

CLYDESDALE HOUSING ASSOCIATION LIMITED

Minute of the Management Committee meeting held via Video Conferencing on Wednesday 11 December 2024 at 18:30.

Present: Agne Zasinaite, Secretary
Brian McNally
Deborah Hay
Gabrielle McElhinney
Hazel Galbraith (Vice Chairperson)
Jacqueline McCutcheon
Jonathan Main
Ken Greenshields
Lesley McDonald
Ross Gowland
Ruth McElhinney
A quorum was achieved.

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

In the absence of the Chairperson the Vice Chairperson chaired the meeting.

1. Apologies

Apologies were received from Gillian Anderson, Maggie Botham and John Lockhart.

2. Approval of Previous Meeting Minutes & Matters Arising

The minute of the Committee meeting held on the 27th of November 2024 was checked for accuracy and was approved by the Management Committee.

As per section 62 of the Association's rules, the Vice Chairperson authorised the CSO to insert their electronic signature as conclusive evidence that the minute of the meeting held on the 27th of November 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 14. Committee agreed to discuss: the Working better as a team session with Heather Ballantyne scheduled for the 15th of January 2025.

3. Conflicts of Interests

There were no conflicts of interests noted.

4. 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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5. Actions from Previous Meetings

The CEO presented the verbal 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 they had no further updates on the report content.

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| i) Committee considered the Actions from Previous Meetings Verbal Report and agreed progress is satisfactory. |
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6. Health & Safety Update

The CEO told Committee that the purpose of this item was to provide an 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 that the office fire risk assessment had been carried out and once the details of the assessment were received, they would be presented to Committee.

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| i) Committee considered the Health & Safety Update Report and agreed progress is satisfactory. |
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7. Draft Staffing-Sub Committee Minutes

The CEO told Committee that the purpose of this agenda item was to provide them with the draft minutes of the Staffing Sub-Committee meeting held on the 20th of November 2024.

They gave Committee an update on page 2 of the minutes, agenda item 4 - Employee Life Assurance & Other Benefits. The FM has obtained advice from EVH on the proposed changes within the 10% employer contribution required to meet increased employee life assurance premium costs (increased from 0.45% to 0.51%).

EVH has advised that containing the additional life assurance premium costs within the 10% employer contribution would indicate a change for the employee as a result of a reduction in what the employer is contributing from 9.55% to 9.49% to their pension. As such, this would be considered as a change to the pension scheme which in line with pension regulations may be to the detriment of members of the pension scheme and would require consultation with employees before a final decision is made.

The FM will seek support from EVH to obtain details on the required consultation process and template letters. Committee will be kept updated on progress.

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| i) Committee noted the content of the minute and the update on agenda item 4. |
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8. Matters referred by the Staffing Sub-Committee

8.1 Off-Boarding

The CEO presented the report to Committee. They told Committee that the purpose of the report was to provide them with a summary of offboarding arrangements considered by the Staffing Sub-Committee on 20th of November 2024 to facilitate governing body oversight of CHA's affairs. The CEO gave Committee details of the report content and advised they had no further updates to report.

- i) Committee noted the content of the report and decided the draft Induction and Offboarding Policy and agreed it provided satisfactory information for governing body oversight purposes on employee offboarding.
- ii) Management Committee considered the draft Induction and Offboarding Policy and approved the final version for adoption by the Association without amendment.

8.2 Worker Protection Act 2023

The CEO presented the report to Committee. They told Committee that the purpose of the report is to provide them with a summary information on the new duties on employers introduced by the Worker Protection Act 2023 (the Act), details of online sexual harassment awareness training available for Management Committee Members and present an updated Dignity at Work Policy for approval to reflect the requirements of the Act in CHA's policy framework. They advised they had nothing further to add to the report content.

Agne Zasinaite joined the meeting at 18:40.

Committee discussed: Committee participating in online Sexual Harassment training. CHA will send details to all Committee Members and then organise the training for those wishing to participate.

- i) Committee noted the report content and decided the report and draft Dignity at Work Policy provided satisfactory information for governing body oversight purposes on the requirements of the Worker Protection Act 2023 (Amendment of the Equality Act 2010).
- ii) Committee considered the draft Dignity at Work Policy and approved the final version for adoption by the Association without amendment.
- iii) Committee considered the flexible online sexual harassment awareness raising training and advised the Corporate Services Officer of their interest in participating.

9. Newsletter: Annual Budget & Rent Review

The CEO presented the report to Committee. They advised that the purpose of the report was to provide Committee with an update on the rent options consultation documents sent to tenants. Committee discussed:

- The newsletter content
- The letter issued to tenants and its contents
- Distribution of the newsletter
- The number of ways tenants can respond to the consultation.
- Tenant opinions and how the opinions will be reported to Committee.
- The response to the consultation to date.

Committee thanked all staff involved in the consultation process for the work they have carried out.

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| i) Committee agreed that progress with the rent options consultation is satisfactory. |
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10. Strategy Items

10.1 Business Plan Progress

The CEO presented the report to Committee. They told Committee that the purpose of the report is to provide details of the progress made against the Strategic Objectives contained in the 2022/25 Business Plan. The CEO gave Committee an update on the progress made with the migration of data to SharePoint.

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| i) Committee considered the progress made against each Strategic Objective from the 2022/25 Business Plan and agreed that progress is satisfactory. |
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10.2 Annual Risk Management Review

The CEO presented the report to Committee. They told Committee that the purpose of the report is to present the results of the annual risk management review recently carried out by the Audit & Risk Sub-Committee to the Management Committee. The CEO advised they had nothing further to add to the report content.

