

MINUTES OF MEETING OF THE MANAGEMENT COMMITTEE HELD ON TUESDAY 28 JUNE 2022 AT 7.00 P.M. IN PERSON AT 77-83 KILBOWIE ROAD, CLYDEBANK G81 1BL AND VIA A VIDEO CONFERENCING LINK

ACTION

Present:

Mr J. Hillhouse	Vice-Chairperson/ Treasurer	In person	Elected Member
Ms. T. Hislop		In person	Casual Vacancy
Ms D. Smith		In person	Elected Member
Mr J. O'Donnell		In person	Elected Member

In Attendance:

Mrs L. Lees	In person	Chief Executive	
██████████	Online	Alexander Sloan	

1. Apologies

Apologies were received from Mrs C. Boyle, Mr P. Shiach, Mrs L. Breeze and Councillor Mooney. It was noted that a quorum was present to enable the meeting to go ahead.

2. Chairperson's Remarks

The Vice-Chairperson welcomed everyone to the meeting and thanked members for their attendance. The Vice-Chairperson stated that items 10-15 would be discussed before item 4, so that the representative of Alexander Sloan could then leave the meeting.

3. Declaration of Interest

There were no declarations of interest.

10. Clydebank HA Accounts to 31 March 2022* (Approval Required)

The Vice-Chairperson welcomed ██████████ to the meeting. ██████████ thanked the staff at the Association for providing all of the information and clarification which greatly assisted the accounts auditing team.

██████████ stated it was right and proper to go through the detailed accounts, required for statutory purposes, and discuss key figures as follows:

Statement of Comprehensive Income for the year ended 31 March 2022 (page 16):

- Operating surplus on ordinary activities before taxation recorded as c. £1.09m (c. £1.22m – 2021) which is a very healthy figure
- Operating surplus affected negatively by delays in planned maintenance which is not dissimilar with other Housing Associations at the moment
- £456k surplus recorded in the valuation of the defined benefit employer pension scheme. It was noted that this offsets the swing of last year (c. £710k deficit – 2021) and this is dependent on how the scheme and markets are performing and there is volatility
- Total comprehensive income was recorded as c. £1.55m

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- **Statement of Financial Position as at 31 March 2022 (page 17):**
 - This Statement shows a “snapshot” of the Association’s affairs as at the 31 March 2022 and in this case, demonstrates the strength of the Association
 - A strong Net Current Asset position of c. £7.6m (c. £10.5m – 2021) which demonstrates the Association can pay obligations when they become due. It was noted this figure had decreased due to significant investment in new development and the investment replacement programme for major repairs
 - Net Assets of c. £23.5m were noted, grown from c. £21.9m in 2021 and the difference was noted as being the surplus from the Statement of Comprehensive Income

██████████ referred the Management Committee to the Auditors’ Report on pages 11-15 and it was noted the report was longer due to new going concern requirements.

██████████ indicated that the auditors were satisfied that the financial statements give a true and fair view of the Association’s affairs as at 31 March 2022 and have been properly prepared in accordance with relevant legislation and accounting practice. ██████████ confirmed there were no issues related to Going Concern in the next 12 months.

██████████ concluded by stating it was a clean, unqualified report, and invited questions. There were none and the Accounts were unanimously approved by the Management Committee and the office bearers will sign electronic copies after the meeting.

11. Audit Findings Report – Clydebank HA Ltd* (Approval Required)

The Management Committee referred to the report which had been circulated prior to the meeting. ██████████ confirmed that there had been no threat to auditor independence and that the key audit risks, which had been outlined in the planning letters, had been covered during the audit fieldwork and no matters are unresolved.

██████████ highlighted a couple of audit adjustments mainly relating to the proceeds received from ██████████ and the development retentions due.

██████████ also mentioned that there may be an additional amount due to the SHAPS pension liability due to an ongoing court ruling which may affect the 2025 Financial Statements.

The Management Committee noted that no recommendations for improvement were required to be made.

██████████ asked if there were any questions. There were none. The Management Committee unanimously approved the 31 March 2022 Audit Findings Report for CHA.

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12. **Letter of Representation – Clydebank HA* (Decision/Approval Required)** 

The Chief Executive referred to the above letter circulated prior to the meeting. ██████████ confirmed that the auditors gather as much information as possible but ask that the Management Committee make certain representations. ██████████ highlighted that a difference from previous years could be seen at number 20, under Pension Scheme, regarding the change to member benefits and a potential contingent liability in regard to the SHAPS/TPT scheme.

