

MINUTES OF MEETING OF THE MANAGEMENT COMMITTEE HELD ON TUESDAY 24 SEPTEMBER 2019 AT 7.00 P.M. IN THE OFFICES OF CLYDEBANK H.A., 77-83 KILBOWIE ROAD, CLYDEBANK.

ACTION

Present:

Mrs K. Tennant

Chairperson

Elected Member

Miss C. McGarrity

Vice-Chairperson

Elected Member

Mr J. Calderwood

Elected Member

Mrs. L. Breeze

Casual Vacancy

Cllr J. Mooney

Co-opted Member

In Attendance:

Mrs S. Keenan

Chief Executive

Mrs L. Lees

Head of Finance and Corporate Services

1.

Apologies

Apologies were received from Mr J. Hillhouse, Ms D. Smith, Mrs G. Daly, Mr J. O'Donnell, Mr P. Shiach and Cllr M. McNair. It was noted that a quorum was present to enable the meeting to go ahead.

2.

Chairperson's Remarks

The Chairperson welcomed everyone to the meeting and thanked the committee members for their attendance.

3.

Declaration of Interest

declared an interest in the Linnvale Church report item within the Development Report (Item 11) and noted he would not take part in discussion.

4.

Business Carried Over from the Last Meeting

The Chief Executive referred to the list of actions and decisions from the August 2019 meeting and confirmed the following:

The approach to regarding a possible discount for the newly instructed fire risk assessment is still to be confirmed by Housing Services Manager.

The sample of Committee papers has not yet been sent to the Association's Solicitors for review as the formal procurement exercise has just been completed.

5.

Management Committee External Training/Conference Feedback (if applicable)

There was no feedback for this meeting. It was noted that a section on the staff and committee intranet would be set up to allow committee to feedback on any training or conferences they attend and upload any training material received.

6.

Secretary's Report


The Chairperson provided the following report in the absence of the Secretary:

a) Correspondence


A letter from Management Committee member requesting a 3 month leave of absence from 10 September 2019 . The request was approved.

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-  A letter from Management Committee member [REDACTED] to the Secretary informing him of his intention to resign from the Management Committee from 24th September [REDACTED]. The Committee accepted the resignation and noted that a letter of thanks would be sent.


b) Share Membership Applications

-  A share membership application was received from [REDACTED], [REDACTED], Clydebank. The application was unanimously approved.

c) MC Applications

No applications received.

d) Suspension of Share Membership

-  The Chief Executive referred to rule 12.2 of the Association's Model Rules and confirmed that the personal share membership of [REDACTED] would be suspended [REDACTED]. The Committee noted and agreed this action.

e) Annual Declarations inc. H&S

The Chairperson asked that all members, if they had not already done so, complete and return their Annual Declaration forms to the Chief Executive before leaving the meeting.

7. [Approval of Minutes](#)

a) Management Committee - 27 August 2019* ([For approval](#))

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

b) Finance & Corporate Services Sub-Committee - 03 September 2019* ([For approval](#))

There were no errors or omissions noted and the Minute was proposed by Miss McGarrity, seconded by Mrs Tennant and unanimously approved by the Management Committee.

8. [Business Arising From Minutes](#)

No further business arising from the minutes reviewed.

9. [Ratification of All Minutes \(Decision/Approval Required\)](#)

Ratification of all Minutes was proposed by Mrs Breeze, seconded by Mr Calderwood and unanimously approved by the Management Committee.

10. [Staffing Report](#)

a) Staffing including proposed office refurbishment and Staff Appraisal Summary* ([Decision Required](#))

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ROAD, CLYDEBANK.

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The Chief Executive referred to the above report circulated prior to the meeting and the new report format was noted.