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| i) Committee considered the progress made against each Strategic Objective from the 2022/25 Business Plan and agreed that progress is satisfactory. |
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10.3 2022/2025 Workforce Planning Update

The CEO presented the report to Committee. They told Committee that the purpose of the report is to update them on progress made against the workforce planning proposals that were approved as part of CHA's 2022/25 Business Plan. They advised there were no further updates to the report content.

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| i) Committee noted the content of the report and agreed progress in workforce planning is satisfactory. |
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10.4 Management Committee Vacancies – Recruitment Priorities

The CEO presented the report to Committee. They advised that the purpose of the report is to finalise the recruitment priorities for the Management Committee vacancy that currently exists. Committee discussed:

- Knowledge shortages within the current Management Committee
- The recruitment panel
- The need to add knowledge of energy efficiency and asset management to the recruitment priorities

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| i) Committee considered the content of the report and finalised recruitment priorities for the vacancy that currently exists. |
| ii) Committee agreed a timetable for co-opting a Committee Member for the vacancy that currently exist. |
| iii) Committee agreed to appoint a Committee Recruitment Panel to oversee the recruitment process in accordance with CHA's Committee Recruitment Policy at the meeting scheduled to take place on Wednesday the 29 th of January 2025. |

10.5 2022 Tenant Satisfaction Survey Results

The CEO presented the report to Committee. They advised the purpose of the report is to remind existing Committee members and inform the new Committee members of the results of the 2022 Tenant Satisfaction Survey.

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| i) Committee noted the content of the report. |
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11. Committee Training update.

The Vice Chairperson presented the report to Committee. They advised the purpose of the report is to provide Committee with a summary of training events that have taken place from the 1st of April 2024 to November 2024 based on recommendations from Management Committee members and from the annual one-to-one meetings and training scheduled to take place from December 24 to the 31st of March 2025. Committee discussed:

- The learning options and training activities they have undertaken from April to December 24.
- The volume of learning, training and upskilling they have undertaken from April to December 24.
- The Equality & Diversity online eLearning training option.

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| i) Committee considered and agreed that progress made against Governance Standard 6 is satisfactory. |
| ii) Committee considered and agreed that they wished to proceed with the online eLearning Equality & Diversity training session. |
| iii) Committee agreed that members update their Independent Learning Statements (ILS) to reflect training activity they have undertaken and that they review their ILSs and identify any further training required. |

12. Policy Reviews

12.1 Code of Conduct for Governing Body Members

The CEO presented the report to Committee. They advised the purpose of the report is to provide Committee with details of the revised Model Code of Conduct for Governing Body members that would be published soon, the Model Protocol on Dealing with an Alleged Breach of the Code and the updated Model documents.

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| i) Committee reviewed the 2024 Model Code of Conduct for Governing Body Members; they made no changes to the document. Committee delegated the personalisation of the document with CHA's details to the CEO and approved the final version for adoption by CHA. |
| ii) Committee reviewed the 2024 Model Protocol on Dealing with an Alleged Breach of the Code of Conduct for Governing Body Members; they made no changes to the document. Committee delegated the personalisation of the document with CHA's details to the CEO and approved the final version for adoption by CHA. |
| iii) Committee reviewed the SFHA's 2024 Guidance on the Model Code of Conduct for Governing Body Members and 2024 Protocol on Dealing with an Alleged Breach of the Code of Conduct for Governing Body Members; they made no changes to the document. Committee delegated the personalisation of the document with CHA's details to the CEO and approved the final version for adoption by CHA. |

12.2 Code of Conduct for Staff Members

The CEO presented the report to Committee. They advised the purpose of the report is to provide Committee with details of the revised Model Code of Conduct for Staff members, and the SFHA's 2024 Guidance on the Model Code of Conduct for Staff.

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| i) | Committee reviewed the 2024 Model Code of Conduct for Staff; they made no changes to the document. Committee delegated the personalisation of the document with CHA's details to the CEO and approved the final version for adoption by CHA. |
| ii) | Committee reviewed the SFHA's 2024 Guidance on the Model Code of Conduct for Staff, they made no changes to the document. Committee delegated the personalisation of the document with CHA's details to the CEO and approved the final version for adoption by CHA. |

12.3 ICT Policy

The CEO presented the report to Committee. They advised the purpose of the report is to provide Committee with details of the minor changes made to CHA's ICT Policy's and its position on the governance and control over CHA's ICT systems, how CHA controls access to the Association's information systems and how CHA protects the security of its ICT network. Committee discussed:

- The Cyber Security training carried out for both staff and Committee on the 11th of December 2024.
- The section on cyber security in the Scottish Housing Regulators assessment of social landlord's summary outcomes – 2024.
- Other ICT Policies and Procedures that Committee will be asked to review in the coming months.
- CHA's Cyber Essentials certification and CHA moving to Cyber Essentials Plus certification.

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| i) | Committee reviewed the draft ICT Policy and approved the final version for adoption by CHA. |
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13. Tender Report: Window & Door Replacement Contract

The DCE presented the report to Committee. They advised the purpose of the report is to ask Committee to consider the price negotiated in respect of the window and door replacement works contract and reach an agreement as to whether the price is acceptable.

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| i) | Committee considered the information presented in the tender report and approved the costs by [REDACTED] at the negotiated tender rates. |
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14. AOCB

- a) Committee were reminded that the Working better as a team session with Heather Ballantyne will take place on Wednesday the 15th of January 2024 at 18:30 in the office.
- b) Committee asked that staff be made aware of their gratitude for all their hard work throughout the year.

The Chairperson thanked everyone for attending. The meeting ended at 19:25.