

CLYDESDALE HOUSING ASSOCIATION LIMITED

Minute of the Management Committee meeting held in the office at 39 North Vennel, Lanark ML11 7PT & via Video Conferencing on Wednesday 29 June 2022 at 18:00

Present: Maggie Botham, Chairperson
Hazel Galbraith, Vice Chairperson
Pauline Sandford, Vice Chairperson Mentor
Agne Zasinaite
Brian Moore
Gillian Anderson
John Malone
Lesley McDonald
Ruth McElhinney
Susanne Crayton
Jacqueline McCutcheon
Ken Greenshields

A quorum was achieved.

In Attendance: The Chief Executive (CEO)
The Depute Chief Executive (DCE)
Technical Service Manager TSM
Lisa Cochrane, Housing Manager
Dougie Gold, Gold Consultancy Ltd
Elaine McIvor, Corporate Services Assistant (CSA) minute

1. Apologies

The Chairperson welcomed everyone to the meeting and introduced Dougie Gold from Gold Consultancy Ltd.

Apologies were received from Brian McNally, Carmena Nixon, Eileen Wilson.

2. Previous Meeting Minutes & Matters Arising

The minute of the Committee meeting held on the 25th May 2022 was checked for accuracy and was approved. There were no matters arising.

3. Conflicts of Interest

Suzanne Crayton declared a conflict of interest for Agenda Item 15.

4. Actions for Previous Minutes

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

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| i) Management Committee considered the report and determined the progress to be satisfactory. |
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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 agreed time permitting, to discuss the recent appraisal process.

6. New Procurement Policy & Strategy

The Chairperson invited the TSM to present the report. The TSM introduced the report and invited Dougie Gold, from Gold Consultancy Ltd, to present the report.

Committee discussed:

- Related Policies, it was agreed that Equal Opportunity Policy & Environmental Policy should be considered for inclusion in related policies.
- Procurement Support Lead - TSM confirmed they would fulfil this responsibility.
- Sustainable Procurement and how to evidence. The CEO advised that the evidence process would evolve through time.

Jacqueline McCutcheon joined the meeting at 6.20pm.

- 100% Grant Funded Contracts – Dougie Gold confirmed any future projects with 100% grant funding would still go through a procurement process, although procurement regulations do not require this.
- Exceptional Circumstance Single Tender, the TSM confirmed that a report would be made to Committee for consideration, in the instance of Exceptional Circumstance Tender.
- Next Steps – The TSM advised Committee that Training for Staff & Committee would be the next steps.
- Legal Advice Statement, Committee agreed that this be removed from the document, as CHA would take Legal Advice on any matter as and when required.
- It was agreed that the figures for Single Tender in European Policy and Strategy should be amended to be consistent with one and other.

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| i) Management Committee approved the Procurement Strategy and Policy. |
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The Chairperson thanked Dougie Gold for his report and attendance.

6.25pm Dougie Gold left the meeting

7. Notifiable Events

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

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| i) Management Committee considered the report and agreed that the actions of the Association to be satisfactory in relation to Notifiable Events. |
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6.35pm Ruth McElhinney joined the meeting.

8. New Policy - Environmental Policy

The Chairperson asked the CEO to present the report to Committee. The CEO advised Committee of a correction on page 4 of 44, numbering should be 1 – 4. He then provided the Committee with an overview of the report.

Committee discussed:

The Next Steps – Committee noted that, in time, the Environmental Policy may be absorbed by a broader Sustainability Policy.

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| i) Management Committee approved the Environmental Policy. |
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9. Future Development Programme – Market Road, Biggar Opportunity

The Chairperson asked the CEO to present the report. The CEO presented the report highlighting point 3, positive practice principles in the decision making process. He expanded on:

- Financial Risk – macro-economic issues such as rising inflation (at 9% as at 21 June 2022) and subsequent action by the Bank of England (BoE) to increase lending base interest rates as a monetary measure to curb inflation growth (the BoE base rate increased 1.25% on 16 June 2022 - base rates were at 0.5% on 3 February 2022). Additional Government Funding – The CEO advised should costs increase during a build, the Government may consider a percentage of additional funding but CHA would also be expected to contribute.
- Developer Guarantee – At present developers can't guarantee a cost for the build or a completion time.
- The question of timing – is this the right time to commit to a build of 20 new flats.