- In regards to the Finance Assistant interviews, Mrs Breeze volunteered to sit on the panel with Mr Hillhouse offered as a back-up. Mr Calderwood stated that he would like to receive recruitment training in order to participate in future selection processes.
- The update regarding the temporary caretaker was noted.
- It was noted that we still await the outcome of the [REDACTED], which is due to be announced at the end of October 2019. After reviewing the options outlined in the report, the Management Committee agreed to pursue the consideration to of employing a part-time Welfare Rights Officer on an initial 2-year contract should the Association be unsuccessful in its funding application. Councillor Mooney requested that feedback on the recent CIRC Annual Report be given back to the organisation commenting on the services currently provided and on our working relationship.
- The Management Committee approved the temporary position of part-time Housing Assistant remains in place u [REDACTED].
- The Chief Executive referred to the Staff Appraisals summary and noted that staff performance had been particularly good and that a great deal of staff training was undertaken last year both in order to assist in their individual roles within the organisation and/or to support self-development and of course to ensure the overall Association objectives are achieved. It was noted that the Head of Finance & Corporate Services was progressing well with Stress Management and Health & Wellbeing projects with the Staff.
- The Chief Executive updated the Management Committee on the proposed office refurbishment plans and noted that we await the building warrant application being processed. It was noted that the Head of Finance & Corporate Services was preparing an action plan for the proposed temporary office re-location.

b) Chief Executive Appraisal Report from Chairperson*

The Chief Executive and Head of Finance and Corporate Services were asked to leave the room while the Chairperson discussed the Chief Executive's appraisal report in detail.

The Chief Executive and Head of Finance and Corporate Services re-entered the meeting after this discussion had concluded.

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SEPTEMBER 2019 AT 7.00 P.M. IN THE OFFICES OF CLYDEBANK H.A., 77-83 KILBOWIE
ROAD, CLYDEBANK.

ACTION**11. Development Report* (Decision Required)**

The Chief Executive referred to the above report circulated prior to the meeting.

a) General**Memorandum of Understanding – [REDACTED] (Update)**

The Management Committee noted there was no update from the previous month and that we await a response on the proposed changes to the Memorandum of Understanding.

b) Queens's Quay Development (37 units) (Update)

The Management Committee discussed and noted the update provided within the report regarding some elements of progress made since the last meeting in the areas including construction access issues, the district heating system and private finance. Details of spend to date against the Offer of Grant was referred to in Appendix 1.

At this point the question of WDC connecting to CHA Power's CHP network was raised and it was confirmed that this was ongoing and the issue is identifying and securing capital funding.

c) Dumbarton Road, Dalmuir – [REDACTED]

No update within the report although the Management Committee received an update from a meeting held earlier that day. The Management Committee expressed their interest in more family homes rather than a flatted development. The difficulty with this site is the commercial ownership of some adjoining land.

d) Former St Cuthbert's Church – Linnvale (20-25 units) (Decision Required)

[REDACTED] declared an interest in this report item and did not take part in discussion.

Draft Programme and Appointments

The Chief Executive referred to the draft programme which was contained within Appendix 2. It was noted that Coltart & Earley had been formally appointed to provide architectural services following the procurement process including interview. Draft plans are being drawn up based on the architect options and then feedback from the Management Committee and Community Council would be sought.

It was noted that the Employer's Agent services notice is currently being advertised on Public Contracts Scotland and would be presented at the MC Self-Assurance review meeting on 08 October for approval.



[REDACTED]

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ROAD, CLYDEBANK.

ACTION

[REDACTED]

The Chief Executive noted that potential statutory consent delays may be a concern in this process as a decision must be made before 30th November 2019.

[REDACTED]

[REDACTED]

Community Consultation

The Chief Executive confirmed that she will endeavour to attend the next community meeting on 14 October 2019. It was noted that the Community Council would be keen to meet and liaise with us in this regard.

e) Other Sites

The Management Committee noted that there was no further update.

g) Development Risk

The Management Committee noted the risk register detailed in Appendix 6. No further risks were identified.

12. Cart Street Update – verbal update

The Chief Executive recapped on a lengthy email that had been received from our Solicitors. After discussion, the Chief Executive confirmed that she would provide a summary report for the next meeting to enable an informed decision to be made regarding the ongoing legal case.


