

MINUTES OF MEETING OF THE MANAGEMENT COMMITTEE HELD ON TUESDAY 28th FEBRUARY 2023 AT 7.00 P.M. IN PERSON AT 77-83 KILBOWIE ROAD, CLYDEBANK G81 1BL AND VIA A VIDEO CONFERENCING LINK

<u>ACTION</u>	<p>Present:</p> <table border="0"> <tr> <td>Mrs C. Boyle</td> <td>Chairperson</td> <td>In person</td> <td>Elected Member</td> </tr> <tr> <td>Mr J. Hillhouse</td> <td>Treasurer</td> <td>In person</td> <td>Elected Member</td> </tr> <tr> <td>Ms D Smith</td> <td></td> <td>In person</td> <td>Elected Member</td> </tr> <tr> <td>Mr P Shiach</td> <td></td> <td>In person</td> <td>Elected Member</td> </tr> <tr> <td>Miss T Hislop</td> <td></td> <td>In person</td> <td>Casual Vacancy</td> </tr> <tr> <td>Mrs L. Breeze</td> <td></td> <td>Online</td> <td>Elected Member</td> </tr> <tr> <td>Cllr S. Traynor</td> <td></td> <td>In person</td> <td>Co-opted Member</td> </tr> <tr> <td>Cllr G. Johal</td> <td></td> <td>Online</td> <td>Co-opted Member</td> </tr> </table>			Mrs C. Boyle	Chairperson	In person	Elected Member	Mr J. Hillhouse	Treasurer	In person	Elected Member	Ms D Smith		In person	Elected Member	Mr P Shiach		In person	Elected Member	Miss T Hislop		In person	Casual Vacancy	Mrs L. Breeze		Online	Elected Member	Cllr S. Traynor		In person	Co-opted Member	Cllr G. Johal		Online	Co-opted Member
Mrs C. Boyle	Chairperson	In person	Elected Member																																
Mr J. Hillhouse	Treasurer	In person	Elected Member																																
Ms D Smith		In person	Elected Member																																
Mr P Shiach		In person	Elected Member																																
Miss T Hislop		In person	Casual Vacancy																																
Mrs L. Breeze		Online	Elected Member																																
Cllr S. Traynor		In person	Co-opted Member																																
Cllr G. Johal		Online	Co-opted Member																																
	<p>In Attendance:</p> <table border="0"> <tr> <td>Mrs L. Lees</td> <td>In person</td> <td>Chief Executive</td> <td></td> </tr> <tr> <td>Mrs S. Farrell</td> <td>In person</td> <td>Customer & CS Manager</td> <td></td> </tr> <tr> <td>Mrs L. McGeachan</td> <td>In person</td> <td>Housing Officer</td> <td></td> </tr> <tr> <td>██████████</td> <td>In person</td> <td>Observer</td> <td></td> </tr> </table>			Mrs L. Lees	In person	Chief Executive		Mrs S. Farrell	In person	Customer & CS Manager		Mrs L. McGeachan	In person	Housing Officer		██████████	In person	Observer		██████████	In person	Observer		██████████	In person	Observer		██████████	In person	Observer					
Mrs L. Lees	In person	Chief Executive																																	
Mrs S. Farrell	In person	Customer & CS Manager																																	
Mrs L. McGeachan	In person	Housing Officer																																	
██████████	In person	Observer																																	
██████████	In person	Observer																																	
██████████	In person	Observer																																	
██████████	In person	Observer																																	
	<p>1. Apologies Apologies were received from Mr J Mooney and Mrs K Tennant. It was noted that a quorum was present to enable the meeting to go ahead.</p>																																		
	<p>2. Chairperson’s Remarks The Chairperson welcomed everyone to the meeting, and particularly the four observers from Radnor Park who may be interested in becoming Committee Members at a later date.</p>																																		
	<p>3. Declaration of Interest There were no declarations of interest. However, the Chief Executive highlighted, for the benefit of the observers, that a confidential report was being presented to the Management Committee regarding the CHA Power budget which will be discussed and any decision disseminated to CHA Power customers in due course.</p>																																		
	<p>4. Business Carried Over from Last Meeting There was no business carried over.</p>																																		
	<p>5. Management Committee External Training/Conference Feedback (if applicable) There was no feedback to provide.</p>																																		
	<p>6. Secretary’s Report (For information) The Secretary provided the following report:</p>																																		
	<p>a) Correspondence There was no correspondence received.</p>																																		
	<p>b) Share Membership Applications There were no share membership applications received.</p>																																		

