

MINUTES OF MEETING OF THE MANAGEMENT COMMITTEE HELD ON TUESDAY 25 JUNE 2019 AT 7.00 P.M. IN THE OFFICES OF CLYDEBANK H.A., 77-83 KILBOWIE ROAD, CLYDEBANK.

ACTION

Present:

Mr P. Shiach

Secretary

Elected Member

Mr J. Hillhouse

Elected Member

Mr J. Calderwood

Elected Member

Mr J. O'Donnell

Elected Member

Miss P. Betty

Elected Member

Ms D. Smith

Elected Member

Mrs G. Daly

Elected Member

Cllr M. McNair

Co-opted Member

Ms. L. Breeze

Co-opted Member

In Attendance:

Mrs S. Keenan

Chief Executive

Mrs S. Boyle

Communications Officer

Mr S. McCready

Wylie Bisset, Internal Auditors

1. Apologies

Apologies were received from Mrs K. Tennant, Miss C. McGarrity and Cllr Mooney. It was noted that a quorum was present to enable the meeting to go ahead.

2. Chairperson's Remarks

The Secretary took the role of Chairperson for the meeting in the absence of the Chairperson and Vice Chairperson. The Secretary had no remarks.

3. Declaration of Interest

Mr Calderwood declared an interest in Item 12e . Former St. Cuthbert's Church . Linnvale (20-25 units) and would not take part in discussions.

4. Business Carried Over from the Last Meeting

There was no business carried over from the last meeting.

5. Draft Internal Audit Plan 2019/20*

The Secretary welcomed Mr Scott McCready of Wylie Bisset to the meeting. Mr McCready referred to the above report circulated prior to the meeting and highlighted the proposed audit areas detailed within the operational plan for 2019/20, and the indicative scope of each area.

The following areas for audit were proposed based on risk and previous plans and audits carried out: -

Governance

Purchasing and Payments

I.T. Security

GDPR and FOI

The Secretary welcomed questions. There were none and the Management Committee unanimously accepted the plan as presented.

MINUTES OF MEETING OF THE MANAGEMENT COMMITTEE HELD ON TUESDAY 25 JUNE 2019 AT 7.00 P.M. IN THE OFFICES OF CLYDEBANK H.A., 77-83 KILBOWIE ROAD, CLYDEBANK.

<p><u>ACTION</u></p>	<p>Mr McCready was thanked for his attendance and left the meeting at this point.</p> <p>6. Management Committee External Training/Conference Feedback (if applicable) There was no feedback to provide.</p> <p>7. Secretary's Report Mr O'Donnell, temporary Secretary, provided the following report:</p> <p>a) Correspondence</p> <ul style="list-style-type: none"> Details were provided of SHARE's governing body conference to be held 4-5 September at the Seamill Hydro Hotel at a cost of £370. Mr O'Donnell and Ms Breeze expressed an interest in attending and Mrs Daly wished to check her availability. Details were provided of EVH's annual conference to be held 22-24 November Fairmont Hotel in St Andrews. Mrs Daly expressed an interest in attending. <p>b) AGM Election 2019 A reminder of the forthcoming AGM on Thursday 27 June was provided to the Management Committee.</p> <p>The Chief Executive confirmed re-election forms had been received from the following members, required to stand down at the AGM per the Association's Model Rules: -</p> <ul style="list-style-type: none"> Kimberley Tennant John Hillhouse Paul Shiach <p>The Chief Executive stated that a nomination form had been received from Tom McCormack. Unfortunately, the nomination form from Laura Breeze had not been received within the specified time due to a family bereavement and the Management Committee noted advice was being sought on the matter from the SFHA.</p> <p>8. Approval of Minutes</p> <p>a) Management Committee – 18 June 2019* (For approval) There were no errors or omissions noted and the Minute was proposed by Mr Hillhouse, seconded by Mr O'Donnell and unanimously approved by the Management Committee.</p> <p>b) Governing Board Annual Review/Appraisal – 18 June 2019* (For approval) The Chief Executive referred the Management Committee to the above report circulated prior the meeting. The Management Committee confirmed the report was an accurate record of responses from the discussion and unanimously accepted the review as presented.</p>
----------------------	---

MINUTES OF MEETING OF THE MANAGEMENT COMMITTEE HELD ON TUESDAY 25 JUNE 2019 AT 7.00 P.M. IN THE OFFICES OF CLYDEBANK H.A., 77-83 KILBOWIE ROAD, CLYDEBANK.

