

CLYDESDALE HOUSING ASSOCIATION LIMITED

Minute of the Management Committee meeting held via Video Conferencing on Wednesday 31st of January 2024 at 18:00.

Agne Zasinaite, Secretary
Brian McNally
Jacqueline McCutcheon
John Lockhart Treasurer
Lesley McDonald
Maggie Botham, Chairperson
Ruth McElhinney
Sharon Egan

A quorum was achieved.

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

The Chairperson welcomed everyone to the meeting.

1. Apologies

Apologies were received from Gillian Anderson, Ken Greenshields, and Ross Gowland.

The CEO advised that for personal reasons, Pauline Sandford had resigned from Management Committee in December 2023.

2. Conflicts of Interest

- The CEO noted a conflict of interests for agenda item 13, Salary Sacrifice Policy & Implementation of Scheme.
- The DCE noted a conflict of interests for agenda item 13, Salary Sacrifice Policy & Implementation of Scheme.
- The FM noted a conflict of interests for agenda item 13, Salary Sacrifice Policy & Implementation of Scheme.
- The HM noted a conflict of interests for agenda item 13, Salary Sacrifice Policy & Implementation of Scheme.

3. Approval of Previous Meeting Minutes

The minute of the Committee meeting held on the 6th of December 2023 was checked for accuracy and was approved by the Management Committee.

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 6th of December 2023 are a true record of the proceedings at that meeting.

Matters Arising.

- Page 5, item 10, Committee Training Update. The CEO advised a change to the training dates. The Committee briefing sessions on cyber security; and equalities will now take place on Wednesday the 6th of March 2024. The Committee Team Building session will now take place on Wednesday the 1st of May 2024.

4. Actions from Previous Meetings

The CEO presented the report to Committee. They advised that the purpose of the report is 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 advised they had no further updates to report.

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| i) Committee considered the Actions from Previous Meetings Report and agreed progress is satisfactory. |
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5. Notifiable Events

The CEO presented the report to Committee and advised that the purpose of reporting notifiable events is a positive step and a key part of Committee being responsible and accountable for the running of the Association. The CEO 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. Health & Safety

The CEO told Committee that the purpose of this item was to provide a verbal update on Health and Safety issues affecting the Association's duty of care to ensure a safe working environment under the Health and Safety at Work Act 1974. They advised there no updates to report.

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| i) Committee considered the Health & Safety verbal report and agreed progress is satisfactory. |
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7. Post Contract Development Projects.

The DCE presented the report to Committee. They advised the purpose of the report was to update Management Committee on progress with contracts which are either within the twelve-month defects liability period or have ongoing latent defects. They told Committee that they had no further updates to report.

Committee agreed that this agenda item should be moved to the Actions from Previous Meetings report. The DCE will provide Committee with a full report when required.

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| i) Committee considered the report and agreed progress was satisfactory. |
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8. Housing Quality & Maintenance Scorecard

The DCE presented the report to Committee. They provided Committee with a summary of the Housing Quality & Maintenance Scorecard. They advised the comments section of the scorecard gave information on targets that had not been met.

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| i) Committee noted the content of the report and concluded that performance had been satisfactory. |
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9. Planned & Cyclical Maintenance progress.

The DCE presented the report to Committee. The DCE advised Committee that the purpose of the report is to provide an update on the Association's Planned & Cyclical Maintenance Contract Schedule for the period the 1st of October to the 31st of December 2023. They advised the comments section of the report gave details of progress made.

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| ii) Committee noted the content of the report and concluded that performance had been satisfactory. |
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10. Tenant and Resident Safety Report

The DCE presented the report to Committee. The DCE advised Committee that the purpose of the report is to inform Management Committee of the Association's progress against its statutory and legal obligations surrounding tenant safety in terms of the Association's Annual Assurance Statement.

The DCE gave Committee details of the report content and gave details on the report updates that were highlighted in red. Committee discussed:

- Damp, Mould & Condensation. The DCE gave details on the Association policy and procedure, in respect of Damp, Mould & Condensation. They also advised Committee on:
 - the measures taken by the Association to proactively manage potential risks.
 - how the Association manages the diagnose of damp, mould & condensation in tenants' homes
 - the preventative measures taken to prevent issues which may arise from damp and mould in the Association's properties.
- Lifts – The DCE advised the Association does not have lifts in any of their properties.

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| i) Committee agreed that adherence to the Associations statutory responsibilities were satisfactory and evidenced enough for assurance purposes |
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11. Quarterly Complaints Summary – Quarter 3

The HM presented the report to Committee. They advised Committee that the purpose of this report is to provide Committee with an overview of the service delivery complaints and compliments received between 1st October 2023 and 31st December 2023.

The HM gave Committee an explanation of the complaints profile and details of the complaints received.

- i) Committee considered the breakdown of the service delivery complaints for the reporting period and concluded that performance was satisfactory.