Committee discussed:

- Price Comparison to previous build costs and grant funding.
- Planning Consent Timescales – Committee agreed waiting time for planning consent could affect costs.
- Material Costs – Committee expressed concern over the implication of material cost inflating the price of the build.
- Current Investment Programme – The TSM advised that rising costs of a new build could have implications on budgets for the current investment planned for CHA's existing stock.

- Committee also considered the implications on reputational risk for the existing investment programme and the importance of maintaining accountability to our existing customers and to the general economic uncertainty.

CEO provided an update he advised the developer had proposed a joint self-funded planning application. If this is not acceptable, the developer has advised that they are prepared to hold the project until 2023 for CHA.

- i) Management Committee noted the content of this report.
- ii) Management Committee considered the Market Road, Biggar new build opportunity to represent an unacceptable risk to CHA at this time.
- iii) Management Committee directed the CEO to seek a continuation on the Market Road, Biggar new build development for reconsideration in 2023.

The Chairperson announced a comfort break at 19:00 and asked attendees to return at 19:05

10. Matters from 15 June 2022 Cancelled Meeting

10.1 Committee Training Plan

The Chairperson asked the Vice Chairperson to present the report to Committee. The Vice Chairperson gave Committee an overview of the training plan, highlighting the training would vary between face to face and zoom sessions.

The Vice Chairperson asked Committee to consider a suggestion with regard to the Committee Training Budget – to apportion an amount of the budget to individual learning. This would allow members the choice on training for Individual Learning Accounts.

Committee discussed the training and agreed stock tours to be a priority. The CEO agreed to provide information papers on CHA developments to assist with the tour. Committee agreed to an apportionment of the Training Budget be allocated to each member to fund their individual learning priorities.

- i) Management Committee considered the progress made against Governance Standard 6 to be satisfactory.
- ii) Management Committee agreed that the Vice Chairperson should develop a collective training programme for the Management Committee.
- iii) Individual Learning Statements (ILS):
 - Management Committee members agreed to update their ILSs to reflect training activity they have undertaken.
 - Management Committee members agreed to review their ILSs and identify any further training required.

10.2 South Lanarkshire Council Committee Representative

The Chairperson asked the CEO to present the report to Committee. The CEO gave Committee an overview of the report highlighting the process.

Committee discussed the options and benefits of having representation from SLC on CHA's Committee.

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| <p>i) Management Committee considered the report and agreed to continue having South Lanarkshire Council representation on the Management Committee.</p> |
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10.3 CEO Annual Appraisal

The Chairperson presented this report advising Committee that Office Bearers would be responsible for conducting the CEO's Appraisal. She further advised that refresher training would be taking place and issued an open invitation for any Committee Members who wished to take part in the training.

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| <p>i) Management Committee considered the report.</p> <p>ii) Agne Zasinaite expressed an interest in finding out more about the appraisal training.</p> |
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10.4 Staff Recruitment Update

The Chairperson asked for an update on the Staff Recruitment.

Housing Officer

The HM advised Committee, 12 applications were received for this post, 6 candidates were interviewed. The position was offered to Donne Pate, a stand out candidate, who will take up the post on 1 August 2022. This will re-establish the housing management team to full capacity.

Technical Services Officers

The TSM advised Committee, there were 6 candidates for the two posts, 1 person pulled out before the interviews took place. The 2 stand out candidates were Claire Chalmers and Nikki McLachlan both already employed with CHA, who took up their posts on 1 June 2022.

Technical Services Assistant

The TSM confirmed that as Nikki McLachlan's post of Technical Services Assistant is now vacant, the recruitment process is underway with the closing date of Friday 1 July 2022.

