

**MINUTES OF MEETING OF THE MANAGEMENT COMMITTEE HELD ON TUESDAY 17 DECEMBER 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 P. Shiach	Secretary	Elected Member
Mr J. Hillhouse	Treasurer	Elected Member
Ms D. Smith		Elected Member
Mr J. Calderwood		Elected Member
Mrs L. Breeze		Casual Vacancy
Cllr J. Mooney		Co-opted Member
Cllr M. McNair		Co-opted Member

**In Attendance:**

Mrs S. Keenan	Chief Executive
Mrs L. Lees	Head of Finance & Corporate Services
Mrs S. Farrell	Communications Officer
Mr S. Niven	CAF Bank
Mr D. Dickson	CAF Bank

**1. Apologies**

Apologies were received from Mr J. O'Donnell. 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**

Mr Calderwood declared an interest in the Linnvale Church report item within the Development Report (Item 14) and noted he would not take part in discussion. Ms Smith declared an interest in the Customer Consultation/Communication Update point 2 (Item 20) and therefore would not take part in discussion.

**4. Business Carried Over from the Last Meeting**

The Management Committee noted that a large volume of  many years ago had been located and had been couriered to the Association's insurance provider's solicitor for review.

The Chief Executive also updated the Management Committee on the potential expansion of the CHP network to West Dunbartonshire Council (WDC) properties. The Management Committee noted that WDC has confirmed their wish to connect some non-tenanted properties to the Association's CHP network and it was to be clarified whether tenanted properties previously identified at Kilbowie Court would still be included. The Management Committee noted the amount of work carried out to progress this expansion, including the formulation of a feasibility study and cash flows. The Management Committee also requested further clarification on the reference to an interim period for connection to our system.

MINUTES OF MEETING OF THE MANAGEMENT COMMITTEE HELD ON TUESDAY 17  
DECEMBER 2019 AT 7.00 P.M. IN THE OFFICES OF CLYDEBANK H.A., 77-83 KILBOWIE ROAD,  
CLYDEBANK.

ACTION

The Head of Finance and Corporate Services confirmed that in any event eco-funding would still be pursued with a view to expanding the service to the Association's other tenants in the longer-term.

5. **CAF Bank Presentation**

The Chairperson welcomed [REDACTED] and [REDACTED] to the meeting. [REDACTED] introduced themselves and provided details of their role at CAF Bank and thanked the Management Committee for the invitation to attend.

[REDACTED] provided an on-screen presentation which gave an overview of the bank's structure, size, ethos and their work with charities. The Management Committee commented that the bank's values very much align with those of the Association.

General discussion ensued and it was confirmed that the application for private finance for Queens Quay had been approved and ratified.

The Chief Executive requested approval for payment of CAF Bank's solicitor's fee to arrange the loan. The Management Committee unanimously approved the request and the document was signed by the Chairperson and passed to the CAF Bank representatives.

The Chairperson, on behalf of the Management Committee, thanked [REDACTED] for their attendance and they left the meeting.

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

There was no feedback to report.

7. **Secretary's Report**

The Secretary provided the following report:

**a) Correspondence**

- A letter had been received from the Scottish Housing Regulator reminding the Association to be mindful of and protect against incidences of fraud and confirmed that fraudulent activity was a Notifiable Event. The letter was noted.
- Information had been received regarding SHARE's housing conference to be held on 13-15 March 2020. It was noted that interested members should contact the Chief Executive if they wish to attend.

**b) Share Membership Applications**

No applications were received.

**c) MC Applications**

No applications were received.

MINUTES OF MEETING OF THE MANAGEMENT COMMITTEE HELD ON TUESDAY 17 DECEMBER 2019 AT 7.00 P.M. IN THE OFFICES OF CLYDEBANK H.A., 77-83 KILBOWIE ROAD, CLYDEBANK.

<u>ACTION</u>	<p>8. <b>Approval of Minutes &amp; Actions Notes</b></p> <p>a) <b>Finance &amp; Corporate Services SC – 05 Nov 2019* (For approval)</b> There were no errors or omissions noted and the Minute including action notes was proposed by Mr Hillhouse, seconded by Miss McGarrity and unanimously approved by the Management Committee.</p> <p>b) <b>Management Committee – 26 Nov 2019* (For approval)</b> There were no errors or omissions noted and the Minute including action notes was proposed by Mrs Breeze, seconded by Mr Hillhouse and unanimously approved by the Management Committee.</p> <p>9. <b>Business Arising From Minutes</b> There was no business arising from the minutes.</p> <p>10. <b>Ratification of All Minutes (Decision/Approval Required)</b> Ratification of the Management Committee Minute was proposed by Mrs Tennant, seconded by Mr Hillhouse and unanimously approved by the Management Committee.</p> <p>11. <b>Housing Management Legal Issues Report* (For information)</b> The Chief Executive referred to the report issued under separate cover by the Housing Officer, prior to the meeting and highlighted that an email poll had been carried out on decisions required and 6 members had responded. As such, the report was for information only and was noted by the Management Committee.</p> <p>12. <b>Staffing Report – Confidential* (Decision/Approval Required)</b> The Chief Executive referred to the above report circulated prior to the meeting. The Management Committee noted the update provided within the report on the following matters:</p> <ul style="list-style-type: none"> <li>• Data Protection and Compliance Officer Recruitment – a Committee Member was sought for the interview process. Mr Hillhouse confirmed he was available to participate in the recruitment process.</li> <li>• Temporary Caretaker – contract extension noted.</li> <li>• Welfare Rights Service/Recruitment of Welfare Rights Officer – postponed until after the New Year as previously agreed.</li> <li>• Temporary staffing requirements – the recommendation was agreed by the Management Committee. The temporary measures relating to the maintenance department were noted.</li> </ul> <p>13. <b>Proposed Office Refurbishment</b> The Chief Executive provided a verbal update on the above and the Management Committee noted that the mechanical engineering information contained within the tender documentation had been incorrect/incomplete and therefore updated documentation had now been issued to the 3 lowest priced tender companies for repricing. The Chief Executive confirmed she will send the final tender report by email for consideration and final approval which would hopefully be received in</p>
SK	

MINUTES OF MEETING OF THE MANAGEMENT COMMITTEE HELD ON TUESDAY 17  
DECEMBER 2019 AT 7.00 P.M. IN THE OFFICES OF CLYDEBANK H.A., 77-83 KILBOWIE ROAD,  
CLYDEBANK.

