

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 27th September 2023 at 18:00

Present: Maggie Botham, Chairperson
Agne Zasinaite, Secretary, video conferencing
Lesley McDonald, video conferencing
Ruth McElhinney
John Lockhart
Hazel Galbraith, Vice Chairperson, Video conferencing
Ross Gowland
Jacqueline McCutcheon
A quorum was achieved.

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

1. Appointment of Office Bearers & Authorised Signatories

The CEO welcomed everyone to the meeting and advised that they would chair the meeting until the appointment of the Chairperson.

Appointment of Chairperson

The CEO asked Committee for nominations for the position of Chairperson. Maggie Botham noted their interest in the position of Chairperson. This was seconded by Hazel Galbraith. There were no other interests noted.

- In accordance with the Association's Standing Orders, Management Committee appointed Maggie Botham as Chairperson for the next 12-month period.

The CEO asked the Chairperson to chair the meeting.

Appointment of Vice Chairperson

The CEO asked Committee for nominations for the position of Vice Chairperson. Hazel Galbraith noted their interest in the position of Vice Chairperson. This was seconded by Jacqueline McCutcheon. There were no other interests noted.

- In accordance with the Association's Standing Orders, Management Committee appointed Hazel Galbraith as Vice Chairperson for the next 12-month period.

Appointment of Secretary

The CEO asked Committee for nominations for the position of Secretary. Agne Zasinaite noted their interest in the position of Secretary. This was seconded by Ruth McElhinney. There were no other interests noted.

- In accordance with the Association's Standing Orders, Management Committee appointed Agne Zasinaite as Secretary for the next 12-month period.

Appointment of Treasurer

The CEO advised that for personal reasons, John Malone had resigned from Management Committee. The Chairperson asked Committee for nominations for the position of Treasurer. John Lockhart noted their interest in the position of treasurer. This was seconded by Agne Zasinaite. There were no other interests noted.

- In accordance with the Association's Standing Orders, Management Committee appointed John Lockhart as Treasurer for the next 12-month period.

Authorised Signatories

The Chairperson advised that due to appointment of new Office Bearers, Committee were being asked to review the schedule of Authorised Signatories and agree a final format for the inclusion in the Standing Orders.

- The FM advised that she will bring a report and the bank mandate form to the Committee meeting, scheduled to take place on Wednesday the 25th October 2023, for the authorised signatories to sign.

2. Apologies

Apologies were received from Brian McInally, Gillian Anderson, Ken Greenshields, Pauline Sandford and Sharon Egan.

3. Previous Meeting Minutes & Matters Arising

The minute of the Committee meeting held on the 30th August 2023 was checked for accuracy and was approved by the Management Committee. There were no matters arising.

4. Conflicts of Interest

Conflicts of interests were noted by:

- All staff for agenda item 11.2, EVH Staff Salaries Consultation
- Jacqueline McCutcheon, for agenda item 11.2, EVH Staff Salaries Consultation
- All staff for all agenda items at 11.3, Staffing Sub-Committee Referrals.

5. 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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6. Actions from Previous Meetings

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

- Braidwood play area, The IDCE gave Committee details of the recent survey completed by tenants and the comments received. The IDCE advised, that with Committee approval, they would approach South Lanarkshire Council with a proposal to remove the planning condition and if successful the Association would sell the land.

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| i) Committee considered the Actions from Previous Meetings Report and agreed progress is satisfactory. |
| ii) Committee considered and agreed that the IDCE should approach South Lanarkshire Council with a proposal to remove the planning condition on the play area in Braidwood and if successful the Association should sell the land. |

7. Health & Safety Update

The Chairperson asked the CEO to present the report. The CEO told Committee that the office and home DSE assessments were now completed and that all actions to date were completed.

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| i) Committee considered the Health & Safety Update Report and agreed progress is satisfactory. |
| ii) Committee considered and approved the Health & Safety Policy Statement |

8. Governance Issues

8.1 Sub-Committee Membership & Timings

8.1.1 Timetabling of Audit & Risk Sub-Committee Meetings

The Chairperson asked the CEO to present the report. The CEO gave Committee details of the report content and advised they had no further updates to add.

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| i) Committee considered the proposals to match dates for Audit & Risk Sub-Committee meetings and Management Committee meetings and agreed to proceed. |
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8.1.2 Sub-Committee Membership

The Chairperson asked the CEO to present the report. The CEO told Committee that as per their guidance the Audit & Risk and Staffing Sub-Committees were established and that both the Sub-Committee's received delegated authority for particular defined activities in specified areas. The CEO gave details of the membership of both Sub-Committees and asked if any members of the Sub-Committees wished to step down or if any members wished to join the Sub-Committees. Committee discussed:

- Membership of the Sub-Committees – After discussion it was agreed that the Sub-Committee membership would be as follows:

i) Committee Members not currently serving on Sub-Committees considered the future membership of each Sub-Committee in order to achieve a minimum number of 5 Members for each and agreed:

The membership of the Audit & Risk Sub-Committee as follows:

- John Lockhart
- Lesley McDonald
- Brian McInally
- Gillian Anderson
- Maggie Botham

