

CLYDESDALE HOUSING ASSOCIATION LIMITED

Minute of the Management Committee meeting held in the Association office at 39 North Vennel, Lanark and via Video Conferencing on Wednesday the 26 October 2022 at 18:00.

Present: Maggie Botham, Chairperson
Pauline Sandford
Hazel Galbraith, Vice Chairperson
Agne Zasinaite, Secretary
Brian McNally
Ken Greenshields
Lesley McDonald
Ruth McElhinney
Gillian Anderson
Jacqueline McCutcheon
John Malone, Treasurer

A quorum was achieved.

In Attendance: The Chief Executive (CEO)
The Depute Chief Executive (DCE)
The Technical Service Manager (TSM)
Finance Manager (FM)
Housing Manager (HM)
Elaine McIvor, Corporate Services Assistant (CSA) minutes.

The Chairperson welcomed everyone to the meeting and advised that Committee Member, Brian Moore had submitted his resignation.

1. Apologies

Apologies were received from Ross Gowland and Suzanne Crayton.

2. Previous Meeting Minutes & Matters Arising

The minute of the Committee meeting held on the 28 September 2022 was checked for accuracy and was approved. There were no matters arising.

3. Conflicts of Interest

A conflict of interest was noted by TSM and HM for item 10.

4. Notifiable Events

The Chairperson asked the CEO to present the report. The CEO advised Committee there were no updates to report.

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| i) Committee considered the report and agreed that the actions of the Association to be 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 advised they had no updates to add. There were no questions.

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| i) Committee considered the Actions from Previous Meetings Report and agreed progress to be satisfactory. |
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6. Royal Bank of Scotland Signatories

The Chairperson asked the FM to present the report to Committee. The FM gave an overview of the report.

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| <p>i) Committee considered the Royal Bank of Scotland Signatories Report and approved the signatories.</p> <p>ii) Management Committee approved the following resolution as detailed in section 2 of the bank mandate:
It was resolved that:</p> <ul style="list-style-type: none">• 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. <p>iii) Management Committee certified the following as detailed in Section 4 of the bank mandate:</p> <p>I / we certify that:</p> <p>The Resolution set out in Section 2 was passed at a Meeting at which quorum was present.</p> <p>In respect of this mandate</p> <ul style="list-style-type: none">• all signatures are genuine• the information given is correct• I / 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. <p>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.</p> <p>iii) Committee delegated authority to the Chairperson to sign the bank mandate.</p> |
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7. Long-Term Cash Flow Scenarios

The Chairperson asked the FM to present the report. The FM explained that this report had been presented at the Business Plan Review Day on 1 October 2022. The FM explained the main assumptions made in preparing the long-term cash flows and the various scenarios modelled in the report. Committee discussed:

- The Scottish Government rent freeze implications on planned and cyclical maintenance.
- Implications of delaying the heat installations on tenants and on routine repairs and best use of budgets when costs are particularly high.
- Implications on EESSH if heating programme is delayed.
- The best option for keeping tenants informed and included on the implications of the rent freeze, while noting previous CHA rent increases have been lower than inflation and rent levels are lower than other peer group members.

The CEO advised that a meeting had taken place with the local MSP which was positive and the MSP had advised that the Government were in discussions regarding the rent freeze. He also advised the SFHA submitted a report to the Government and they were working hard to make it clear to the all parties, the implications of the rent freeze with regard to building and maintaining affordable housing for tenants. Committee commended the work of the Management Team in preparing the reports.

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| <ul style="list-style-type: none"> i) Committee considered the assumptions and scenarios presented, assessed the risks presenting the Association and determined scenario 7 should be considered as the Association's current base case. ii) Committee agreed to review the long-term cash flow again in January/February 2023 to take account of revised economic forecasting and the Scottish Government's decision on extending rent caps beyond 31 March 2023. |
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8. Annual Treasury Management Survey

The Chairperson asked the FM to present the report. The FM advised they had no further updates to add.

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| <ul style="list-style-type: none"> i) Committee noted the content of this report. |
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9.1 Tenant and Resident Safety Report

The Chairperson asked the TSM to present the report. The TSM explained to Committee that this was a recurring report, updating CHA's Tenant Safety compliance. The CEO highlighted all Gas Safety Inspections had been completed on time and that staff in TS and the contractor go above and beyond to complete this work in time. Committee asked the TSM to pass on thanks to all staff in TS and to the contractor.

