

CLYDESDALE HOUSING ASSOCIATION LIMITED

Minute of the Management Committee meeting held via Video Conferencing on Wednesday 22nd February 2023 at 18:00.

Present: Maggie Botham, Chairperson
Agne Zasinaite, Secretary
Gillian Anderson
Ken Greenshields
Lesley McDonald
Pauline Sandford
Ruth McElhinney
Susanne Crayton

A quorum was achieved.

In Attendance: The Chief Executive (CEO)
The Interim Depute Chief Executive (IDCE)
Finance Manager (FM)
Housing Manager (HM)
Elizabeth Miller, Corporate Services Officer (CSO) minute

1. Apologies

Apologies were received from Brian McInally, Hazel Galbraith, Jacqueline McCutcheon, John Malone and Ross Gowland.

2. Previous Meeting Minutes & Matters Arising

2a - The minute of the Committee meeting held on the 25th January 2023 was checked for accuracy and approved.

There were no matters arising.

2b - The minute of the Committee meeting held on the 8th February 2023 was checked for accuracy and approved.

There were no matters arising.

3. Conflicts of Interest

There were no Conflicts of Interests noted.

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 1, Committee to identify subjects for study visits to other RSLs. – The Chair told Committee that due to other Management Committee workload this action has not been progressed. Committee were asked to consider appropriate subjects for study visits and to feed these into future meetings.

i) Committee considered the Actions from Previous Meetings Report and agreed progress was satisfactory.

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) IDCE – TS update on dampness, condensation & mould.
- b) CEO – Staff Communication & Team Building training.

7. Health & Safety Update

The Chairperson asked the CEO to present the report to Committee. The CEO gave Committee an overview of the response to the email received from Pauline Sandford after the Questions you should be asking – Health & Safety training session Committee attended in February 2023. Committee discussed:

- The response from the CEO to Pauline Sandford's email – Committee agreed that the response to the questions asked showed that the Association are more than meeting their Health & Safety commitments.
- Committee agreed that a copy of an email exchange between the CEO and Pauline Sandford regarding questions raised following the 16 February 2023 H&S training session for Committee Members will be brought to the next Management Committee meeting scheduled to take place on Wednesday the 29th March 2023.

i) Committee considered the Health & Safety Update and agreed progress is satisfactory.

8. Quarterly Management Accounts to 31 December 2022

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 2022 and advised they had no further updates.

i) Committee approved the Management Accounts for the period to 31 December 2022.

9. 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.

i) Committee considered the content of the report

10. Housing Management Scorecards

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

- Scorecard 13, Section FI, Rent collected as percentage of the total rent due in the reporting year – The HM gave Committee details of when monthly rent collected exceeded 100%.

i) Committee considered the content of the report.
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11. Management Committee Recruitment Update

The Chairperson presented the report to Committee. They gave Committee an overview of the report and asked Committee if they wished to proceed with the Recruitment Panel's recommendations. Committee discussed:

- EVH report – Committee were told that a report from EVH's Senior Recruitment & HR Advisor will be presented at the next Committee meeting.
- The applicants profiles – Committee were advised these would be made available to Committee members at the next meeting.
- Committee agreed that both candidates be invited along to observe the Management Committee meeting due to take place on Wednesday the 29th March 23.

i) Committee considered the report and agreed progress in Committee Member Recruitment is satisfactory.
ii) The Chair provided a verbal update on the outcome from the candidate meetings and recommendations on next steps to Management Committee on 22 February 2023.

12. CHA Digital Strategy – Committee Efficiency

The Chairperson asked the CEO to present the report. The CEO gave Committee and overview of the Digital Strategy approved by Management Committee in September 2022. They advised that the strategy included an action point to implement a wider adoption of digital Committee papers in 2022/23. The CEO asked Committee for their views and a decision on what course of action should be taken.

Committee discussed:

- Committee members who prefer paper copies of Management Committee documents
- Costs of printing and posting paper copies of Management Committee papers
- Staff time printing and posting paper copies of Management Committee papers
- Management Committee members using their own devices to access Management Committee papers
- Accessing Management Committee papers and other documents via the secure area of the Association's website
- Transition period for Committee members to adjust to the changes
- Digital security and safety of documents being posted.
- Digital tools and how these can be used
- Training on using new devices
- Training on IT security
- How staff adapted to the digital transition of having all Committee and Sub-Committee papers in electronic format.

- i) Committee considered the report and agreed to consult with the five Management Committee members who had tendered their apologies for the meeting before progressing further with this aspect of CHA's Digital Strategy.

13. Committee Annual Review Update

The Chairperson presented the report to Committee. They told Committee that a CX Feedback survey had been sent to them to ask what days and times they were available. They gave Committee details of the survey form they would receive and advised that a date and time for the meetings would be sent in due course.

14. A.O.C.B.

- a) The TSM gave Committee details of the systems the Association has in place to ensure tenants' homes are not affected by mould and dampness. They gave Committee details of the appropriate, proactive systems in place to identify and deal with any reported cases of mould and damp timeously and effectively. They advised that they would be presenting a Policy on this topic to Committee at the meeting scheduled to take place on Wednesday the 26th April 2023.
- b) The CEO told Committee of the work that staff were undertaking with Heather from Be the Bestest Ltd. The CEO asked Committee to consider if this would be of benefit to them. After discussion it was agreed that the CEO would come back to Committee with a proposal and cost for further discussion

The Chairperson thanked everyone for attending and the meeting. The meeting ended at 19:35.