<u>ACTION</u>	
SK/LL	<p>9. Business Arising From Minutes There was no business arising from the minutes.</p>
	<p>10. Ratification of All Minutes (Decision/Approval Required) Ratification of all Minutes was proposed by Mr Hillhouse, seconded by Mr Calderwood and unanimously approved by the Management Committee. Cllr McNair entered the meeting at this point.</p>
	<p>11. Staffing Report including proposed office refurbishment (For info)* The Chief Executive referred to the above report circulated prior to the meeting. a) Finance and Corporate Services Department (For information) The Management Committee noted the update provided within the report regarding the planned departmental review and changes following Aspiring Communities funded projects coming to an end. The Chief Executive stated a resignation had since been received from a part-time member of staff and the Management Committee would be provided with a detailed departmental staffing report/proposal in due course. b) Proposed Office alterations (For information) The Management Committee noted the update provided within the report regarding the potential fee savings realised by procuring architectural and quantity surveying/cost consultancy services via the Wheatley Framework for Technical Consultancy. It was noted that Mast Architects and NBM Quantity Surveyors had been selected from the Framework and had confirmed their willingness to be involved in the project. The Chief Executive reminded the Management Committee that the next stage will be to tender on Public Contracts Scotland for contractors and once tenders received; the Management Committee would be able to reach a decision on whether to proceed with the proposal. c) Staff Appraisal Summary Report The Management Committee noted the update provided within the report.</p>
	<p>12. Development Report* (Decision Required) The Chief Executive referred to the above report circulated prior to the meeting. a) General The Management Committee noted there was no update from the previous month regarding finalising our strategic partnership with WDC (via a Memorandum of Understanding) in terms of assisting in the delivery of its development aspirations. b) Queens's Quay Development (37 units)</p>

MINUTES OF MEETING OF THE MANAGEMENT COMMITTEE HELD ON TUESDAY 25 JUNE 2019 AT 7.00 P.M. IN THE OFFICES OF CLYDEBANK H.A., 77-83 KILBOWIE ROAD, CLYDEBANK.

<p><u>ACTION</u></p> <p>SK/LL</p>	<p>The Management Committee noted the update provided within the report regarding some elements of progress made since the last meeting. The Chief Executive was expecting progress to continue over the summer months and asked that the Management Committee to look out for possible emails requiring a decision over their summer recess. The Management Committee noted the private finance report was expected in August.</p> <p>c) Graham Avenue (44 units) The Management Committee noted the update contained within the report regarding the financial reconciliation and final contracts register.</p> <p>The Chief Executive confirmed a final inspection on externals was carried out on 24 June and, subject to replacement of some planting, the final retention will be released to the contractor and the Association will assume full maintenance responsibility for the development thereafter.</p> <p>d) Dumbarton Road, Dalmuir (50+ units) (Decision Required) The Management Committee referred to the prospectus at Item 12a) circulated prior to the meeting, during discussions on this part of the report.</p> <p>The Management Committee noted that the composition of the proposal had changed significantly since earlier discussions with the most recent drafts containing only flatted units. Significant discussion ensued on stock diversity, demand for flats, height/lift requirement and the aspirations of applicants as well as West Dunbartonshire Council requirements.</p>
<p>SK</p>	<p>The Management Committee noted that further options had been requested for consideration to also include low rise family accommodation and these would be presented when received. The Chief Executive reminded the Management Committee that this proposed development is unlikely to progress in the current 3-year programme, however, it was agreed that the Association should continue to liaise with the developer to progress the scheme and take advantage of any potential slippage.</p> <p>e) Former St Cuthbert's Church – Linnvale (20-25 units) (Decision Required) Mr Calderwood declared an interest in this report item and did not take part in discussion.</p> <p>Site Investigation The Management Committee noted the update contained within the report regarding the site investigation report and the suitability for the land for development with no significant concerns.</p> <p>The Chief Executive confirmed that the 3 instances of asbestos found in the existing building would be safely removed prior to demolition in accordance with Asbestos Regulations.</p>

MINUTES OF MEETING OF THE MANAGEMENT COMMITTEE HELD ON TUESDAY 25 JUNE 2019 AT 7.00 P.M. IN THE OFFICES OF CLYDEBANK H.A., 77-83 KILBOWIE ROAD, CLYDEBANK.

