposed dates for Committee annual review training, the return of the annual review forms and the annual review meetings. It was agreed that the Chairperson would contact Committee members to confirm the dates that best suited them for the training and if they could meet the timescales being set.

The Chairperson thanked everyone for attending and the meeting.

The meeting ended at 20:25.