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| <ul style="list-style-type: none"> i) Committee considered the report and determined the adherence to the statutory responsibilities to be satisfactory and evidenced enough for assurance purposes. |
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9.2 EESSH Update

The Chairperson asked the TSM to present the report. The TSM explained that if the heating contract was delayed it would affect EESSH.

Committee discussed:

- The properties that fail EESSH and the implications.

- The asset management of hard to treat homes from an EESSH perspective.

The TSM explained that CHA has older homes in more remote areas that fail EESSH – these would require a disproportionate level of high investment to achieve an EESSH pass.

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| i) Committee considered the progress of the report and noted it to be satisfactory. |
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9.3 Annual Assurance Statement Report

The Chairperson advised that John Mulholland of Mulholland Housing Consultancy (MHC) had submitted his apologies.

Knowing that MHC would be unable to attend the meeting to present the report, Office Bearers met with John Mulholland on 19 October 2022 to go through the report and obtain assurance on behalf of the Committee on the level of compliance achieved by CHA. As a result of this meeting, Office Bearers were able to report to Committee their satisfaction with MHC's report and CHA's continued full compliance with regulatory standards and statutory responsibilities.

There were no questions.

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| <ul style="list-style-type: none"> i) Committee considered the report from Mulholland Housing Consultancy and approved the self-assessment outcome for up October 2022. ii) Committee agreed the self-assessment against the Scottish Housing Regulator's Regulatory Standards of Governance and Financial Management should be conducted annually going forward. iii) Committee approved the continuation of a Governance and Financial Management Improvement Plan and noted that this will be presented for review annually as part of the business planning process. iv) Committee agreed that the Committee has had sufficient assurance to give it confidence to sign the 2022 Annual Assurance Statement confirming full compliance on the date of the meeting and authorised the Chairperson to sign the letter to the SHR confirming this decision. |
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A fire drill took place for staff and Committee.

The Chairperson suggested a break 7pm. The meeting resumed at 7.10pm

10. Management Team Succession Planning Update

The TSM and HM left the meeting at 7.15pm due to a conflict of interest.

The Chairperson invited the CEO to present the report. The CEO gave Committee details of the report and asked if there were any questions. Committee discussed:

- The TSM's development plan – Committee were satisfied with the content of the plan and the timetable for its implementation.
- DCE explained that the HM had now assumed all line management responsibility now and was very well through their Personal Development Plan.

- Committee commented on how well the HM represented CHA and in particular the presentation the HM made the recent away day event.

The CEO highlighted that the DCE had provided excellent mentorship to the HM.

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| <ul style="list-style-type: none"> i) Committee considered the update on the Depute Chief Executive's succession planning progress and determined it to be satisfactory. ii) Committee approved the appointment of the Technical Services Manager as Interim DCE / TSM from 19 December 2022 at EVH Grade SMO 9 (Salary Spinal Points SM8 to SM10, i.e., £55,986 to £58,874). iii) Committee agreed the reports on the Interim DCE / TSM's progress against their personal development plan be presented to Management Committee in April 2023 and again in June/August 2023. iv) Committee agreed that following the successful completion of the personal development plan, the Interim DCE / TSM be appointed as DCE / TSM at the slightly higher EVH Grade of SMO 9 (Salary Spinal Points SM9 to SM11, i.e., £57,443 to £60,319). Subject to a report and approval at that time by Committee approval. v) Committee considered the update on the Housing Manager position and determined it to be satisfactory. |
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7.20pm the TSM and the HM returned to the meeting.

11. Post Contract Development Updates

The Chairperson asked the TSM to present the report to Committee. The TSM advised Committee there was nothing to add and asked for any questions.

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| <ul style="list-style-type: none"> i) Committee considered the report and determined the progress to be satisfactory. |
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12. Technical Services Scorecards

The Chairperson invited the TSM to present the report. The TSM gave Committee an overview of the report. There were no questions.

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| <ul style="list-style-type: none"> i) Committed noted the content of the report |
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13. 2022/2023 Planned & Cyclical Maintenance Progress

The Chairperson invited the TSM to present the report to Committee. The TSM presented the report and advised that the heating contract had commenced in Rigside.

