

CLYDESDALE HOUSING ASSOCIATION LIMITED

Minute of the Management Committee meeting held in the Association's office in Lanark on Wednesday the 12th of June 2024 at 18:30

Present: Agne Zasinaite, Secretary (joined via zoom)
Brian McNally
Deborah Hay
Gabrielle McElhinney
Hazel Galbraith, Vice Chairperson
Jacqueline McCutcheon
Jonathan Main
John Lockhart, Treasurer
Ken Greenshields
Lesley McDonald
Maggie Botham, Chairperson
Ruth McElhinney

A quorum was achieved.

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

1. Apologies

The Chairperson welcomed everyone to the meeting.

Apologies were received from Gillian Anderson, Ross Gowland and Sharon Egan.

2. Previous Meeting Minutes & Matters Arising

The minute of the Committee meeting held on the 29th of May 2024 were 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 29th of May 2024 are a true record of the proceedings at that meeting.

Matters Arising

There were no matters arising.

Agreement on Items for A.O.C.B.

The Chairperson asked Committee and staff if they had any other competent business to discuss at agenda item 16.

a) CEO – SFHA's AGM.

Committee agreed to discuss these items under Agenda Item 12, AOCB.

3. Conflicts of Interest

There were no conflicts of interest.

4. Committee Appraisal Outcome Report

The CEO advised that unfortunately Olwyn Gaffney from SHARE is no longer able to attend this evening's meeting. This item will now be continued to the 26 June 2024 meeting. Committee discussed:

- Contact details – It was agreed that a list of all Management Committee's emails and mobile telephone numbers be sent to all Committee members.
- Training – It was agreed that should a committee member feel they would benefit from training then they should contact the Chair or Vice Chair.
- Outside speakers – Committee agreed to consider topics they would like further information on and the possibility of inviting an outside speaker to attend a meeting to discuss the topic in more detail.
- Committee biographies – Committee agreed to send the CEO a brief biography of themselves (ideally no more than 100 words) to be shared on the secure area of the website.

5. 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 gave Committee an overview of the report and advised they had nothing further to add.

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| <p>i) Committee considered the report and agreed that the actions of the Association have been satisfactory in relation to Notifiable Events</p> |
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6. Health & Safety Report

The CEO told the 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 are no updates to report.

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| i) Committee considered the Health & Safety Update Report and agreed progress was satisfactory. |
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7. Corporate Scorecard

The CEO presented the report to the Committee and advised that the purpose of the report was to give details of the Association's performance against the key performance indicators. The CEO gave an overview of the report. Committee discussed:

- P4, Average length of time taken to re-let homes in the last year (calendar days)
- Percentage of Anti-Social Behaviour cases reported in the last year.
- P6, Percentage of FOI requests responded to within the statutory timescales.

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| i) Committee noted the content of the report. |
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8. 2024 Housing Bill

The CEO presented the report to Committee. They advised that the purpose of the report is to provide Committee with details of The Scottish Government's Housing Bill, which sets out a range of proposed new measures for rented accommodation in Scotland.

The CEO gave Committee a summary of the report content and how these will impact on the Association. Committee discussed:

- Mid-Market Rents
- Work recently commissioned by the Joseph Rowntree Foundation on Social Housing and Mid-Market rents.
- Challenges facing the construction industry and workforce issues.
- Homelessness provision and resources

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| i) Committee considered and discussed the content of the report. |
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9. Strategy

9.1 2022/2025 Business Plan Progress

The CEO presented the report to Committee. They advised that the purpose of the report is to provide Committee with details of the progress made against the Strategic Objectives contained in the 2022/25 Business Plan. The CEO gave Committee a summary of the report content. Committee discussed:

- Page 1, digital Strategy - The CEO advised Committee that the HomeMaster system had now been implemented without any major issues. They thanked the staff for their phenomenal work and commitment in making the transition a success.
- Page 1, digital strategy – Committee asked that staff are made aware of their appreciation for all their hard work and dedication during the implementation of the new software.
- Page 1, digital strategy – positive staff responses to the new system.
- Page 1, digital strategy – service delivery to tenants during the implementation of the new software.

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

The CEO presented the report to the Sub-Committee. They gave the Sub-Committee an overview of the Scottish Housing Regulator's risk assessment of social landlords: summary outcomes report - April 2024. The CEO asked the Sub-Committee to consider what, if any, changes are required to the risk maps to reflect CHA's current circumstances and the content of the SHR's report. Committee discussed:

- Page 5 of the SHR report - Balancing investment with rent affordability.
- Funding and options available to RSL's to meet Net Zero Standards.
- Challenges RSL's will face when borrowing to meet Net Zero Standards and meeting bank Covenants.
- Scenario planning being carried out by the DCE - this will give Committee an indication on the impact on the Association financial position to meet Net Zero Standards.

i) Committee considered the documents and noted CHA's Strategic and Operational Risk Maps.
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9.3 Workforce Planning Update

The CEO presented the report and advised the purpose of the report was to update Management 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 an overview of the report and advised they had nothing further to add to the report content.

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| i) Committee noted the content of this report and agreed that progress in workforce planning has been satisfactory |
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10. Governance

10.1 Annual Assurance Statement Action Plan Update

The CEO presented the report to Committee. They told Committee that the purpose of the report was to progress the outcome of CHA's self-assessment against the Scottish Housing Regulator's (SHR) review of the Regulatory Framework and Statutory Guidance.