The Management Committee had no questions and the Vice-Chairperson confirmed this would be signed electronically by the required office bearers and returned to the Auditor.

13. **CHA Power Ltd Accounts to 31 March 2022* (Decision/Approval Required)** 

The Management Committee/Board of CHA Power Ltd referred to the above accounts, circulated prior to the meeting. ██████████ talked over the accounts and highlighted key figures as follows after confirming it had been a very successful year in financial terms despite an increase in arrears linked to the pandemic:

- A profit for the year after tax of c. £51k (c. £77k – 2021) which ties in with the investment uplift in the Association's accounts
- Tax of c. £12k (c. £18k – 2021) due to be paid by 01 January 2023
- Net asset position of c. £521k (c. £470k – 2021) with c. £123k (c. £93k – 2021) set aside for future major repairs

██████████ indicated that the auditors were satisfied that the financial statements give a true and fair view of CHA Power Ltd's affairs as at 31 March 2022 and have been properly prepared in accordance with relevant legislation and accounting practice. ██████████ confirmed there were no issues related to Going Concern in the next 12 months.

██████████ invited questions. There were none and the Accounts were unanimously approved by the Management Committee/Board of CHA Power Ltd and 2 Directors will sign electronic copies after the meeting.

14. **Audit Findings Report – CHA Power Ltd* (Decision/Approval Required)** 

The Management Committee/Board of CHA Power Ltd was referred to the report which had been circulated prior to the meeting. ██████████ confirmed that this report summarises their overall opinion which the auditors were able to arrive at independently in line with ethical standards/safeguards and that no weaknesses were found in the controls.

██████████ invited questions. There were none and the report was noted and approved by the Management Committee/Board of CHA Power Ltd.

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The Chief Executive referred  the above letter circulated prior to the meeting. ██████████ confirmed that it was similar to the letter for the Association, that the Management Committee make certain representations.

The Management Committee/Board of CHA Power Ltd approved this item and confirmed this would be signed electronically by 2 Directors of CHA Power Ltd and returned to the Auditor.

██████████ once again thanked the Chief Executive and the finance team for their preparation of the accounts and for their co-operation and assistance during the audit process in light of the additional audit testing and going concern requirements this year.

██████████ was then thanked for her attendance and presentation of both sets of accounts and then left the meeting. 

4. Business Carried Over from Last Meeting

There was no business carried over from the last meeting.

5. Management Committee External Training/Conference Feedback (if applicable)

There had been no training undertaken.

6. Secretary's Report (For information)

The Secretary provided the following report:

a) Correspondence

There was no correspondence received.

b) Share Membership Applications

There was no applications received.

c) MC Applications

There was no applications received.

d) AGM 2022 update

The Chief Executive reminded committee members that the AGM was to be held on Thursday 30th June at Centre81 at 7.00pm.

7. Approval of Minutes & Actions Notes (Decision/Approval Required)**a) Management Committee – 07 Jun 2022***

There were no errors or omissions noted and the Minute was proposed by Ms Smith seconded by Mr Hillhouse and unanimously approved by the Management Committee.

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b) Actions from MC Meeting – 07 June 2022*

The Chief Executive referred to the report circulated prior to the meeting which showed actions identified and whether they were completed/ ongoing.

8. Business Arising From Minutes (Decision/Approval Required)

There was no business arising from the minutes.

9. Ratification of all Minutes (Decision/Approval Required)

Ratification of all Minutes was proposed by Ms Smith, seconded by Mr Hillhouse and unanimously approved by the Management Committee.

16. Staffing Report (verbal update) inc EVH monthly update* (For information)

The Chief Executive referred to the above EVH update circulated prior to the meeting and highlighted the EVH Conference scheduled for September 2022. No questions were asked by the committee.

17. Development Report* (Decision/Approval required)

The Chief Executive referred to the above report circulated prior to the meeting. The Management Committee noted the detailed updates and progress photos, where applicable, provided in relation to current and proposed developments.

The Chief Executive confirmed there were no concerns with the contracts register, no overspends to propose and no changes to the risk register.

The Chief Executive invited questions. There were none and the report was noted.