The membership of the Staffing Sub-Committee as follows:

- Jacqueline McCutcheon
- Maggie Botham
- Gillian Anderson
- Ruth McElhinney
- Hazel Galbraith
- Agne Zasinaite

8.1.3 Format of Winter Management Committee Meetings

The Chairperson asked the CEO to present the report. The CEO gave Committee an overview of the report and asked for views and opinions. Committee discussed:

- The advantages of video conferencing during expected periods of bad weather and poor light.
- The advantages of video conferencing during the COVID period
- The advantages of physical meetings and the social aspect of meeting fellow Committee members
- The current conferencing equipment and the impact this is having when holding hybrid meetings.

i) Committee considered the proposals and agreed to hold all Committee and Sub-Committee meetings during the Winter months (i.e., November to February) on the Zoom platform.

8.2 Committee Training Update

The Chairperson asked the CSO to present the report. The CSO told Committee that the report was a standard report giving details of training that had taken place or has been scheduled to take place in the current year. They made Committee aware that they would be sending them a CX Feedback survey regarding dates to hold Equalities & Human Rights training. Committee discussed:

- Committee training dates in March and May 2024 – It was agreed that Committee would discuss the training topics.

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

8.3 Exercise of Delegated Authority

The Chairperson asked the CEO to present the report. The CEO gave Committee details of the report content and advised they had no further updates to add.

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

8.4 Annual Returns: OSCR & FCA

The Chairperson invited the CEO to present the report. The CEO gave Committee details the completed 2023 Annual Returns to OSCR and the FCA.

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| i) | Committee noted the content of the report and the 2023 Annual Returns to OSCR and the FCA. |
| ii) | Committee approved the submission of the attached 2023 Annual Returns to OSCR and the FCA. |

9. Strategy

9.1 2022/2025 Business Plan Progress

The Chairperson asked the CEO to present the report to Committee. The CEO gave Committee an overview of the report. The CEO gave Committee further details on the progress made against the Digital Strategy and work being carried out by the working group and all staff members. Committee discussed:

- Support available to RSL's to install zero direct emissions heating systems and energy efficiency measures across their existing stock.

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| <ul style="list-style-type: none">i) Committee considered the progress made against each Strategic Objective from the 2022/25 Business Plan and agreed this was satisfactory.ii) Committee Members agreed to participate in the Business Plan Review Event scheduled for Saturday the 30th September 2023 and instruct the CEO on appropriate changes to the 2022/25 Business Plan thereafter. |
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9.2 Risk Management Report

The Chairperson invited the CEO to present the report to Committee. The CEO gave Committee an overview of the report, highlighting new risks and actions taken to mitigate them. The CEO advised they had nothing further to add to the report content.

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| <ul style="list-style-type: none">i) Committee considered the report and the risk management documents and agreed that CHA's arrangements for risk management are acceptable. |
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9.3 Asset Management Strategy

The Chairperson asked the CEO to present the report to Committee. The CEO gave Committee details of the report content. They made Committee aware that the strategy was prepared in accordance with the Scottish Housing Regulator published recommended practice (in February 2023), which is aimed to support social landlords to review and develop their approach to integrated asset management. Committee discussed:

- The age and location of the Association's stock – the document will be updated to include an appendix on CHA's stock profile.
- Planned maintenance to the Associations properties.
- Planned maintenance projects based on stock condition surveys.
- Funding streams.
- Reviewing Committee's decision to suspend building new properties at the Business Planning event on Saturday the 30th September 2023.

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| <ul style="list-style-type: none">i) Committee considered the Asset Management Strategy and agreed it reflected the SHR's recommended practices and achieves best practice in his area. |
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9.4 Tenant Participation Strategy Review

The Chairperson asked the HM to present the report to Committee. The HM told Committee that the current Tenant Participation Strategy was last reviewed in 2019. On reviewing the strategy, some changes were made with particular focus on the roles and responsibilities of tenant participation activities. They advised that more information has been provided for more digitally inclusive resources and activities including the re-establishment of the tenant scrutiny panel and that the strategy was presented to the Clydesdale Tenants and Residents Organisation on 31/8/23 for consultation and was received positively. Committee discussed:

- The work being carried out by the Association to encourage tenant participation.

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| <ul style="list-style-type: none">i) Committee considered the report and the Tenant Participation Strategy and engagement plan and agreed that they were appropriate and fit for purpose. |
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Agne Zasinaite left the meeting at 19:03

9.5 Tenant Participation Strategy Review

The Chairperson asked the HM to present the report to Committee. The HM told Committee that the purpose of the report is to show progress made against activities contained within the Associations Tenancy Sustainment Strategy that was implemented in March 2023.

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| <ul style="list-style-type: none">i) Committee considered the report and the Tenant Sustainment Action Plan.ii) Committee agreed that progress against the Tenancy Sustainment Action Plan has been satisfactory. |
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9.6 2023 Assurance Action Plan Update

The Chairperson asked the CEO to present the report to Committee. The CEO told Committee that the purpose of the report is to show progress made against activities contained within the Assurance Action Plan.