MINUTES OF MEETING OF THE MANAGEMENT COMMITTEE HELD ON TUESDAY 28th FEBRUARY 2023 AT 7.00 P.M. IN PERSON AT 77-83 KILBOWIE ROAD, CLYDEBANK G81 1BL AND VIA A VIDEO CONFERENCING LINK

ACTION

c) MC Membership Applications (Decision/Approval Required)

The Chief Executive confirmed that previous Committee Member Mr O'Donnell had contacted the Association expressing an interest in re-joining the Management Committee. The Chief Executive confirmed Mr O'Donnell could fill one of the casual vacancies. The request was approved unanimously by the Management Committee and the vacancy filled as of 01/03/23.

d) Health & Safety Folder updates

The Chief Executive will check which members have yet to sign the Annual Declarations and confirm.

7. Approval of Minutes & Actions Notes (Decision/Approval Required)

a) Management Committee – 07-Feb-23*

There were no errors or omissions noted and the Minute was proposed by Mrs Boyle, seconded by Cllr Traynor and unanimously approved by the Management Committee.

b) Finance, Audit & Risk S-C – 14 Feb-23*

There were no errors or omissions noted and the Minute for previous Finance Sub Committee was proposed by Mr Hillhouse, seconded by Mrs Boyle.

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 Mr Hillhouse, seconded by Mrs Boyle and unanimously approved by the Management Committee.

10. Emergency decisions since last meeting (Decision/Approval Required)

It was noted that there were no emergency decisions since the last meeting. The Chief Executive highlighted the recent Housing Services Sub-Committee meeting could not go ahead as quorum was not met. The Chief Executive asked if Management Committee would like to change the start time of meetings going forward. Discussion ensued and it was agreed that a trial of 6pm starts for meetings as of March 2023.

The Housing Officer left the meeting at this point.

11. Staffing Report* (Decision/Approval required)

a) Verbal Update

The Chief Executive provided the following update on staffing matters:

Recent recruitment for the Head of Finance & Corporate Services was not successful. The Management Committee noted that the Chief Executive was still covering both posts. The Chief Executive confirmed that in the interim she had spoken with an Internal Auditor, which would

MINUTES OF MEETING OF THE MANAGEMENT COMMITTEE HELD ON TUESDAY 28th FEBRUARY 2023 AT 7.00 P.M. IN PERSON AT 77-83 KILBOWIE ROAD, CLYDEBANK G81 1BL AND VIA A VIDEO CONFERENCING LINK

ACTION

[REDACTED]

[REDACTED]

The Draft CHA Power Budget 2023/2024 was unanimously agreed by the Management Committee, noting support for both tenants and the local community church in offering good, fairly prices heating and hot water.

Letters will be sent out to all customers notifying them of the increase.

13. Bad Debt Write Offs – Rents* (Decision/Approval required)

The Chief Executive referred to the above draft policy/report prepared by The Head of Housing Services which was circulated prior to the meeting and noted it was an annual Policy review and report which comes to the Management Committee each February to allow former tenant write offs to be included in the ARC which reports on the period to 31st March. It was noted that current tenant arrears are never written off.

The Management Committee was directed to table 1 and noted it was proposed that £14,429.58 (33%) of 26 former tenant arrears be written off for the reasons listed, such as the passing of the customer or where all avenues of contact have been exhausted.