Corporate Services Assistant - Hub

The CEO advised Committee that the Corporate Services Assistant recruitment was also underway with the same closing date – Friday 1 July 2022.

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| i) | Management Committee agreed that progress in implementing agreed 2022/25 Business Plan Workforce Planning measures was satisfactory. |
| ii) | Management Committee noted the progress towards the recruitment of a Technical Services Assistant and Corporate Services Assistant. |

11. Post Contract Development Projects

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

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| i) | Management Committee considered the report and determined the progress to be satisfactory. |
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12. Housing Quality & Maintenance Scorecards

The Chairperson invited the TSM to present the report. The TSM gave Committee an overview of the report and highlighted the customer feedback score. She advised Committee that there were less people responding to online surveys, taking the survey online, may afford customers the opportunity to be more honest, than if they were speaking to someone.

An issue was highlighted by a member of Committee who had experienced a customer satisfaction survey. The TSM advised that this would be monitored and reviewed going forward.

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| i) | Management Committee noted the content of the report. |
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13. Planned & Cyclical Maintenance Scorecard

The Chairperson asked the TSM to present the report. The TSM highlighted that the figures had updated since the report was produced. She also advised Committee of feedback received on the Heating contract, suggesting that fuel bills were being substantially reduced with the new system.

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| i) | Management Committee noted the content of the report. |
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14. Tenant Safety Report

The Chairperson asked the TSM to present the report. The TSM advised there was a correction to on Page 3, confirming the outstanding safety checks should read 6.

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| i) | Management Committee agreed that CHA was adhering to its statutory responsibilities satisfactorily and that the report provided sufficient evidence for assurance purposes. |
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15. Social Housing Heat Fund Update

19:45 pm Conflict of Interest – Suzanne Crayton left the meeting.

The Chairperson asked the TSM to present the report. The TSM explained the report advising, some customers didn't engage with CHA last year and would be entitled to a double payment this year. The TSM confirmed some tenants refused the funds, requesting the money be put back into the fund and given to people more in need. She advised Committee the SFHA are currently trying to build a case to secure more funding from the Scottish Government.

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| i) Management Committee agreed that progress in securing Social Housing Heat Fund funding and distributing it to tenants was satisfactory. |
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19:52pm Suzanne Crayton re-joined the meeting.

16. 2022 Annual General Meeting

The Chairperson asked the CEO to present the report. The CEO confirmed there were no regulation restrictions for this year's meeting. He advised Committee, it had been suggested CHA provide entertainment this year. The local Ukele Club were hub users and could be approached regarding a booking for the September 2022 AGM.

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| i) Management Committee considered the report agreed upon the option for proceeding with the 2022 Annual General Meeting on 7 September 2022 at 7.00pm in order to meet the Association's legal and regulatory requirements. |
| ii) Management Committee Granted delegated authority to the Secretary and Chief Executive to develop procedures for ensuring that the business of the AGM be conducted effectively and in a manner that protects the best interests of the Association and its shareholding members. |

17. 2022 Committee Elections

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 2022 AGM. The CEO highlighted that those standing down to stand for re-election can do so without being nominated.

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| i) Committee Members, Susanne Crayton, Kenneth Greenshields, John Malone, and Brian Moore agreed to stand down and seek re-election in order to comply with Rule 39.1. |
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18. AOCB

Committee Appraisal Process

Given the limited time at the end of the meeting, a general discussion took place on the Appraisal Process. Committee members commented:

- The new self-assessment questionnaire and the process overall was much improved on the previous version and was better suited to the intended outcomes of recognising contributions, nurturing talent for succession planning and identifying learning and development needs.
- The process reflected the high level of commitment that CHA's Committee has to continuous improvement and good governance.
- There was unanimous praise for the approach taken by appraisers. Committee Members felt comfortable being open during the 1-2-1 discussions.
- It was agreed that any additional individual feedback be emailed to the Chairperson.

The Chairperson thanked everyone for attending and the meeting ended at 20:05.