12. Net Zero Fund, Contractor Award

The DCE presented the report to Committee. The DCE told Committee that The Scottish Government are making £200 million available up to 2026 to support social landlords across Scotland to install zero direct emissions heating systems and energy efficiency measures across their existing stock. The DCE gave Committee an overview of the report content detailing:

- a) What technologies are eligible for funding under themes 1 & 2
- b) The estates the Association have identified could be eligible for a blend of theme 1 & 2 funding.
- c) Update on the applications submitted.
- d) The project costs.
- e) Grant funding and the time restrictions on spending the funding.
- f) The Scottish Governments restriction on carrying forward any underspend into the 2024-2025 financial year.
- g) Time restrictions on procuring a contractor.
- h) The Associations membership of Scotland Excel and the benefits of this membership.
- i) Advice received from the Associations procurement consultant.

Committee discussed:

- Scotland Excel Framework
- Single stage tendering
- The Scottish Government's timescales
- If the restrictive timescales will affect contractors sourcing materials for projects – The DCE advised that on this occasion this was not an issue.

- i) Committee considered the report and agreed that the information provided was sufficient to allow the contract award to Union Technical Services under the Scotland Excel Lot 1320 Framework Contract.
- ii) Committee approved the contract at the costs noted in the report.

13. Salary Sacrifice Policy & Implementation of Scheme

The FM presented the report to Committee. They advised Committee that the purpose of the report is to provide Committee with:

- An update on the progress of the salary sacrifice and retirement planning project
- A draft Salary Sacrifice Policy for consideration and approval
- Information to inform a decision on what to do with the employer National Insurance savings on introduction of the Salary Sacrifice scheme.
- A timetable for the introduction of the scheme

The CEO, DCE, FM and HM left the meeting at 18:27

The Chairperson asked Committee for their views/opinions on the report content and the Draft Salary Sacrifice Policy. Committee discussed:

- Their support in maximising pension savings for the Association's employees
- The policy introduction and review sections – Committee agreed that a reference to HMRC Guidance should be included in these sections of the policy.
- How the savings to the employer should be distributed.
- The wording of the 4th bullet point on page 3 of the policy.

Staff returned to the meeting at 18:43

Staff and Committee discussed the re-wording of the 4th bullet point on page 3 of the policy and agreed it should be changed to '*Employer National Insurance savings (if any) will be retained by Clydesdale Housing Association.*'

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| <ul style="list-style-type: none"> i) Committee agreed that they wished CHA to retain the employer National Insurance Contribution savings as general funds for the Association. ii) Committee discussed and approved the Salary Sacrifice Policy with the agreed amendments. |
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14. Street Renaming Request

The CEO presented the report to Committee. They gave Committee the background to the street renaming request and asked for Committee's view's/opinions on this request. Committee discussed:

- The circumstances relating to the request.
- Who is responsible for naming streets in South Lanarkshire - It was noted that this is the responsibility of South Lanarkshire Council.
- Where the street named originated from – It was noted that this was unknown.
- Number of residents in the street and the mixture of tenure types.
- The process and legalities of changing a street name.
- The financial impact and disruption to all residents in the street if the name is changed.
- The level of support the Association should give to those who requested the name change.

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| i) Committee discussed and considered the request for supporting the street renaming of Forsyth Court in Lanark. Committee instructed the Chief Executive to provide the requesters with information on the processes involved in changing a street name and details on who to contact for further information. |
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15. SHARE Membership Restructure

The CEO presented the report to Committee. They gave Committee an overview of the report content and asked for their views/comments on the merit and value of SHARE's Corporate Membership and SHARE's individual membership offers. Committee discussed:

- The serves provided by SHARE.
- Member and Non-Member course rates compared to Corporate Member costs.
- Committee and staff e-learning courses provided by SHARE and similar courses provided by other providers.

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| i) Committee discussed the merit and value of SHARE's corporate membership offer for 2024/25 and agreed not to proceed with the offer. |
| ii) Committee discussed the merit and value of SHARE's individual membership offer for 2024/25 and agreed not to proceed with the offer. |
| iii) Committee agreed to continue to use SHARE as a training provider. |

16. Management Committee Recruitment Update

The CEO presented the report to Committee. They told Committee that the purpose of the report is to give an update on the Committee vacancies.

They gave Committee an overview of the report content, details of conversations they have had with potential candidates and the number of application packs issued and received.

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| i) Committee considered the content of the report and agreed that progress on Committee Member recruitment has been satisfactory. |
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17. Housing Officer Recruitment Update

The CEO presented the report to Committee. They told Committee that the purpose of the report is to give an update on the Housing Officer vacancies.

They gave Committee an overview of the report content and advised, that to date, 8 applications forms had been received.

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| i) Committee considered the content of the report and agreed that progress on Housing Officer recruitment has been satisfactory. |
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18. AOCB

- a) Staffing Sub-Committee – Jacqueline McCutcheon, Chair of the Staffing Sub-Committee, made Committee aware that the Staffing Sub-Committee had convened to deal with a stage 3 staff grievance. They gave Committee an update

on progress to date and advised that they would report back to Committee on outcome.

- b) EVH Salary increase consultation – The CEO advised that a formal paper would be brought to and discussed at the next Committee meeting, scheduled to take place on Wednesday the 21st of February 2024. This would allow Committee to view how the proposed salary increase would impact on the final budget and allow them to make a decision before the consultation end date of Friday the 23rd of February 2024.
- c) The CEO reminded Committee that, as agreed, the start times of meetings from the 27th of March 2024 will change. The new start time will be 6.30pm.

The Chairperson thanked everyone for attending,

The meeting ended at 19:45