

Clydebank Housing Association Limited

From: Chairperson

Date: 28.10.19

To: Management Committee

Ref: KT/SK

Subject: **MC Appraisals Summary 2018/19**

Firstly, apologies for the delay in completing this report due to difficulties co-ordinating diaries.

Following the appraisal process and feedback from members last year, the appraisal form was reviewed by the Chairperson as it was found to be repetitive in places and too lengthy. The Management Committee also agreed that for future appraisals the appraisal form should be issued and completed in advance of appraisal interviews to both shorten the process and allow more time for discussion and this appears to have worked well again this year. However, a few members have intimated that they prefer a one-to one session to complete process and we can discuss this at the meeting.

All appraisal forms were completed and returned by members between April and October this year (1 interview outstanding due to special leave of absence). The Chairperson carried out all appraisal interviews and the information below has been gleaned from appraisal responses and her notes. Forms were completed to a high standard and it is evident that we have many knowledgeable and dedicated committee members on board. During the appraisal process, one member of the Committee decided to stand down due to the enormity of the job.

Management Committee members understood in full the requirements of their role, including the purpose of the organisation, the importance of accountability and regulatory compliance. All members feel they benefit from being on the Committee in terms of gaining experience of social housing and challenges associated with it.

Members have indicated that the role has been fulfilling over the year and especially the part they have played in effecting positive change. Knowledge and experience of local housing situation has been enhanced as well the understanding of the wider housing context. Confidence to scrutinise and challenge senior staff has increased and there is active participation from all members. All members agreed that the training schedule is thorough and intense at times but is required to meet our skills and knowledge building required for the role.

Members were reminded that additional reading of information on the Association's Intranet is crucial in order that any gaps in knowledge can be addressed but not to hesitate to ask the Chairperson.

All members are satisfied with the standard of reports presented (although sometimes the length of reports could be revised), the timescale for review before the meeting and believe there is sufficient debate and challenge at meetings.

Some specific comments/views from members are as follows: -

Views on Key Challenges

- Ensuring we are meeting Regulatory Standards/requirements
- Pensions
- Welfare Reform including Universal Credit
- Increasing rent arrears and bad debts
- Increasing poverty (including fuel poverty) in the area
- Brexit
- Meeting housing demands in area and increasing homelessness
- Development programme and securing funding
- Possible limitations on growth opportunities
- Ongoing funding for Centre81
- GDPR compliance/ongoing compliance

All these key challenges are incorporated into our Business Plan and are/will be addressed on an ongoing basis.

General comments

- *I would prefer a 6/6.30pm start*
- *To grow bigger and have a larger chunk of social housing association in the area*
- *To have a more vibrant logo*
- *Would like to see a more diverse board in terms of ethnicity, age and skills*
- *I would like to see more development opportunities but know it is dependent on availability of land and partnership approaches*
- *Continue to use Centre81 as a community resource and keep promoting*
- *More committee members required*
- *More digitisation of functions including mobile “App”*

Training Identification (over and above individual training schedules)

- Governance – Regulatory Standards and changes
- Assurance work
- Finance and sources of funding

Further training requirements have been identified in the annual Committee Knowledge/Skill Needs Assessments and have been incorporated into Committee training plans for 2019/20.

Questions which were posed/information requested

- No further questions asked

9-Year Rule

This affected 2 members of the committee, [REDACTED] [REDACTED] has been a Management Committee member for over 30 years and the Chairperson is satisfied that [REDACTED] remains an effective Management Committee member. This has been demonstrated by his regular attendance at meetings and training sessions and his contributions at both.



██████████ has been a continuous member for over 11 years (founder member in 1984) and the Chairperson is satisfied that ██████████ remains an effective Management Committee member. This has been demonstrated by his regular attendance at meetings and training sessions and his contributions at both.

Both are valued members of the Management Committee and to Clydebank Housing Association and can be relied upon to share their skills and knowledge for the benefit of the Committee and the organisation as a whole.

Conclusion

My view of the MC after carrying out the annual appraisals this year it has been apparent that the Management Committee ensure that the tenants best interests are taken in to consideration for all decisions that are made. The Management Committee work exceptionally well as part of a team and will challenge the staff and each other constructively to give the best results each time.

I want to thank everyone for the time and effort put in to both completing the form and attending the interviews.

Action Plan for 2019/20

- Discuss further support and assistance (particularly for new members)
- Tightening up on the appraisal process (Review)
- Members suggestions
- Form completion