

## 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 31<sup>st</sup> August 2022 at 18:00

Present: Maggie Botham, Chairperson  
Pauline Sandford, Vice Chairperson Mentor  
Carmena Nixon, Secretary  
Brian Moore  
Gillian Anderson  
Jacqueline McCutcheon  
John Malone, Treasurer  
Ken Greenshields  
Lesley McDonald  
Susanne Crayton

A quorum was achieved.

In Attendance: The Chief Executive (CEO)  
The Depute Chief Executive (DCE)  
Finance Manager (FM)  
Housing Manager (HM)  
Technical Services Manager (TSM)  
Steven Cunningham, Alexander Sloan (External Auditor)  
Donna Pate, Housing Officer, Observer  
Elizabeth Miller, Corporate Services Officer (CSO) minute

### 1. Apologies

Apologies were received from Hazel Galbraith, Brian McInally, Agne Zasinate and Ruth McElhinney.

The Chairperson welcomed Steven Cunningham and Donna Pate to the meeting.

### 2. Financial Statement for Year Ending 31 March 2022

The Chairperson asked Steven Cunningham (External Auditor) to present the report to the Committee. The External Auditor gave Committee a detailed overview of the Financial Statements for the year ended 31 March 2022 and the Audit Summary Report.

The External Auditor asked Committee if they had any questions. The Committee discussed:

- Appendix 1, page 35, Contingent Liability – The External Auditor gave Committee details of the review carried out by The Pension Trust. They told Committee that due to the complexity of the process it is unlikely to be resolved until around late 2024.

- The Audit Summary Report letter and the Letter of Representation – The External Auditor explained to Committee the purpose of both letters and which Office Bearers are asked to sign on behalf of the Committee.

- i) Committee considered the Financial Statements for the year end 31 March 2022.
- ii) Committee approved the Financial Statements for the year end 31 March 2022.
- iii) Committee considered the Audit Summary Report and draft Committee response to the Audit Summary Report.
- iv) Committee approved the draft Committee response to the Audit Summary Report and delegated authority to the Chairperson to sign the Committee's response to the Audit Summary Report on behalf of the Management Committee.
- v) Committee considered the letter of representation.
- vi) Committee approved the letter of representation and delegated authority to the Chairperson and Treasurer to sign the letter of representation on behalf of the Management Committee.

Mr Cunningham left the meeting at 18:15.

### 3. Covenant Compliance Certificate

The Chairperson asked the FM to present the report to the Committee. The FM told Committee that the report is presented to Committee quarterly giving details that the financial covenant conditions within the Royal Bank of Scotland loan agreement are being satisfied.

- i) Committee authorised the Finance Manager to send the signed Covenant Compliance Certificate to the Royal Bank of Scotland.

### 4. Previous Meeting Minutes & Matters Arising

The minute of the Committee meeting held on the 29<sup>th</sup> June 2022 was checked for accuracy and was approved by the Management Committee. There were no matters arising.

### 5. Conflicts of Interest

Conflicts of interests were noted by:

- The CEO, DCE, TSM, FM, HM and Housing Officer, Agenda Item 10.5 – CEO Annual Appraisal Outcome.
- Housing Officer, Agenda Item 13 – Flexible Working Application.

### 6. 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.

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

## 7. Actions from Previous Meetings

The Chairperson asked the CEO to present the report to Committee. The CEO advised Committee they had no updates to add to the report. Committee discussed:

- Arranging a stock tour for MC Members – The CEO advised that this and other Management Committee collective training requirements, including procurement training, will be the subject of the 2022/23 Committee Training Planning meeting which they will hold with the Vice Chair and CSO. Details of the training plan will be presented to Committee after the meeting has taken place.

i) Committee considered the Actions from Previous Meetings Report and agreed progress is satisfactory.
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## 8. Smarter Homes Heating Pilot

The Chairperson asked the TSM to present the report. The TSM gave Committee details of the report content including:

- A detailed overview of project proposal
- The proposed costs
- Procurement liabilities and the opinion of the procurement consultant

Committee discussed:

- Union Technical Services (UTS) and how successful projects they have been involved in using similar technology have progressed– The TSM told Committee that UTS are currently working with another RSL on a project using the same technology. They advised that in December 2020 UTS singled out a CHA property as a pilot using the same technology and that the feedback from the tenant has been very positive.
- How the Association was introduced to UTS – The TSM told Committee that Douglas Gold, procurement consultant, introduced UTS to the Association following good outcomes they had delivered to another of his RSL clients.
- The impact and risks of costs increasing during the project – The TSM advised that the costs quoted in the report are based on today's rates. If there is a cost increase then UTS will come back to the Association with a cost revision which will be brought to Management Committee for discussion and approval before proceeding.
- Costs and budget – The TSM went over the budget and the impact the project, and any additional costs, would have on the total budget remaining.

i) Committee considered the report and attachments in order to determine if the project should proceed.
ii) Committee approved the contract at the cost of £541,000 in total with CHA contribution of £259,225.

## 9. Housing Management Scorecards

The Chairperson asked the DCE to present the report to Committee. The DCE gave Committee details of the information contained within the report and made Committee aware that the comments section gives an explanation of areas where the Association target is not being met. Committee discussed:

- Score card 7,8 & 9, P1 Average length of time taken to re-let homes in the last year – The DCE gave Committee relet details of the six properties that increased the average relet time above CHA's target.
- If a particular area or property type was harder to let – The DCE gave Committee details of the areas where the Association may find it difficult to relet a property.

i) Committee noted the content of the report.

## 10. Governance Issues:

### 10.1 Annual Report by the Secretary

The Chairperson asked the Secretary to present the report to Committee. The Secretary confirmed that Rules 62 to 67 had been followed and that they had nothing further to add to the report

i) Committee considered the report and noted the Secretary's confirmation that Rules 62 to 67 had been followed.

