

CLYDESDALE HOUSING ASSOCIATION LIMITED

Minute of the Management Committee meeting held in the Association's office in Lanark on Wednesday the 28th of August 2024 at 18:30

Present: Agne Zasinaite, Secretary (joined via zoom)
Brian McNally
Gabrielle McElhinney
Gillian Anderson
Hazel Galbraith, Vice Chairperson
Jonathan Main (joined via zoom)
John Lockhart, Treasurer
Ken Greenshields
Lesley McDonald
Maggie Botham, Chairperson (joined via zoom)
Ross Gowland
Ruth McElhinney
Sharon Egan

A quorum was achieved.

In Attendance: The Chief Executive Officer (CEO)
The Depute Chief Executive (DCE)
Housing Manager (HM)
Finance Manager (FM)
Elaine McIvor, Corporate Services Assistant (CSA) minute

1. Apologies

The Vice -Chairperson, chaired the meeting and welcomed everyone to the meeting.

Apologies were received from Jacqueline McCutcheon and Deborah Hay

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2. Financial Statement for Year Ending 31 March 2024

The Vice Chairperson asked Steven Cunningham (External Auditor) to present the report to the Committee. The External Auditor gave Committee an overview of the report and provided them with details of the Financial Statements for the year ended 31 March 2024, the Audit Summary Report, the Draft response to the Audit Summary Report, and the Letter of Representation. The External Auditor asked Committee if they had any questions on the audit.

Committee discussed:

Appendix 1, Page 36, Section 27, Contingent liability.

The External Auditor advised a court case was ongoing regarding changes made to the Pension Scheme's benefits, and the outcome is expected at end of 2025.

- i) Committee considered the Financial Statements for the year end 31 March 2024.
- ii) Committee approved the Financial Statements for the year end 31 March 2024.
- iii) Committee delegated authority to the Chairperson, Secretary, and treasurer to sign the Financial Statements for the year end 31 March 2024
- vi) Committee considered the Audit Summary Report and draft Committee response to the Audit Summary Report.
- v) Committee approved the draft Committee response to the Audit Summary Report and delegate authority to the Chairperson to sign the Committee's response to the Audit Summary Report on behalf of the Management Committee.
- vi) Committee considered the letter of representation.
- vii) Committee approved the letter of representation and delegated authority to the Chairperson and Treasurer to sign the letter of representation on behalf of the Management Committee.
- viii) Committee delegated authority to the Finance Manager to upload the information required from the Financial Statements to the Scottish Housing Regulator's portal with a copy of the signed Financial Statements, the Audit Summary Report and the Association's reply to the Audit Summary report.

The Vice Chairperson thanked the External Auditor for attending the meeting. The External Auditor left the meeting at 18:40.

3. Covenant Compliance Certificate

The Chairperson asked the FM to present the report to the Committee. The FM told Committee that the purpose of the report is to provide assurance to them that the financial covenant conditions within the Royal Bank of Scotland loan agreement are being satisfied.

The CEO advised Committee that he wished to thank the FM for the additional work and hours put in, given the in-depth nature of the audit and staff shortage in the Finance team due to a bereavement. The CEO also wished to recognise the DCE, HM and CSO for helping the FM during the audit.

- i) Committee authorised the Finance Manager to send the signed Covenant Compliance Certificate to the Royal Bank of Scotland.

4. Previous Meeting Minutes & Matters Arising

The minute of the Committee meeting held on the 26 June 2024 was 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 26 June 2024 are a true record of the proceedings at that meeting.

Matters Arising

There were no matters arising.

5. Conflicts of Interest

Conflicts of interests were noted by:

- All Staff, Item 11 – Life Assurance.
- The CEO, Item 12.4 Annual Appraisal Outcome (Verbal).

It was agreed these items would be moved to the end of the agenda.

6. 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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7. 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 Committee that the Committee & Management Team teambuilding event scheduled for 23 October 24 would need to be rescheduled due to existing staff commitments.

Committee discussed a new date. It was agreed to move the event to 15 January 2025.

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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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8. Housing Management Scorecards

The HM presented the report to Committee. They told Committee that the purpose of the report was to give details of the Association's performance against the key performance indicators. The HM highlighted that information missing would be available, following the meeting with Homemaster.

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| i) Committee noted the content of the report. |
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9. Annual Report on the Charter – Data Corrections

The HM presented the report to Committee. They advised that the purpose of the report was to present to the Management Committee, corrections made to the Annual Return on the Charter (ARC) which was previously approved at a Committee meeting on 29th May 2024. They apologised for the inconvenience.

The CEO provided further insight, advising Committee, other landlords had also been contacted by the Regulator requesting further information on Annual Returns to the Charter.

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| i) Committee considered the report and are satisfied that the necessary corrections have taken place and updated where appropriate. |
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10. Quarterly Complaints Summary

The HM presented the report to Committee. They advised that the purpose of the report was to provide Committee with an overview of the service delivery complaints and compliments received in the last reporting quarter between 1st April 2024 and 30th June 2024. The HM asked if there were any questions or comments.

Committee commended the HM on the Average Days to Complete result and for the visual presentation on the report.

