

**CLYDESDALE HOUSING ASSOCIATION LIMITED**

Minute of the Management Committee meeting held in the Association's office at 39 North Vennel, Lanark and via Video Conferencing on Wednesday the 7 December 2022 at 18:00.

Present:

Maggie Botham, Chairperson  
Hazel Galbraith, Vice Chairperson  
Agne Zasinaite, Secretary  
John Malone, Treasurer  
Pauline Sandford  
Susanne Crayton  
Brian McNally  
Ken Greenshields  
Lesley McDonald  
Jacqueline McCutcheon  
Ruth McElhinney  
Ross Gowland

In Attendance:

Chief Executive (CEO)  
Depute Chief Executive (DCE)  
Technical Service Manager (TSM)  
Finance Manager (FM)  
Housing Manager (HM)  
Corporate Services Assistant (CSA) Minute  
Corporate Services Assistant (CSA)  
Hugh Carr of DTP

The Chairperson penned the meeting and welcomed Hugh Carr from DTP.

**Agreement on Items for A.O.C.B**

The Chairperson asked if there were any items to be discussed under AOCB. The CEO advised the CSA would be presenting an update report on the CHA Community Hub.

**1. Apologies**

Apologies were received from Gillian Anderson.

**2. Treasury Management Training & Policy Review**

The Chairperson invited Hugh Carr from DTP to present his report. Hugh Carr provided a comprehensive training session on treasury Management to the Management Committee that included:

- The Draft of the Treasury Management Policy being considered;
- New CIPFA code;
- New SFHA model policy – written by DP for SFHA;
- Advice on Treasury Management Reporting;

- Comments on Treasury Management position.

Following some discussion and questions, the Chairperson thanked Hugh Carr for their presentation – Mr Carr left the meeting at 6.55pm.

**i) The Management Committee approved the Treasury Management Guidance and Treasury Management Policy.**

### **3. Previous Meeting Minutes & Matters Arising**

The minute of the Committee meeting held on the 7 November 2022 was checked for accuracy and approved.

### **4. Conflicts of Interest**

There were no conflicts of interest.

### **5. Notifiable Events**

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

**i) Committee considered the report and agreed that the actions of the Association to be satisfactory in relation to Notifiable Events.**

### **6. Actions from Previous Meetings**

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

**i) Committee considered the Actions from Previous Meetings Report and agreed progress to be satisfactory.**

### **7. Health & Safety Update**

The Chairperson asked the CEO to present the report to Committee. The CEO advised there was nothing to add.

**i) Committee considered the Health & Safety Update Report and determined the progress to be satisfactory.**

### **8. Newsletter: Annual Budget and Rent Review**

The Chairperson asked the CEO to present the report to Committee. The CEO expressed his thanks to the Management Team and Corporate Services staff for preparing the newsletter.

The Committee commented that the Newsletter was very clear and concise.

The CEO advised that various options are being considered for the production and distribution of future newsletters.

**i) Committee noted the content of the Report.**

## **9. Governance Items:**

### **9.1 Business Plan Progress**

The Chairperson asked the CEO to present the report to Committee.

The CEO advised Committee that, in relation to the SFHA Statement of Intent, Principle 1, SFHA expect the rents to increase by an average of 6.1% across all RSLs, not 7% as was initially thought.

**i) Committee considered the progress made against each Strategic Objective from the 2022/25 Business Plan and determined it to be satisfactory.**

### **9.2 Committee Member Recruitment**

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

Committee discussed various advertising opportunities and platforms.

- i) Committee considered the content of the report and finalised the following for the two vacancies that currently exist:**
- **The recruitment timetable.**
  - **Advertising platforms to be used for the campaign.**
  - **Recruitment priorities.**
- ii) Committee agreed the finalised recruitment campaign be implemented and agreed that the Chair report back to Committee with an outcome report on the process.**
- iii) Committee agreed that candidates shortlisted by the interview panel to join the Committee, be invited to observe a Committee Meeting, after which, Committee will make the final decision on their appointment.**

## 10. Annual Risk Management Review Results

The Chairperson asked the CEO to present the report. The CEO explained a new Risk Map had been developed at the recent Audit & Risk Sub Committee meeting. The final Risk Map will be presented at the next Committee meeting.

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| <p><b>i) Committee considered the report and the risk maps and determined CHA's arrangements for risk management to be acceptable.</b></p> |
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The chairperson announced a 5-minute break at 7.20pm.

## 11. Finance:

### 11.1 Quarterly Management Accounts – 30 Sept 2022

The Chairperson asked the FM to present the report. The FM advised they had nothing further to add.

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| <p><b>i) Committee approved the Management Accounts for the period to 30 September 2022.</b></p> |
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### 11.2 Treasury Management Report

The Chairperson asked the FM to present the report. The FM advised they had nothing further to add and asked for any questions. There were no questions.

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| <p><b>i) Committee considered the content of the report.</b></p> |
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### 11.3 Scottish Housing Regulator in-year Loan Portfolio Return

The Chairperson asked the FM to present the report. The FM advised they had nothing further to add.

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| <p><b>i) Management Committee reviewed and approved the In Year Loan Return to the Scottish Housing Regulator for the HEEPS Loan.</b></p> <p><b>ii) Management Committee granted delegate authority to the Finance Manager to submit the In Year Loan Return to the Scottish Housing Regulator for the HEEPS Loan.</b></p> |
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### 11.4 Internal Financial Control Policy Update

The Chairperson asked the FM to present the report. The FM advised they had nothing further to add.

The CEO advised that the Treasury Management Policy with regard to the delegated authority may require revision to ensure the standing orders are consistent with delegated authorities. This will be checked by the Management Team and a report to Committee will be presented if a revision is required.

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| <p><b>i) Committee approved the changes to the Internal Financial Control Policy as presented without any amendments.</b></p> |
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## **12. Committee Training Update**

The Chairperson asked the Vice Chair to present the report. The Vice Chair had nothing to add and asked Committee to continue to update their ILS Statements.

## **13. Policy Reviews**

The Chairperson asked the CEO to present the report. The CEO advised that the Equal Opportunities Policy had been updated by Anne Robinson.

Committee discussed:

- Translation options
- 3. Legal Requirements – 3.1 and agreed to amend the wording as follows:

CHA complies with all applicable legislation, including the Equality Act 2010, the Human Rights Act 1998 and relevant Codes of Practice issued by the Equality and Human Rights Commission.

## **14. A.O.C.B.**

The Chairperson asked the CSA to present the report on CHA Community Hub activity. The CSA presented the report detailing:

- Occupancy Rates
- Hub Activity and Income
- Funding Application Summary

Committee commended the activity and funding that had been obtained.

## **Social Housing Fuel Support Fund**

The TSM updated Committee with a recent development in the funding application. At the time the funding application was made to SFHA the fund was oversubscribed. All applications that were received before the fund closed were assessed and agreements in principle were made on eligible activity for 79 projects. Additional funding has been secured and our application is now being processed.

The TSM further advised this will enable CHA to award energy vouchers of £200 per tenant and also the services of an energy mentor, via HEAT, for 6 months to work exclusively with our tenants at home, in our Hub or via remote calls.

The Chairperson thanked everyone for attending the meeting.

The meeting closed at 7.30pm.