<u>ACTION</u>	<p>Draft Programme The Chief Executive discussed the draft programme as presented and this was noted.</p> <p>Procurement The Chief Executive referred the Management Committee to the potential method for designing and procuring the design and construction on the site and each detailed option was discussed in turn.</p> <p>Procurement Recommendation (Decision Required) After discussion and clarification of the 3 options presented in the report, the design and build with novation recommendation was unanimously agreed by the Management Committee.</p> <p>The procurement route for consultants was discussed at length. The Management Committee noted the procurement options available and resolved that the use of consultants on existing frameworks would be explored where possible and that 2 or 3 firms would be interviewed and would include examples of previous work, several key questions and a presentation.</p> <p>Buy back Clause The Management Committee noted the remainder of the suspensive conditions contained within the offer of purchase.</p> <p>Insurance The Management Committee noted the information provided.</p> <p>Funding The Management Committee noted the update provided within the report regarding the Contracts Register (Appendix 1), recent correspondence with the Scottish Government and the possibility of the Association being accessing the Charitable Bond Fund for the development.</p> <p>WDC – Additional piece of land The Management Committee noted the update provided within the report regarding WDC Estates Department being in the process of clarifying ownership of the land.</p> <p>Community Consultation The Management Committee noted the update provided within the report regarding contact with the Linnvale and Drumry Community Council, information provided and the responses to their concerns. The Chief Executive highlighted the importance of continued liaison and noted the Chief Executive was meeting again with the Community Council Chairperson on Friday 28 June.</p> <p>f) Development Risk The Management Committee reviewed and noted the risk register detailed on pages 9-17 and one addition at point 5. No further risks identified.</p>
---------------	---

MINUTES OF MEETING OF THE MANAGEMENT COMMITTEE HELD ON TUESDAY 25 JUNE 2019 AT 7.00 P.M. IN THE OFFICES OF CLYDEBANK H.A., 77-83 KILBOWIE ROAD, CLYDEBANK.

<p><u>ACTION</u></p>	<p>13. Cart Street – verbal update (For info) There was no update to report.</p> <p>14. Housing Management – Legal Issues Report* The Chief Executive referred to the above report circulated by the Head of Housing Services prior to the meeting regarding 8 court action cases. The Chief Executive confirmed the report had been emailed to the Management Committee and 5 members had agreed to the action contained therein as follows:</p> <ul style="list-style-type: none"> • John Hillhouse • Joe O'Donnell • Doris Smith • Laura Breeze • Paul Shiach <p>Discussion took place on Case 7 where a high level of arrears reported, given the tenancy had only started just over 12 months previously, were noted.</p> <p>The Chief Executive asked the Management Committee whether it was happy to receive monthly legal issues reports as necessary; given the Housing Services Sub Committee meetings were now quarterly. The Management Committee unanimously agreed.</p> <p>The report was noted by the Management Committee.</p> <p>15. Declaration of Interest/Entitlement Payment & Benefits/Gifts & Hospitality Annual Report 2018/19* (For info) The Chief Executive referred to the Secretary's annual report which was circulated prior to the meeting. The Management Committee noted that all entries in the gifts section were in line with the Association's Policy with each entry being signed off by the Secretary and that the report contains full details of all publicly available Declarations of Interest held by the Association.</p> <p>After discussion, the Management Committee noted and accepted the contents of the report.</p> <p>16. SHR Loan Portfolio Return 2018/19* (Decision/Approval Required) The Chief Executive referred the Management Committee to the Head of Finance and Corporate Services report and Return circulated prior to the meeting, which sets out details of our loan obligations as at 31 March 2019 and which tie up with the Association's annual accounts for the same period.</p>
----------------------	--

MINUTES OF MEETING OF THE MANAGEMENT COMMITTEE HELD ON TUESDAY 25 JUNE 2019 AT 7.00 P.M. IN THE OFFICES OF CLYDEBANK H.A., 77-83 KILBOWIE ROAD, CLYDEBANK.