12. Governance Issues:

12.1 Annual Report by the Secretary

The Secretary presented the report and advised that the purpose of the report is to present progress against rule 68. They had nothing to add.

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| i) Committee considered the report and determined progress against Rule 68 is satisfactory. |
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12.2 AGM 2024

The CEO presented the report and highlighted the Committee members who have agreed to stand down and seek re-election in order to comply with Rule 39.1.

The CEO advised that no other nominations have been received from external candidates for election to stand for Committee. They confirmed that no ballot was required.

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| i) Committee noted the details of arrangements made for the 2024 AGM. |
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12.3 Membership Report Register

The CEO presented the report and informed Committee that the purpose of the report is to show progress against Association rule 7.2, Applying for membership and 11.1, Ending your membership. They had nothing further to add.

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| i) Committee considered the report and determined the progress against Rules 7.2 & 11.1 is satisfactory. |
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12.5 2024/2025 Committee Meeting Schedule

The CEO presented the report. The CEO provided Committee with details of the meeting schedule and advised the Audit & Risk Sub Meetings would start at 5.30pm. They asked Committee for their views on:

- Holding Management Committee meetings during the winter months via zoom for all Management Committee members and staff members.

The CEO agreed to update the Schedule with the changes and distribute.

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| i) Committee noted the content of the report and agreed the changes. |
| ii) Committee agreed that meetings between December 2024 and February 2025 would be held exclusively on Zoom. |
| iii) Committee agreed that the draft rent setting and budget meeting scheduled for 27 November 2024 should be held at CHA's offices, weather permitting. |

12.6 Committee Priorities and Training Plan 2024/25

The Vice-Chair presented the report and told Committee that the purpose of the report is to present a draft Training Plan to them based on the recommendations of the Management Committee Appraisal Feedback Report.

The CEO referred Committee to the highlighted bullet points for noting and for consideration.

Committee considered the points and discussed:

- Different methods for collecting tenant feedback.
- Committee agreed to revisit the 2022 tenant satisfaction survey results at the December 2024 meeting.
- Staff Member to present anonymised tenant case study to MC periodically.
- Online Menopause Awareness Session on 21 October – Committee to advise CEO if interested in attending.

The CEO asked Committee members to email with any areas of interest that they wished to be considered in Learning & Development opportunities.

13. Social Housing Net Zero Heat Fund Update & Contractor Procurement

The DCE presented the report and told Committee that the purpose of the report is to provide an update on the funding and contractor procurement.

The DCE gave an overview of the report.

Committee discussed:

- Costs
- Property Build Types & Rural Locations
- Re-educating tenants on operation

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| <ul style="list-style-type: none">i) Committee considered the report and determined the information provided is sufficient to allow the contract award to be made to Union Technical Services under the Scotland Excel Lot 1320 Framework Contractii) Committee approved the contract at the costs noted above as £766,624.97 in total, with CHA contribution of £350,921.08 |
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14. Summary of EESSH Performance

The DCE presented the report and advised the purpose of the report is to provide Committee with a summary on performance against the EESSH across all Registered Scottish Landlords (RSL's). The DCE gave an overview of the report.

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| <ul style="list-style-type: none">i) Committee noted the content of the report and determined the information is sufficient. |
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15 Policy Review & New Policy:

15.1 Notifiable Events

The CEO presented the report to Committee. They advised that the purpose of the report is to Minor amendments made to the Statutory Guidance published by the

Scottish Housing Regulator (SHR) regarding Notifiable Events following the review of the Regulatory Framework in February 2024.

Committee discussed:

- Wording amendment – Page 9 last bullet point, word missing.

The CEO confirmed the word should read, contractors.

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| i) Committee considered the Notifiable Events Policy and approved a final version for adoption by CHA. |
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15.2 Conflicts of Interest (new policy)

The CEO presented the report. They advised the purpose of this report is to provide members with details on the new proposed Conflicts of Interest Policy for approval.

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| i) Committee considered the new Conflicts of Interest Policy and approved a final version for adoption by CHA. |
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15. AOCB

- i) The CEO advised Committee that, as Committee meetings are concluded on average 45 minutes early, time capacity is available for discussion topics to be part of the agenda. The CEO asked Committee to consider the subjects they wished to be discussed and bring them to the next meeting. Committee discussed:
 - Byte size sessions.
 - Members of Committee presenting on their professional topic of expertise.
- ii) Gabrielle McElhinney is unable to attend the SFHA's AGM on Wednesday the 18th of September 2024 due to family funeral. The CEO agreed to submit the apologies.

All staff left the meeting at 19:45.

11. Life Assurance

Following discussion, Committee decided to continue with the current 3 x annual salary life assurance cover for staff who are members of the SHAPS Pension Scheme.

Committee asked that that the Staffing Sub-Committee convene to discuss the duration and benefits of the staff package and report back to the full Management Committee on their findings and recommendations.

12.4 CEO Annual Appraisal Outcome

The Chairperson gave Committee details of the work carried out by the appraisal panel in preparing for the interview, the appraisal process, and the appraisal interview outcomes.

The Vice Chairperson thanked everyone for attending the meeting.
The meeting ended at 20.10.