The Chief Executive confirmed it is an accounting requirement to write off Debts and credits but that although debt is written off, in accordance with the Policy, it will continue to be pursued where possible, such as if another landlord approaches the Association for a reference and debt was outstanding. It was noted any former tenant credits to be written off would be provided in a further report in April or May 2023 and would not have any material bearing on reporting or performance figures.

The Management Committee noticed it was 10% less than last year (2022: 43%) that required to be written off and the Chief Executive commended the work of the rent team in pursuing the debt and the Tenancy Sustainment Officer post in supporting tenants before the end their tenancy. The Management Committee noted the Scottish Government’s Homeless Prevention Fund had provided assistance too.

The Management Committee unanimously agreed the Policy/report and all write offs as detailed.

MINUTES OF MEETING OF THE MANAGEMENT COMMITTEE HELD ON TUESDAY 28th
FEBRUARY 2023 AT 7.00 P.M. IN PERSON AT 77-83 KILBOWIE ROAD, CLYDEBANK G81 1BL
AND VIA A VIDEO CONFERENCING LINK

ACTION

14. **Development Report* (For information)**
The Chief Executive referred to the above report circulated just prior to the meeting and the following was highlighted:
- Queens’s Quay Development (37 units)** – The Chief Executive confirmed the development is now complete. It was noted that a ‘meet your neighbour’ event is still planned in the coming months (after the commercial units are opened).
- Clydebank Bowling Green development – Design and Build (18 units)** – The Chief Executive confirmed the development due to come off site on the 10th March 2023 and all prospective tenants are booked in for viewings this week with sign ups provisionally scheduled for 10th March 2023. The Chief Executive informed the Management Committee that a formal opening would take place on 7th March 2023, where Cllrs Traynor & Johal will attend to officiate the official opening ceremony. All Management Committee are invited to the opening.
- The Chief Executive confirmed that she meets regularly with West Dunbartonshire Council to discuss potential developments and that the Association will continue to look at options on the table at the moment and that any other development plans will be brought forward for consideration.
- The report was noted by the Management Committee.
- The Chief Executive stated that items 15 – 18 were due for review at November’s Finance Sub Committee meeting, however, as the meeting was not in quorate on 15th November 2022 items were unable to be approved.
15. **Annual Review of Financial Controls* (Decision/Approval required)**
The Chief Executive referred to the above report circulated just prior to the meeting and highlighted that while minor tracked changes were included, there was no material change. The Chief Executive welcomed any questions. There were none and the review was unanimously agreed by the Management Committee.
16. **Annual Review of Financial Regulations* (Decision/Approval required)**
The Chief Executive referred to the above report circulated just prior to the meeting and highlighted that while minor tracked changes were included, there was no material change. The Chief Executive welcomed any questions. There was none and the review was unanimously agreed by the Sub-Committee.
17. **Policy Review – Treasury Management Policy* (Decision/Approval required)**
The Chief Executive referred to the above report circulated just prior to the meeting and wished to highlight there were quite a few changes as

MINUTES OF MEETING OF THE MANAGEMENT COMMITTEE HELD ON TUESDAY 28th FEBRUARY 2023 AT 7.00 P.M. IN PERSON AT 77-83 KILBOWIE ROAD, CLYDEBANK G81 1BL AND VIA A VIDEO CONFERENCING LINK

ACTION

highlighted in red and blue. The Management Committee noted that the CIPFA new code of conduct and all good practice guidance was incorporated into the Policy to ensure it follows all SHR, CIPFA and SFHA guidance and this included a new Treasury Management Reporting Cycle at Appendix 1. The Chief Executive welcomed any questions. There were none and the Policy review was unanimously agreed by the Management Committee.