13. SHAPS - Pension Valuation Update* (Update)

The Head of Finance & Corporate Services referred to the report, circulated prior to the meeting, which provided an update on the Scottish Housing Associations Pension Scheme (SHAPS) following both recent correspondence received and attendance at the SHAPS Employer Forum.


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<p><u>ACTION</u></p>	<p>The contents of the report were noted and the finalised pension scheme valuation results, due before the end of September 2019, would be incorporated into the Association financial plans going forward.</p> <p>14. Policy Review – Procurement* (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 has been reviewed in line with our continually improving procurement practices. It was noted that the mention of Notifiable Events will be added to the front page of the Policy as identified during our ongoing Self Assurance process.</p> <p>The Management Committee was satisfied with the tracked changes proposed and unanimously approved the Policy as presented.</p> <p>15. Policy Review – Child Protection and Protection of Vulnerable Adults* (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 this was an existing Policy due for its periodic review.</p> <p>The Management Committee was satisfied with the tracked changes proposed to the existing Policy and unanimously approved the Policy as presented.</p> <p>16. New Policy – Legionella* (Decision/Approval Required) The Chief Executive referred the Management Committee to the above draft Policy which was circulated prior to the meeting.</p> <p>It was agreed by the Management Committee that the next review date should be amended from September 2022 to September 2020 and that the paragraphs therein should be numbered. It was noted that reference to any material breach of the Policy would constitute a notifiable event and would be reported to the SHR per our Policy and Procedures and would be highlighted in the Policy.</p> <p>The Management Committee was satisfied with the draft Policy proposed and it was unanimously approved.</p> <p>17. Annual Submissions Timetable – Regulatory and Governance Compliance* (For review) The Chief Executive referred to the report which had been circulated prior to the meeting which outlines all CHA submission requirements, the dates due and the actual dates submitted during the year for Management Committee information and review.</p> <p>At Page 1, submission of the Management Accounts (Quarterly) to Dexia/Clydesdale & CAF Bank not meeting the due date, the Management Committee noted that it had been agreed in advance with</p>
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<u>ACTION</u>	<p>lenders to send the submissions after the August 2018 Management Committee approval due to the Committee summer break in July.</p> <p>At Page 3, Maintenance, the Management Committee noted that it was being clarified whether these 2 outstanding submissions were still required.</p> <p>The Chief Executive noted that the ARC submission information had been omitted in error and that it had been reported and submitted on time and the dates would be inserted into the report. The Management Committee noted the remainder of the report.</p> <p>18. Proposed Shared Ownership Buy Back [REDACTED]  (Decision/Approval Required)</p> <p>The Head of Finance & Corporate Services referred to the above report circulated prior to the meeting.</p> <p>After review of the information contained in the report, the Head of Finance & Corporate Services asked the Management Committee to consider the consequences of purchasing this property as the Property Purchases Budget does not have sufficient funds following other recently approved purchases. The Management Committee considered that the Budget for 2020/21 could be reduced by [REDACTED] to ensure financial plans remain unchanged overall if the decision to purchase the property was agreed. This was noted to be crucially important in the current climate, as the Association must demonstrate that it places importance on strong financial health and robust financial controls.</p> <p>The Management Committee asked that the Head of Finance & Corporate Services considers including the option of buying back the shared ownership properties through the Financial Plans and it was agreed that this would be included in the scenario planning.</p> <p>The Management Committee agreed to purchase this property on the condition that the 2020/21 budget is reduced to accommodate this.</p> <p>19. Legal Issues Report – Housing Management* (Decision/Approval Required)</p> <p>The Chief Executive referred to the above report circulated prior to the meeting by the Head of Housing Services.</p> <p>The Management Committee noted that in general, it should be ascertained from the Housing Services team whether consideration is given to issuing an End of Tenancy notice/conducting a house visit in the first instance rather than seeking a decree where no communication has been possible with the tenant.</p> <p>The reminder of the report was noted by the Management Committee and all other recommendations within the report were approved.</p>
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<u>ACTION</u>	
	<p>20. Health & Safety Report including Risk Assessments*</p> <p>The Chief Executive reminded the Management Committee that the Health and Safety manual is available on the Intranet also in hard copy in the boardroom.</p> <p>The Chief Executive referred to the detailed report prepared by the Housing Services Manager and circulated prior to the meeting and noted the significant work currently being done to pull together the Asbestos records into a central digital format.</p> <p>The Chairperson noted the findings and recommendations still outstanding from the July 2017 risk assessment carried out at the Multi-Storey Flats and expressed concern over the length of time taken to carry out these actions. It was agreed that further detailed information should be sought from the Housing Services Manager for the next meeting.</p> <p>The reminder of the report was noted by the Management Committee.</p> <p>The Management Committee unanimously agreed to suspend Standing Orders as the time had reached 9.00pm.</p> <p>21. MC Annual Training Information</p> <p>a) Meeting/Training Schedule 2019/20 V2 (Update)</p> <p>The Management Committee noted that a revised schedule incorporating responses and updated training details will be emailed out when SHARE training confirmed.</p> <p>b) Individual Training Plans (Update)</p> <p>The Chief Executive noted that these are being finalised and will be circulated out to Management Committee.</p> <p>c) 2019 MC Appraisal Summary & Action Plan (Update)</p> <p>The Chairperson provided an update on the outstanding appraisals and that a report would be presented at the next meeting.</p> <p>22. Centre81 Monthly Report* (For review)</p> <p>The Chief Executive referred to the above report circulated prior to the meeting and highlighted the following:</p> <ul style="list-style-type: none"> • The project teams are achieving and meeting and in some cases exceeding stated project outcomes • There has been a conditional funding award towards the capital works of the Canal access project and we are now embarking on a match funding process. • We expect to hear by the end of October if our application to the  Fund for a project called £Empowering Clydebankqis successful