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| <ul style="list-style-type: none"> i) Committee noted the content of the report |
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14. Procurement Report

14.1 Ground Maintenance Contract 2023: Extension

The Chairperson asked the TSM to present the report to Committee. The TSM presented the report and advised that after initial challenges the contract was going well.

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| i) Committee considered the information presented in the report and decided scenario 2 to be the best option. |
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14.2 Reactive Maintenance Contract Extension

The Chairperson invited the TSM to present the report. The TSM gave Committee a summary of the report, highlighted that DLES know the stock and the tenants and the contractor had provided a competitive rate.

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| i) Committee considered the information presented in the report and agreed DLES should be retained for a further six months with a 20% price increase awarded across all SOR codes and trade rates, with the Out of Hours service monthly fee increasing to £1550. |
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14.3 Electrical Works Contract: Tender Report

The Chairperson invited the TSM to present the report. The TSM gave Committee an overview of the report.

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| i) Committee considered the information presented in the tender report and agreed to the appointment of Consilium Contracting Services at the negotiated tender rates. |
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15.1 Auto-Enrolment Annual Certification

The Chairperson invited the FM to present the report. The FM advised Committee that CHA have a legal requirement to ensure the pension meets the requirements.

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| i) Committee authorised the 2022 Auto-Enrolment Certificate at Appendix A. |
| ii) Committee delegated authority to the Chairperson to sign the 2022 Auto-Enrolment Certificate on their behalf |

15.2 Automatic re-enrolment to Pension Scheme

The Chairperson invited the FM to present the report. The FM had nothing further to add.

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| i) Committee delegated authority to the Finance Manager to submit the re-declaration of compliance to The Pensions Regulator. |
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16. Proposed Committee Learning

The Chairperson invited the Vice Chairperson to present the report. The Vice Chair presented the report and highlighted a correction 3. Collective Committee Learning & Development, Housing 2040 – joint session with the Management Team should read 3 May 2023.

- i) Committee noted the proposals for Collective Committee Learning & Development activities/ stock tours and participate in relevant Doodle Polls to indicate their ability to participate.
- ii) Committee considered the proposals for the creation of Individual Committee Member L&D budgets, determined it to be acceptable and agreed a final position.

17. Customer Complaints Summary Quarter 2

The Chairperson asked the DCE to present the report, the DCE had nothing further to add and there were no questions.

- i) Committee noted the breakdown of the service delivery complaints for the reporting period.

18. Management Committee Vacancy

The Chairperson asked the CEO to present the report. The CEO highlighted the report and confirmed with the resignation of Brian Moore there were now 2 vacancies to be filled. Committed discussed:

- Recruitment methods
- Possible skill requirements for prospective new Committee Members
- A review of the time commitment required of Committee Members

The Management Committee delegated authority to the Chairperson and CEO to develop a recruitment campaign and a timetable.

The following Committee members agreed to participate in recruitment panel work:

- Maggie Botham
- Pauline Sandford
- Hazel Galbraith
- Gillian Anderson

19. Membership Applications

The Chairperson asked the CEO to present the report. The CEO advised there were no further updates

- i) Committee considered the applications for membership.
- ii) Committee agreed to cancel the member's shares and record the ending of their memberships in the Register of Members.

20. AOCB

Doodle Poll

The Chairperson asked if there was any AOCB. The CSA advised Committee of the 3 Doodle Polls that had been issued and asked if they could complete and return them as soon as possible.

- Procurement
- Health & Safety
- Equality & Human Rights Training

Committee agreed to complete and return the Doodle Poll.

Kits for Kids Christmas Appeal

The TSM advised Committee that CHA Staff were donating the money normally spent on their Secret Santa £25 to the Kit for Kids Christmas appeal this year, amounting to £500. The TSM asked if Committee would be happy to match it from the Charity donations budget. Committee agreed to match the sum raised by staff.

Committee asked if they could make personal donations to the fund. The TSM advised Committee of the methods to donate the money personally and thanked Committee.

Annual Budget Training

The Chairperson advised that the Annual Budget Training was planned for Wednesday 2 November 2022 at 6pm. The Chairperson asked Committee if they still wished to proceed with the training, considering the volume of time they had spent reviewing budgets recently as a result of the Rent Freeze.

Committee agreed to cancel the training.

The Chairperson thanked everyone for attending. The meeting ended at 8pm.