

## CLYDESDALE HOUSING ASSOCIATION LIMITED

Minute of the Management Committee meeting held in the Association's office in Lanark on Wednesday the 14<sup>th</sup> June 2023 at 18:00.

Present: Maggie Botham, Chairperson  
Agne Zasinaite, Secretary  
Hazel Galbraith, Vice Chairperson  
John Lockhart  
Ken Greenshields  
Lesley McDonald  
Pauline Sandford  
Ruth McElhinney  
Susanne Crayton

A quorum was achieved.

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

### 1. Apologies

The Chairperson welcomed everyone to the meeting.

Apologies were received from Vicky Rogers, Brian McNally, Jacqueline McCutcheon, John Malone, Ross Gowland and Sharon Egan.

Gillian Anderson is on a 3-month period leave of absence.

### 2. Previous Meeting Minutes & Matters Arising

The minute of the Committee meeting held on the 31<sup>st</sup> May 2023 was checked for accuracy and accepted as a true record,

As per section 62 of the Association's rules, the Chairperson authorised the CSO to insert their electronic signature as conclusive evidence that the minute of the meeting held on the 31<sup>st</sup> May 2023 are a true record of the proceedings at that meeting.

### 3. Matters Arising

There were no matters arising.

#### 4. Conflicts of Interest

Conflicts of interest were noted from:

- The CEO for agenda item 8.6 – CEO Annual Appraisal

#### 5. Actions from Previous Meetings

The Chairperson asked the CEO to present the report to Committee. The CEO told Committee that the purpose of the report was to ensure that items identified for action at Management Committee and Audit Sub-Committee meetings are a) followed up on, and b) reported to Committee to confirm the follow up.

The CEO gave Committee an overview of the report and advised they had nothing further to add. Committee asked for an update on:

- Page 2, Proceed with the disposal of land – The CEO advised the TSM will report back to Committee on this matter.

i) Committee considered the Actions from Previous Meetings Report and agreed progress was satisfactory.
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#### 6. Health & Safety Report

The Chairperson asked the CEO to present the report to Committee. The CEO made Committee aware that the purpose of the report was to provide them with an update on the Health & Safety arrangements for the office environment, staff, and other stakeholders' wellbeing. The CEO advised that there were no updates from the last report submitted to Committee on the 31<sup>st</sup> May 2023.

i) Committee considered the Health & Safety Update Report and agreed progress was satisfactory.
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#### 7. Strategy

##### 7.1 2022/2025 Business Plan Progress

The Chairperson asked the CEO to present the report to Committee. The CEO made Committee aware that the purpose of the report was to give them details of the progress made against the Strategic Objectives contained in the 2022/25 Business Plan. The CEO gave Committee details of the report content. Committee discussed, Objective number 1, Management Team considering housing management software procurement process, focusing on:

- Using IT Consultants
- Cloud based systems and servers
- CHA's Business Continuity Plan
- Data migration and cleansing
- Procurement requirements
- Soft & hard market testing
- Timescales

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| i) Committee considered the progress made against each Strategic Objective from the 2022/25 Business Plan and determine agreed progress was satisfactory. |
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## 7.2 Risk Management Report

The Chairperson asked the CEO to present the report. The CEO told the Committee that the purpose of the report is to identify and report progress on external risks that are significant to the governance of CHA. Committee discussed:

- Strategic Risk Map, Service disruption due to Covid-19.

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| i) Committee considered the risk maps and agreed that the current risk map score for service disruption due to Covid-19 should remain the same. |
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## 8. Governance

### 8.1 Annual Assurance Statement Action Plan Update

The Chairperson asked the CEO to present the report to Committee. The CEO told Committee that the purpose of the report was to update them on the progress made against activities contained within the Assurance Action Plan.

The CEO gave Committee details of the information contained within the action plan and the progress made to date. Committee discussed:

- Asset Management Strategy - due Sep 2023

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| i) Committee considered the report and the Action Plan.                                |
| ii) Committee agreed that progress against the Assurance Action Plan was satisfactory. |

### 8.2 Committee Succession Planning

The Chairperson introduced the report to Committee. They made Committee aware that a representative from SHARE training will present the annual committee review outcome report at the next meeting scheduled to take place on Wednesday the 28th June 2023. They advised this will also include a section on succession planning.