18. SHR Five Year Financial Projections (FYFP)* (Decision/Approval Required)

The Chief Executive referred to the report circulated just prior to the meeting and confirmed it is an annual return which required to be submitted to Scottish Housing Regulator by 30 June.

The Chief Executive explained the information contained therein had been derived from the approved budgets, annual accounts and financial plans. The Management Committee noted all figures had been audited for the outturn, forecasts had been approved in October last year and that developments are not accounted for in terms of rental income until they are off-site. The Chief Executive confirmed that there are no issues and no shortfall of funds to report..

The Chief Executive invited questions. There were none and the Management Committee unanimously approved the return to be submitted to the Scottish Housing Regulator the following day.

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The Chief Executive referred to the report and Return circulated prior to the meeting, which sets out details of loan obligations as at 31 March 2022 and agrees to the balances within the Association's annual accounts for the same period.

The Management Committee noted that the Linnvale development facility has been included as the loan was financially completed in March 2022 although no amounts had been drawn down until April 2022.

The Chief Executive invited questions. There were none and the Management Committee approved the Return for submission before the deadline of 30 June.

20. Declaration of Interest/Entitlements, Payments & Benefits/Gifts & Hospitality Report 2021/22*

It was agreed that this report would be brought back to a future meeting for approval due to the absence of the Secretary at the meeting.

21. WDC Letting Targets and Contribution Statement or 2022/23*

The Chief Executive referred to the report issued by the Head of Housing Services prior to the meeting, which sets out the request from West Dunbartonshire Council to increase the proportion of our re-lets, that are allocated to homeless allocations, from the level of c. 50% to 69%.

Following a lengthy discussion over the 3 options proposed by the Head of Housing Services, the Committee agreed with Option 1 which is to keep the existing 50% target.

This decision will be inserted into the Association's annual rapid rehousing contribution statement which was also agreed at the meeting.

22. Maintenance Report*

The Chief Executive referred to the report issued by the Housing Services Manager prior to the meeting. Following a review of the report and the tender paperwork, the following decisions were agreed:

- The window contract for the Radnor Park flats would be awarded to Anglican Building Products through the SPA framework. [REDACTED]
- Emergency decant decision agreed by email on 6th June 2022 was noted

23. Health and Safety Report including compliance report (June 2022)*

The Chief Executive referred to the Housing Services Manager's report circulated prior to the meeting, which confirmed that the Association is compliant with all legal and constitutional requirements in all 6 key areas of Employer and Landlord Health and Safety.

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The following points were noted:

- The Health & Safety Control Manual has now been updated with changes made in December 2021 and updated signatures are required
- Regular training sessions attended by staff members is keeping technical knowledge up to date
- The staff accidents and “near misses” were reviewed and committee wished to be kept updated with the [REDACTED] [REDACTED]

The rest of the report was noted and approved by the Management Committee.

24. Expense Claims – June 2022* (Decision/Approval Required)

The Chief Executive referred to the report which was issued prior to the meeting. Following review, the Management Committee unanimously approved the expenses as submitted and the Vice-Chairperson agreed for his electronic signature to be used. It was noted that the Chief Executive would add this to the Association’s signature register.

25. Wider Role/Centre81 Report* (For information)

The Chief Executive referred to Centre81 Co-ordinator’s report circulated prior to the meeting and highlighted the following:

It was noted that the Centre was continuing to attract new tenants and user groups and that the Gala Day was being organised for the start of August 2022. A funding application has been submitted to the ICF fund for 2023-26 funding and we await the outcome.

The remainder of the report was noted by the Management Committee.

26. Focus on Governance/Risk (For information)

a) Notifiable Events Register*

The Chief Executive referred to the above report circulated prior to the meeting and it was noted there were no new Notifiable Events and no open Events.

b) Management Committee Appraisals – update

The Chief Executive confirmed that following the AGM, a full review of this would be done including the new committee members and an external consultant will be used for the process.

27. Intranet

The Chief Executive reminded the Management Committee to regularly visit the new internal Intranet, which includes news, updated Policies and Procedures and a health and wellbeing tab, and which should be easily accessible from the updated iPads.

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28. Signing of Minutes

The Chief Executive had noted in the Action Note from 30 November that the use of electronic signatures is ongoing.

29. Date and Time of Next Meeting/Training Session

Per the schedule.

Meeting closed.

Checked by: LL

Date: 26.08.2022

APPROVED

PROPOSED

SECONDED

LL

* Indicates report issued with agenda