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<p><u>ACTION</u></p>	<p>23. Customer Consultation/Communications Update (For review) The Chief Executive referred to the above report circulated prior to the meeting.</p> <p>The Management Committee noted the open invite to the Tenant Conference scheduled for Wednesday 06 November 2019 at 3pm until 8pm. The Chairperson suggested that this would be a good opportunity to try and recruit potential new Management Committee members and encouraged as many members to attend.</p> <p>The remainder of the report was noted by the Management Committee.</p> <p>24. Focus on Governance/Risk a) Self-assessment against Regulatory Standards – update from Working Group (Update) The Chairperson reported to the Management Committee that the assurance working group had been working together with senior staff to review the assurance factors and evidence required to demonstrate compliance with the regulatory standards. The Chairperson intimated that Management Committee sessions would be held in the coming weeks and that a good level of attendance is important as all Management Committee members would need to be satisfied with the final assurance statement content before submission.</p> <p>It was noted that the next meeting of the Working Group is due to be held on Wednesday 02 October.</p> <p>b) Preparation of Annual Assurance Statement - Guidance* (For Review) The Chairperson noted that the above document was included for information only and that all Management Committee members should familiarise themselves with its contents in preparation for agreeing its final Annual Assurance Statement.</p> <p>c) Notifiable Events Register* (For Review) The Chief Executive referred to the above report circulated prior to the meeting and confirmed that there had been no notifiable events reported to the SHR since the last meeting.</p> <p>The reminder of the report was noted by the Management Committee.</p> <p>25. Intranet (For Info) The Chief Executive reminded the Management Committee to regularly visit the internal Intranet, which includes news, meeting papers and updated Policies and Procedures.</p>
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ACTION

26. Signing of Minutes

The minutes were distributed to members present and were duly signed at the end of the meeting.

27. Date and Time of Next Meeting/Training Session

As per schedule

Meeting closed.

Checked by: _____

Date: _____

APPROVED õ .

PROPOSED õ

SECONDED õ .

SK/LL

* Indicates report issued with agenda