18. Treasury Management Annual Review* (Decision/Approval required)

The Chief Executive referred to the above report circulated just prior to the meeting and spoke over each section as follows:

- Introduction
- Overview of Current Investments and Term Deposits
- Approved Investment Institutions
- How are institutions rated?
- Review of Banks' Quotations and Deposits Available
- Recommendations

It was noted there is currently [REDACTED] in the bank and [REDACTED] in the general account for day-to-day transactions. As per the Association's Treasury Management Policy, the Association must make sure the money is in fit and proper institutions and that no more than 50% of the money is to be put into the same institution. On reflection of the banks' quotations and deposits available, the Chief Executive proposed the following:

- [REDACTED]



The Chief Executive also highlighted the deposit account forecast and split between institutions. The Annual Review as presented was unanimously agreed by the Management Committee.

19. SHR In-Year Return 2023-24* (For information)

The Chief Executive referred to the above report circulated prior to the meeting and stated this is the loan portfolio in-year return, as the full return will be completed at the end of June 2023. The Management Committee noted that any significant changes to the portfolio have to be notified to the Regulator and this return includes the recent [REDACTED] borrowing facility regarding the John Knox Street development. The

MINUTES OF MEETING OF THE MANAGEMENT COMMITTEE HELD ON TUESDAY 28th
FEBRUARY 2023 AT 7.00 P.M. IN PERSON AT 77-83 KILBOWIE ROAD, CLYDEBANK G81 1BL
AND VIA A VIDEO CONFERENCING LINK

ACTION

Chief Executive highlighted that there are currently only 246 properties held for security with over 900 units still available to help with security for any future loans/borrowing. The Chief Executive welcomed any questions, there were none and the return was noted by the Management Committee.

20. GDPR Action Plan Update (verbal update) (For information)

The Chief Executive provided a verbal update on the GDPR Action Plan and it was noted all contractor agreements and factoring agreements will be updated with the relevant GDPR information in the next three months. The Chief Executive stated there was nothing of concern. The update was noted by the Management Committee.

21. Staff and Committee Expenses – Feb 2023* (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 Chairperson agreed for her electronic signature to be used. It was noted that the Chief Executive would add this to the Associations signature register.

22. Focus on Governance/Risk

a) Notifiable Events Register* (For information)

The Chief Executive referred to the above report circulated prior to the meeting and noted that information continued to be pursued weekly from Police Scotland/Procurator Fiscal in order to conclude the remaining open event (16). It was noted there is nothing to show at the moment CHA or any tenants are responsible for the incident. The report was noted by the Management Committee.

b) Declaration of Interest forms (For information)

The Chief Executive informed the Management Committee they are required to complete annual declaration of interest forms. The Management Committee, however, noted that if all declarations are the same, to inform her and the previous forms can be replicated. The Chief Executive stated that in the interests of transparency, all declarations are available on the website.

23. MC Annual Training Information (For information)

a) MC Training Evaluation Forms and Joint RSL Training Plan – update.

The Chief Executive noted that joint training sessions with other local Management Committees will be organised in the coming months. The Chief Executive and Customer & Corporate Services Manager recently met with a number of local Housing Association to discuss topics. It was noted the sessions can be attended in person or online. The Management Committee noted that Managers/Officers will also attempt to set up a forum where they meet on a quarterly basis to discuss good practice. Update was noted by Management Committee.

MINUTES OF MEETING OF THE MANAGEMENT COMMITTEE HELD ON TUESDAY 28th FEBRUARY 2023 AT 7.00 P.M. IN PERSON AT 77-83 KILBOWIE ROAD, CLYDEBANK G81 1BL AND VIA A VIDEO CONFERENCING LINK

ACTION

24. 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.

25. Signing of Minutes

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

26. Date and Time of Next Meeting/Training Session

The Chief Executive confirmed that the next Management Committee meeting will be 28th March 2023.

Meeting closed.

Checked by: _____

Date: _____

APPROVED

PROPOSED

SECONDED

LL/SF/LM

* Indicates report issued with agenda