The CEO gave the Committee an overview of the report content giving details of the outcome of assessment and impacts on CHA and the conclusions.

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| i) Committee considered the report. |
| ii) Committee agreed that CHA's Management Team will continue to monitor revisions to Regulatory Requirements and Statutory Guidance issued by the Scottish Housing Regulator and report any areas of non-compliance immediately as required in the Statutory Guidance on Annual Assurance Statements. |
| iii) Committee will continue to use Mulholland Housing Consultancy to provide independent assurance on CHA's level of compliance with the Regulatory Framework, culminating in a report to the Management Committee in October 2024. |

10.2 External Audit Engagement Letter

The FM presented the report to Committee. They advised the Association's external auditor Alexander Sloan have made the decision to transfer the business to a limited liability Partnership in the name of Alexander Sloan LLP as of 1 April 2024. They made Committee aware that the change in legal structure requires the re-signing of the Audit Engagement Letter.

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| i) Committee reviewed the Audit Engagement Letter and agreed to delegate authority to the Chairperson to sign on behalf of the Association. |
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10.3 Committee Succession Planning

The Chair presented the report to Committee. They advised the purpose of the report was to review the outcome report of the annual one-to-one meetings that was due to be presented to Committee on 12 June 2024. The Chair asked that if any Committee member who wished to find out more about becoming an Office Bearer to speak directly to the Vice Chair or the Chair.

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

The CSO presented the report to Committee. They told Committee that the purpose of the report was to provide Management Committee with a summary of training events that have taken place from the 1st of April 2024 to June 2024 based on recommendations from Management Committee members and from the annual one-to-one meetings. Committee discussed:

- The joint Management Committee and Management Team session with Heather Ballentyne - It was agreed that the CEO would look to book a half- day session to take place on the afternoon of Saturday the 5th of October 2024 after the Business Planning event.
- Individual Learning Statements – The Chair advised these would be issued and discussed after the report from Olwyn Gaffney at the next Management Committee meeting scheduled to take place on Wednesday the 26th of June 2024.
- Stock Tours – The CEO advised that these could be arranged in the Autumn 2024.

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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. |
| iii) | Committee members agreed to review their ILSs and identify any further training required. |

Agne Zasinaite left the meeting at 19:45.

10.5 Exercise of Delegated Authority

The CEO presented the report to Committee. They told Committee that the purpose of the report is inform Management Committee on adherence to the Scheme of Delegated Authority contained within the Standing Orders. They advised Committee that the Association's Standing Orders require that they present a quarterly report to them regarding the exercise of the Scheme of Delegated Authority and that they had no further updates to the report content.

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| i) | Committee considered the report and the attachments that detailed 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. |

10.6 Whistleblowing Policy Awareness

The CEO presented the report to Committee. They told Committee that the purpose of the report is to make Management Committee aware of the Association's Whistleblowing Policy and that it was good practice to raise awareness of it on a periodic basis. Committee discussed:

- Who can make raise concerns regarding Whistleblowing.

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| i) Committee noted the Whistleblowing Policy. |
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10.7 Chief Executive Appraisal 2024

The Chair presented the report to Committee. They advised the purpose of the report is to make Committee members aware of the relevant statutory standards regarding the Chief Executive appraisal process and the Association's staff appraisal Policy statements. Committee discussed:

- CEO appraisal training – Committee were advised that this was open to all Committee members who wished to attend. Committee were made aware the training would take place in the evening via zoom.
- The date of the appraisal - It was agreed that the Office Bearers would contact the CEO to confirm dates they were unavailable to attend the appraisal meeting. Once these dates were received the CEO would contact EVH regarding a suitable training date.
- The Association's appraisal process including the section that asks how the appraisee and their line manager performed against the Association's behaviours.

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| i) Committee considered the report. |
| ii) Committee Members noted that those interested in finding out more about the role of Office Bearers where to advise the Chair of their interest in participating in the CEO appraisal training session. |

11. Policy Reviews

11.1 Flexible Working

The CEO presented the report to Committee. They told Committee that the report gives details on changes made to the Association's Flexible Working Policy. They advised that this was a model EVH policy and the updates, marked in red in the report, where necessary to comply with Employment Relations (Flexible Working) Act 2023.

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| i) Committee approved the Flexible Working Policy with the agreed amendments. |
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11.2 Policy Reviews – requiring no change

The HM presented the report to Committee. They told Committee that the purpose of the report is to ask for Committee's approval to extend the review date of the Complaints Policy, Bad Debts Policy and the Short Scottish Secure Tenancy Policy that were all comprehensively reviewed three or more years ago.

The HM told Committee that following a check of relevant legislation, regulatory requirements and good practice it has been concluded that no material changes are required to any of them apart from some formatting amendments.

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| <p>i) Committee agreed to extend the scheduled review date for the Complaints Policy, Bad Debts Policy and the Short Scottish Secure Tenancy Policy to June 2027, on the understanding that an earlier policy review will take place should relevant changes to legislation, regulatory requirements or good practice occur before then.</p> |
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12. A.O.C.B.

- a) The CEO made Committee aware that the SFHA's AGM will take place on Wednesday the 18th of September 2024 via zoom. The CEO asked Committee if anyone wished to volunteer to attend the AGM as the Association's representative. Gabrielle McElhinney volunteered to attend on behalf of the Association.

The Chairperson thanked everyone for attending the meeting.

The meeting ended at 20:05