

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 6th December 2023 at 18:00

Present: Maggie Botham, Chairperson
Agne Zasinaite, Secretary
Lesley McDonald
Brian McNally
Ruth McElhinney
John Lockhart, Treasurer
Hazel Galbraith, Vice Chairperson
Ross Gowland
Gillian Anderson
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. Apologies

Apologies were received from Ken Greenshields, Sharon Egan and Jacqueline McCutcheon.

2. Previous Meeting Minutes & Matters Arising

The minute of the Committee meeting held on the 22nd November 2023 was checked for accuracy and was approved by the Management Committee. There were no matters arising.

3. Conflicts of Interest

No conflicts of interests were declared.

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 advised Committee they had no updates to add.

The FM provided a verbal update on actions taken so far regarding offering a salary sacrifice scheme to staff on pension contributions. Further updates will be provided in early 2024.

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| i) Committee considered the Actions from Previous Meetings Report and agreed progress is satisfactory. |
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6. 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. |
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7. Newsletter: Annual Budget & Rent Review

Management Committee noted the content of the rent increase consultation newsletter. The CEO advised Committee that the newsletter was accompanied by personalised letters to each tenant that demonstrated the impact of each rent increase option on their weekly rent.

8. Strategy

8.1.1 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.

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| i) Committee considered the progress made against each Strategic Objective from the 2022/25 Business Plan and agreed this was satisfactory. |
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8.1.2 Integrated Housing & Finance Management System Tender Report

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

- The procurement process used and compliance with CHA's Procurement Policy – a single procurement process that assessed quality and price at a 70/30 ratio;
- That two tender submissions had been received and assessed by the Tender Panel: **Designer Software Limited; MIS Active Management Systems;**

- The pricing of the contract was based on a 10-year period: 5-year contract, plus 5 optional years;
- That the Tender Panel has concluded that the tender submitted by **Designer Software** represents the most economically advantageous tender.
- That the Tender Panel recommends that CHA award the contract to **Designer Software**.

Management Committee discussed:

- The inclusion of an integrated asset management package within the software – the CEO confirmed this is included in the proposal, although a later implementation of that functionality has been scheduled for 2025;
- The prices presented by [REDACTED] are in line with budget proposals for 2024/2025;
- The quality of both software systems was close, however, [REDACTED] currently have a fully functioning finance package, whereas, the finance package offered by [REDACTED] is still under development and not expected to be ready for use until May 2024;
- The number of submissions was similar to that expected;
- How the [REDACTED] product compares with CHA's current software in price and functionality;
- Notice periods for CHA's current software supplier and managing the risk of delays in implementing the new software system.

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| <ul style="list-style-type: none"> i) Committee approved the Tender Panel's recommendation to award the Integrated Housing & Finance Management Software System contract to [REDACTED] ii) Committee approved the recommendation of the CEO to serve notice to terminate the contract with CHA's current software supplier, SDM. |
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8.2 Annual Risk Management Review Results

The Chairperson invited the CEO to present the report to Committee. The CEO gave Committee an overview of the report, highlighting changes to major strategic and operational risks facing CHA, as identified by the Audit & Risk Sub-Committee when it met on 22 November 2023.

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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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8.3 Workforce Planning Update

The Chairperson asked the CEO to present the report to Committee. The CEO gave Committee details of the report content. Committee discussed:

- The requirement to recruit a replacement Housing Officer;
- The average staff absence level – how this compares to societal trends. The CEO confirmed that he planned to lead a staff discussion on wellbeing.

- i) Management Committee considered the Workforce Planning Update Report and concluded that progress in workforce planning was satisfactory.

8.4 Committee Member Recruitment

The Chairperson asked the CEO to present the report to Committee. The CEO provided an overview of the report including:

- The skills and knowledge priorities previously agreed by Committee in October 2023;
- Details of Committee Members available to participate in the interview panel stage;
- The recruitment campaign timetable and advertising.

- i) Committee considered the Committee Recruitment Report and agreed the following:
- a) The recruitment panel would consist of Maggie Botham, John Lockhart, Agne Zasinaite and Ruth McElhiney. Hazel Galbraith and Ken Greenshields will be available as reserve members if required;
 - b) The recruitment timetable and the inclusion of committee recruitment panel training on 7 February 2024 at 6.00pm via Zoom for those who did not participate in the early-2023 recruitment panel;
 - c) That candidate interviews would held in Lanark over the afternoon/early evening of Thursday 15 February 2024;
 - d) That the Chair report back to Committee with an outcome report on the process;
 - e) That candidates shortlisted by the recruitment panel to join the Committee be invited to observe a Committee Meeting, after which, Committee will make a final decision on their appointment.

9. Finance

9.1 Quarterly Management Accounts – 30 September 2023

The Chairperson asked the FM to present the report to Committee. The FM gave Committee a summary of the Management Accounts for the period to 30 September 2023 and advised they had no further updates to report. Committee discussed:

- Planned maintenance expenditure.

- i) Committee approved the Management Accounts for the period to 30 September 2023.

9.2 Treasury Management Quarterly Report

The Chairperson asked the FM to present the report. The FM told Committee that the report covers treasury management activities in the quarter and provides an update on the Association's borrowings and investments at the end of the quarter. They gave Committee a summary of the report and advised there were no further updates to report.

Committee discussed:

- The low interest rate being offered on the business reserve account with RBS. The FM advised that she was investigating alternative investment opportunities that would offer higher returns and that she would report back on options to Committee on this in due course.

i) Committee considered the report and concluded that performance on Treasury Management was satisfactory.

10. Committee Training Update

The Chairperson asked the Vice-Chair to present the report to Committee. The Vice Chair told Committee that the purpose of the report is to report on Committee training activity.

The Vice Chair invited suggestions for Committee training topics going forward. Committee agreed on the following:

- Arranging a Committee teambuilding session for the Committee training date scheduled for 6 March 2024;
- Examining opportunities for teambuilding activities involving the Management Committee and Management Team;
- Make arrangements for a Committee training session to be held on Wed 1 May 2024 to include briefings on: a) cyber security; and, b) equalities.

i) Committee considered the content of this report and agreed that progress on Committee training had been satisfactory.

11. A.O.C.B.

There were no items of A.O.C.B. for discussion. The meeting was closed at 19.15.