<u>ACTION</u>	
LL	<p>The Management Committee noted that the proportion of fixed rate to variable rate loans (c. 15%/c. 85% split) did not currently represent a balanced portfolio but this would be addressed when further development loans are secured and current loans are repaid in 2019 and 2022. The fully repaid loans will release security to enable further borrowing in the future.</p> <p>The Management Committee noted that the portfolio had been validated and that no loan covenants had been breached.</p> <p>The Management Committee approved the Return for submission to the SHR and authorised the Chairperson to sign.</p>
17.	<p>SHR 5-Year Projections Annual Return 2018/19* (Decision/Approval Required)</p> <p>The Chief Executive referred the Management Committee to the Head of Finance & Corporate Services report circulated prior to the meeting. The Chief Executive explained the information contained therein had been presented and approved at the May Management Committee via the Financial Plan and was now provided in a different format for Scottish Housing Regulator submission by 30 June 2019.</p> <p>It was noted that cash reserves remain strong at £5million in 2023/2024 despite significant major repair expenditure. The Chief Executive confirmed that Queens Quay units (37) and Linnvale units (c. 22) and their associated HAG and Private Finance would be added to the 2021/2022 forecast but the Management Committee noted the developments are not accounted for in terms of rental income until they are off-site.</p>
LL	<p>The Chief Executive invited questions. There were none and the Management Committee unanimously approved the return to be submitted to the Scottish Housing Regulator.</p>
18.	<p>Proposed Shared Ownership Buy Back – Glasgow Road* (Decision/Approval Required)</p> <p>The Chief Executive referred to the Head of Finance & Corporate Services report which had been circulated prior to the meeting.</p>
LL	<p>The Management Committee discussed the contents of the report and unanimously agreed that the 75% share of the vacant 2 apartment/2 person property should be purchased per the recommendation as it meets all the criteria as laid down in the Association's Shared Ownership Buy Back Policy and sufficient budget remains.</p>
19.	<p>Staff and Committee Expenses – June 2019 (Decision/Approval Required)</p> <p>The Chief Executive referred to the report, which had been circulated just prior to the meeting. The Management Committee was satisfied it had</p>

MINUTES OF MEETING OF THE MANAGEMENT COMMITTEE HELD ON TUESDAY 25 JUNE 2019 AT 7.00 P.M. IN THE OFFICES OF CLYDEBANK H.A., 77-83 KILBOWIE ROAD, CLYDEBANK.

<u>ACTION</u>	
	<p>time to review the report and unanimously approved the expenses as submitted and the Secretary signed accordingly.</p> <p>20. Policy Review – Customer Care* (Decision/Approval Required) The Chief Executive referred the Management Committee to the above draft Policy which was circulated prior to the meeting and highlighted that it was an existing Policy which required its minimum 3-yearly review and that the proposed changes were tracked in blue and red. The Communications Officer confirmed that a variety of improvements had been included in terms of measuring performance and that consultation feedback from staff and customers, via online/paper surveys and a focus group had been taken on board. It was noted that the proposed changes were in line with current practice including the importance of the ability to record and evaluate performance.</p> <p>The Management Committee unanimously approved the Policy as presented.</p>
SK	<p>21. Health & Safety Report including Risk Assessments The Chief Executive confirmed there was no report available this month, however, training dates had been updated and these would be sent to the Management Committee the next day.</p>
SK	<p>22. Focus on Governance/Risk a) Notifiable Events Register* The Chief Executive referred to the above report circulated prior to the meeting and highlighted that following a check with our Regulation Manager, the item relating to leases was not deemed to be notifiable and that it had now been removed from the report.</p> <p>b) Management Committee Appraisals/Summary Report (Update) The Chief Executive confirmed the Chairperson would present a summary report to the Management Committee once all appraisals have been completed.</p> <p>23. Intranet (For Info) The Chief Executive reminded the Management Committee to regularly visit the internal Intranet, which includes news, meeting papers, Policies and Procedures and residentsqqgroup activity.</p> <p>24. Signing of Minutes The minutes were distributed to members present and were duly signed at the end of the meeting.</p> <p>25. Date and Time of Next Meeting/Training Session As per the schedule.</p>

MINUTES OF MEETING OF THE MANAGEMENT COMMITTEE HELD ON TUESDAY 25 JUNE
2019 AT 7.00 P.M. IN THE OFFICES OF CLYDEBANK H.A., 77-83 KILBOWIE ROAD,
CLYDEBANK.

ACTION

At this juncture the Chairperson and Chief Executive presented flowers to Patricia Betty who had indicated her intention to resign from the Management Committee following the AGM, after 7 years of service. The Management Committee thanked Patricia for her dedication and input during this time.

Meeting closed.

Checked by: _____

Date: _____

APPROVED õ .

PROPOSED õ

SECONDED õ .

SK/SB

* Indicates report issued with agenda