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| i) Committee considered the report and agreed that the Association's succession planning arrangements are satisfactory. |
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### 8.3 Committee Training Plan

The Chairperson asked the CSO to present the report. The CSO advised that purpose of this report is to provide Management Committee with a summary of training events that have already taken place and those organised in 2023-2024. The CSO gave Committee an overview of the report and advised they had nothing further to add. Committee discussed:

- Individual training budgets
- Briefing sessions for Committee members organised to take place before the commencement of Management Committee meetings.
- Office Bearer training taking place on the 12<sup>th</sup> July 23.

- i) Committee agreed that progress made against Governance Standard 6 is satisfactory.
- ii) Committee members agreed to update their ILSs to reflect training activity they have undertaken.
- iii) Committee members agreed to review their ILSs and identify any further training required.

### 8.4 Exercise of Delegated Authority

The Chairperson asked the CEO to present the report. The CEO advised that purpose of this report is to provide Management Committee with details of the Association's adherence to the Scheme of Delegated Authority contained within the Standing Orders. The CEO gave Committee an overview of the report and advised they had nothing further to add.

- i) Committee considered the report and the attachments detailing the levels of adherence to the Scheme of Delegated Authority contained in CHA's Standing Orders.
- ii) Committee agreed that the reported level of compliance against the Scheme of Delegated Authority was satisfactory.

### 8.5 Whistleblowing Policy Awareness

The Chairperson asked the CEO to present the report. The CEO advised that purpose of this report is to raise awareness of the Association's Whistleblowing Policy. They told Committee that it is important to make sure that the Association has a culture where staff and Management Committee members trust their management and feel safe and encouraged to speak to them about serious concerns. Committee discussed:

- UK Government's changes to the definition of the term 'worker'
- Page 7 of the policy - The addition of the organisation Protect to the list of further sources of information contained within the policy. Protect aims are to make whistleblowing work for individuals, organisations, and society.

- Page 4, section 8, Legal Framework. The inclusion of the Enterprise and Regulatory Reform Act 2013
- Page 3, sentence 1. Committee instructed the CEO to review the wording to this text in order simplify the statement and remove the possibility of confusion for the reader.

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| <ul style="list-style-type: none"> <li>i) Committee thanked the CEO for raising awareness of the Whistleblowing Policy.</li> <li>ii) Committee delegated authority to the CEO to make the amendments discussed at: <ul style="list-style-type: none"> <li>a) Page 3, paragraph 1</li> <li>b) Page 4, Section 8, Legal Framework</li> <li>c) Page 7, Further Sources of Information</li> </ul> </li> </ul> |
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The CEO left the meeting at 18:42

### 8.6 CEO Annual Appraisal

The Chairperson presented the report. The Chairperson advised that purpose of this report is to give Committee details of the Association Staff Appraisal Policy and the preparations being made for the CEO's appraisal. Committee discussed:

- The refresher training taking place on the 12<sup>th</sup> July 23.
- Who could attend the refresher training.

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| <ul style="list-style-type: none"> <li>i) Committee considered the report.</li> <li>ii) Committee Members noted that those interested in finding out more about the role of Office Bearers should advise the Chair of their interest in participating in the CEO appraisal training session.</li> </ul> |
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The CEO returned to the meeting at 18:45.

### 9. Applications for Membership

The Chairperson presented the report. The Chairperson advised that purpose of this report is to review the eligibility of the new applications for membership. Committee discussed:

- The reasons for the new applicants wishing to join as members.

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| <ul style="list-style-type: none"> <li>i) Committee agreed that they have the information needed to comply with section 4 of the Membership Policy and Section 7 of the Association rules.</li> <li>ii) Committee approved the applications for membership from [REDACTED] and [REDACTED]</li> </ul> |
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### 10. AOCB

There were no items to discuss under AOCB.

The Chairperson thanked everyone for attending the meeting. The meeting ended at 18:50