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| <ul style="list-style-type: none">i) Committee considered the report and the Improvement Action Plan.ii) Committee agreed that progress against the Assurance Action Plan has been satisfactory. |
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9.7 Funding for Energy Support Measures

The Chairperson asked the CEO to present the report to Committee. The CEO told Committee that the purpose of the report is present proposals for targeting the distribution of energy saving appliances to tenants experiencing the greatest difficulty in affording energy bills. They made Committee aware of the grant funding applied for and the offer of grant funding received. Given the shortfall the CEO requested further analysis of question 34 of the tenant's satisfaction survey (which of the following best describes how affordable you find your electricity and gas bills) by Research Resource showed that those finding it either fairly or very difficult to afford their energy bills had a high concentration among single parent families and tenants living in homes with 3 or more bedrooms.

Using the Association's Housing Management system, it showed that 341 tenants fell into these categories. The Association then consulted with the RTO group on these findings and they agreed that the Association should target the distribution of energy saving appliances to tenants experiencing the greatest difficulty in affording energy bills. Committee discussed:

- The Associations commitment to helping their tenants and the approach they have taken on this matter.
- Determining who is responsible for contacting the supplier of the energy saving appliances if there is a guarantee issue.

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| <ul style="list-style-type: none"> i) Committee noted the content of the report and the proposals for targeting the distribution of energy saving appliances to tenants experiencing the greatest difficulty in affording energy bills. ii) Committee agreed that CHA should use the £60,132 awarded through the SHFSF by dividing the grant sum by the number of households in greatest difficulty which results in a household allowance of £176.34. |
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10. Staff Salary Sacrifice & Employee Pension Sessions

The Chairperson invited the FM to present the report. The FM told Committee that the purpose of the report is to provide them with proposals to introduce a Salary Sacrifice scheme to the Association and to encourage staff engagement with their future financial wellbeing. The FM gave Committee an overview of the report and advised they had no further updates

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| <ul style="list-style-type: none"> i) Committee considered the content of this report. ii) Committee agreed to invite Gordon Birrell to attend the Committee meeting on 25 October 2023 to discuss the option of introducing a salary sacrifice scheme. |
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11. Workforce Planning

11.1 2022/2025 Workforce Planning Update

The Chairperson asked the CEO to present the report. The CEO told Committee the purpose of the report is to update Committee on progress made against the workforce planning proposals that were approved on 9 February 2022 as part of CHA's 2022/25 Business Plan. The CEO gave Committee details of the report content and asked for their views on the report format and content. Committee discussed:

- The report format and structure – Committee advised they liked the report structure.
- Business Plan Review and workforce planning.

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| <ul style="list-style-type: none"> i) Committee noted the content of the report and agreed progress in workforce planning has been satisfactory. ii) Committee considered the need to review CHA's workforce planning arrangements in light of any new business plan objective that may result from the business plan review event scheduled for 30 September 2023. |
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All staff left the meeting at 19:25 while Committee discussed agenda items 11.3.1 and 11.3.2.

Staff returned to the meeting at 19:32

11.3.2 Management Team Succession Planning

For the sake of the minute Committee advised:

- i) Committee considered the report and the accompanying documents.
- ii) Committee approved the Staffing Sub-Committee's recommendation to appoint the Interim Depute Chief Executive to the permanent position of Depute Chief Executive at EVH Grade SMO 9 ([REDACTED]) [REDACTED] ackdated to 28 August 2023.

12. Allocation Policy Reviews

The Chairperson asked the HM to present the report to Committee. The HM told Committee that the purpose of the report is to present an Appendix to the Association's current Allocation Policy detailing the roles and responsibilities involved for allocations for approval. The HM advised that if Committee approve the Appendix, it will be added to the allocation policy which will be due for a full review in 2025.

- i) Committee considered the report and the appendix and agreed it was appropriate and suitable to be added to the current version of the Association's Allocation Policy.

13. Membership Register Report

The Chairperson asked the CSO to present the report to Committee. The CSO told Committee that the purpose of the report is to show progress against Rule 7 (Applying for Membership) and Rule 11 (Ending your Membership). The CSO gave Committee an overview of the report content.

- i) Committee considered the report and the levels of adherence to the Rules of the Association.
- ii) Subject to Rule 7.2 - Committee considered the applications for membership.
- iii) Subject to Rule 7.3 - Committee approved the applications for membership from:
 - [REDACTED]
 - [REDACTED]
- iv) Subject to Rule 11.1.3 - Management Committee agreed to cancel the membership shares of [REDACTED], [REDACTED], [REDACTED] & [REDACTED] and record the ending of their memberships in the Register of Members.

15. AOCB

- a) Ruth McElhinney gave Committee an overview of their time at SHARE's Governing Body Retreat held on the 5th - 6th September 2023.

Jacqueline McCutcheon and staff left the meeting at 19:40 while Committee discussed agenda item 11.2.

11.2 EVH Staff Salaries Consultation

For the sake of the minute Committee advised:

Having considered the consultation paper issued by EVH, Management Committee decided not to participate in the consultation process. The Chair was authorised to instruct the CEO to advise EVH on Committee's decision.

The meeting was closed at 19.50.