### 10.2 Vice-Chair (Mentor) Evaluation Report

The Chairperson and the Vice Chair Mentor presented the report to Committee. They gave Committee their views on the evaluation process and the benefits of the having the Vice Chair Mentor Role. Committee discussed:

- The success and benefits of having the role.
- The positive impact the role has had on both the new Chair and outgoing Chair.
- If this model could be used to help other Office Bearers.

i) Committee considered and discuss the content of the report.  
ii) Committee discussed the role of the Vice Chair (Mentor) and agreed that it has achieved the intended outcomes.

### 10.3 2022 AGM

The Chairperson invited the CEO to present the report. The CEO provided Committee with details of the agenda for the AGM, Health and Safety arrangements the venue have in place and the Management Committee members seeking re-election in order to comply with Rule 39.1. Committee discussed:

- South Lanarkshire Council representation on CHA's Management Committee – The CEO made Committee aware of the progress to date.

i) Committee noted the details of arrangements made for the 2022 AGM.

### 10.4 Membership Register Report

The Chairperson invited the CSO to present the report. The CSO gave Committee details of the report content and advised they had no further updates to the report.

i) Committee noted the additions and removals from the membership register.

The CEO, DCE, TSM, FM, HM and Housing Officer left the meeting at 18:53

### 10.5 CEO Annual Appraisal Outcome

The Chairperson gave Committee details of the work carried out by the appraisal panel in preparing for the interview, the appraisal process and how the appraisal interview outcomes. Committee discussed:

- The CEO's reputation in the RSL sector.
- The impact on the CEO when the DCE retires in December and the support they may need.
- The follow up meeting with the CEO in November 2022.

i) Committee noted the content of the report.

The CEO, DCE, TSM, FM, HM and Housing Officer returned to the meeting at 18:57.

### 10.6 2022/23 Committee Meeting Schedule

The Chairperson invited the CEO to present the report. The CEO provided Committee with details of the meeting schedule and advised that it will be updated and brought back to Committee once they, the Vice Chair and CSO meet to discuss the 2022/23 Committee Training Plan.

i) Committee noted the content of the report.

### 10.7 2022 Committee & Staff Event

The Chairperson invited the CEO to present the report. The CEO advised Committee that after a poll was conducted and to ensure overall Committee attendance would be maximised the Committee and Staff event will take place on Saturday the 1<sup>st</sup> of October 2022 at CHA's Community Hub in North Vennel, Lanark.

The CEO gave details of the anticipated programme and advised a detailed programme will be developed following the appointment of facilitators. They told Committee that the facilitators are being sourced to lead sessions on reviewing the Business Plan and teambuilding. Lunch will be provided at the Woodpecker Bar & Restaurant.

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| i) Committee noted the date/time/venue of the Committee and Staff Event and entered the date in their diaries. |
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The Chairperson announced a comfort break at 19:07 and asked attendees to return at 19:12

### 11. Quarterly Management Accounts to 30 June 2022

The Chairperson invited the FM to present the report. The FM gave Committee a summary of the Management Accounts for the period to 30 June 2022 and that they had no further updates to report. Committee discussed:

- Potential financial questions being raised at this year's AGM - The FM said that the only question that they can foresee being asked is the increase in operating costs as noted in the 2021-22 Annual Accounts. They explained that this was due to the Technical Services Team catching up with the backlog of reactive repairs due to COVID.
- Bad Debt – The FM gave Committee details of the current situation and advised they have no way of anticipating what will happen in the future.
- Warm banks – The DCE made Committee aware of the concept of warm banks in that local libraries, community centres and places of worship could all become sanctuaries once cold weather hits and tenants struggle with the expense of heating their own homes. They said that the Association would look into what help was available to those struggling. The DCE and TSM made Committee aware of the work the Association has been carrying out and funding applications that have been made to assist tenants who may be struggling with fuel poverty.

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| i) Committee approved the Management Accounts for the period to 30 June 2022. |
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### 12. Treasury Management Report

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

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| i) Committee considered and discussed the content of the report. |
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The Housing Officer left the meeting at 19:24.

### **13. Flexible Working Application**

The Chairperson asked the TSM to present the report. The TSM told Committee that an application for flexible working had been received from the Technical Services Inspector (TSI). They gave Committee details of the TSI's previous and current working hours and the proposal being put to them. They made Committee aware of the work they had carried out to determine the impact on service delivery and on the rest of the Technical Services Team.

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| i) Committee approved the flexible working application made by the Technical Inspector on a 3-month trial basis, after which, if successful, the arrangement will be made permanent. |
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The Housing Officer returned to the meeting at 19:27.

### **14. Policy Reviews - with changes:**

#### **14.1 Membership Policy**

The Chairperson asked the CEO to present the report. The CEO gave Committee details to the recent advice provided by CHA's solicitors, and the changes made to the policy to reflect the solicitor's advice.

#### **14.2 Committee Recruitment Policy**

The CEO told Committee that the adoption of the SFHA's Charitable Model Rules (2020) by the Membership at the Special General Meeting held on 24 March 2021 introduced change to Rule 40.3. They advised that the changes made to the policy reflect the changes to Rule 40.3.

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| i) Committee considered and approved the updated Membership Policy and Committee Recruitment Policy without amendment. |
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### **15. Policy Reviews – requiring no changes**

The Chairperson asked the DCE and TSM to present the report to Committee. The DCE and TSM gave Committee details of the proposed changes to the policy timetables and asked if the changes were agreeable.

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| i) Committee agreed that the timetable is permissible. |
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### **19. AOCB**

There was no AOCB to discuss.

The Chairperson thanked everyone for attending and the meeting ended at 19:30.