

CLYDESDALE HOUSING ASSOCIATION LIMITED

Minute of the Management Committee meeting held in the Association's office in Lanark on Wednesday the 28 June 2023 at 18:00.

Present: Maggie Botham, Chairperson
Agne Zasinaite, Secretary via zoom
Hazel Galbraith, Vice Chairperson
Sharon Egan
Ken Greenshields
Lesley McDonald
Pauline Sandford
Ruth McElhinney
Susanne Crayton
Brian McNally
Jacqueline McCutcheon
Sharon Egan

A quorum was achieved.

In Attendance: The Chief Executive (CEO)
Deputy Chief Executive (FM) via zoom
Housing Manager (HM)
Elaine McIvor, Corporate Services Assistant (CSA) minute
Julie McCorrison SLC
Julie-Ann Cloherty Share

1. Apologies

The Chairperson welcomed everyone to the meeting in particular Julie McCorrison from SLC and Julie-Ann Cloherty from Share.

Apologies were received from Eileen Wilson (FM) and John Lockhart.

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

Post meeting note: John Malone did not receive the Zoom invitation due to an error.

2. Committee Briefing Session: Domestic Abuse

The Chairperson invited Julie McCorrison from SLC to present the briefing session to Committee. Julie McCorrison gave a presentation titled, South Lanarkshire Violence Against Women & Girls Strategic Partnership. She highlighted that CHA are the first housing association to ask her to do a presentation on Domestic Abuse.

Committee commented on how insightful they found the presentation.

The Chairperson thanked Julie McCorrison for the briefing Session. Julie McCorrison left the meeting at 6.40pm.

3. Committee Appraisal Outcome Report

The Chairperson asked Julie-Ann Cloherty from SHARE to present her report. Julie-Ann Cloherty presented the report and its recommendations. The recommendations were:

1. We recommend that the Committee makes available appropriate training and support to encourage Committee members to consider taking on Office Bearer roles.
2. We recommend that the Committee and Association agree on a learning and development plan for the coming twelve months, based on the appraisal survey results and the one-to-one discussions with members.
3. We recommend that the Committee reviews the areas identified for improvement and agrees on how these will be progressed in the coming twelve months.

Committee discussed learning and development, in relation to the volume of training and the time commitment required, also the level of work involved in regulatory and compliance requirements by Management Team and Management Committee. Committee agreed further consideration be given to the recommendations for the next meeting on 30 August 2023.

The Chairperson thanked Julie-Ann Cloherty for her presentation. Julie-Ann Cloherty left the meeting at 7pm.

4. Previous Meeting Minutes & Matters Arising

The minute of the Committee meeting held on the 14 June 2023 was checked for accuracy and accepted as a true record.

There were no matters arising.

As per section 62 of the Association's rules, the Chairperson authorised the CSA to insert their electronic signature as conclusive evidence that the minute of the meeting held on the 14 June 2023 are a true record of the proceedings at that meeting.

5. Conflicts of Interest

There were no Conflicts of interest.

6. Notifiable Events

The Chairperson asked the CEO to present the report to Committee. The CEO highlighted the Annual Report corrections that were reported to the SHR.

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| <p>i) Committee considered the report and determined the actions of the Association have been satisfactory in relation to Notifiable Events.</p> |
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7. 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 meetings are a) followed up on, and b) reported to Committee to confirm the follow up.

The DCE referred to page 2 of the report and advised the Committee that the results of the Survey carried out via CX feedback would be available at the next meeting.

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| i) Committee considered the Actions from Previous Meetings Report and agreed progress was satisfactory. |
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8. Agreement on items for A.O.C.B.

The Chairperson asked Committee if they had any items, they wished to discuss under AOCB. There were no items for discussion.

9. 2023 Annual General Meeting

The Chairperson asked the CEO to present the report. The CEO advised the purpose of the report, was to provide the Management Committee with the proposals for holding the 2023 Annual General Meeting (AGM) on Wednesday 6 September 2023 at 7.00pm.

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| i) Committee considered the proposals for proceeding with the 2023 Annual General Meeting on 6 September 2023 at 7.00pm in order to meet the Association's legal and regulatory requirements. |
| ii) Committee Granted delegated authority to the Secretary and Chief Executive to develop procedures for ensuring that the business of the AGM can be conducted effectively and in a manner that protects the best interests of the Association and its shareholding members. |

10. 2023 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 39.4 and asked those noted in the report to consider standing down and seek re-election at the 2023 AGM. The CEO highlighted that those standing down to stand for re-election can do so without being nominated.

Committee Members, Agne Zasinaite, Ruth McElhinney, Brian McInally and Jacqueline McCutcheon agreed to stand down and seek re-election in order to comply with Rule 39.1.

11. A.O.C.B

There were no items to discuss under AOCB.

The Chairperson thanked everyone for attending the meeting. The meeting ended at 7.15 pm.