ACTION

advance of the festive break so that the pre-start meeting could be held in mid-January. The Management Committee noted the temporary move to the Social Economy Centre will go ahead as planned from 10 January 2020.

14. **Development Report\* (Decision/Approval Required)**

The Chief Executive referred to the above report circulated prior to the meeting. The Chief Executive apologised that it was not included in the original email.

**a) General**

**Memorandum of Understanding – WDC Strategic Partnership (Update)**

The Management Committee noted there was no update from the previous month.

**b) Queens's Quay Development (37 units) (Decision Required)**

**General** – The Management Committee noted the considerable amount of work that had been carried out since the last meeting in order to resolve the outstanding matters as detailed in the report. The Management Committee noted and was satisfied that all parties remain fully committed to progress the development to a site start. It was noted however that the deadline of March 2021 for the build to be completed would now not be met but the Scottish Government is being kept updated as to progress.

**District Heating Network (DHN)** – The Management Committee noted the update provided within the report regarding the DHN undertaking and reviewed the draft document contained in Appendix 1. The Management Committee noted the signed undertaking [REDACTED] setting out the principles of supplying the properties with a DHN.



Following discussion, the Management Committee agreed to proceed with the development if all outstanding items/legal formalities are resolved by [REDACTED] to their satisfaction and the Association's solicitor is satisfied with the final Development Agreement between [REDACTED] HA. The Chief Executive would notify Management Committee by email as soon as all matters addressed.



**Private Finance** – The Management Committee noted the update provided within the report regarding the loan facility being offered to the Association by CAF Bank. The Management Committee noted the date to have the loan financially closed (active) may change depending on the site start date so as to minimise non-utilisation fees.

**Legal** – The Management Committee noted the update provided within the report regarding the legal process. The Chief Executive added that the Association had now engaged the services of Harper Macleod in relation to the private finance including security arrangements as previously agreed.

MINUTES OF MEETING OF THE MANAGEMENT COMMITTEE HELD ON TUESDAY 17  
DECEMBER 2019 AT 7.00 P.M. IN THE OFFICES OF CLYDEBANK H.A., 77-83 KILBOWIE ROAD,  
CLYDEBANK.

ACTION

**Contracts Register** – The Management Committee noted the update provided within Appendix 2 of the report.

**c) Dumbarton Road, Dalmuir** – [REDACTED]

The Management Committee noted there is no progress to report.

**d) [REDACTED] – Linnvale (20-25 units) (Approval Required)**

Mr Calderwood declared an interest in this item and did not take part in discussions.

The Management Committee noted the thorough update on all matters and the following was highlighted:

**Acquisition** – The Management Committee noted the update on discussions with [REDACTED] over the additional land and that once costs are agreed, they will be incorporated into the full tender application to the Scottish Government.

**Design for Planning** – The Chief Executive referred the Management Committee to the elevation sketches displayed on the presentation screen. Discussion ensued and the Management Committee expressed a preference for 3 storeys. The Chief Executive confirmed that feedback was awaited from the planning department but that the cost and viability of this will be explored. However, the Management Committee was happy to proceed on the basis presented.

**Contractor Selection** – The Management Committee discussed the information presented. After discussion, the Management Committee unanimously agreed to access the [REDACTED] for this development in order to expedite the procurement process. The Management Committee further agreed the following 3 contractors be approached with a view to providing a price/participate in a mini competition for the work:

- [REDACTED]
- [REDACTED]
- [REDACTED]

**Technical Design** – The Management Committee noted the contents of the report and unanimously agreed to appoint Coltart and Earley and Cowal Design to Stage 1 Building Warrant for the fees detailed in order to expedite the programme and to achieve the required pre-April 2020 site start.

**e) Other Sites**

The Management Committee noted that there was no update available.

**f) Development Risk**

The Management Committee noted the risk register detailed in Appendix 5.

**MINUTES OF MEETING OF THE MANAGEMENT COMMITTEE HELD ON TUESDAY 17 DECEMBER 2019 AT 7.00 P.M. IN THE OFFICES OF CLYDEBANK H.A., 77-83 KILBOWIE ROAD, CLYDEBANK.**

<u>ACTION</u>	
<p><b>SK</b></p> <p><b>AMac</b></p>	<p>It was noted that the Programme at Appendix 3 requires to be updated.</p> <p><b>15. Staff &amp; Committee Expenses – November* (Decision/Approval Required)</b> The Head of Finance &amp; Corporate Services apologised that the expenses were omitted from the paperwork sent out and therefore would be brought to the January meeting for review and approval.</p> <p><b>16. Policy Review – Asbestos* (Decision/Approval Required)</b> 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 last approved in February 2018 but which required significant review to include good practice and improvements, associated procedures and training learning. The Management Committee noted that given the level of changes, it would be reviewed again in one year's time to ensure appropriate and comprehensive.</p> <p>It was noted that training carried out in relation to asbestos will be detailed in the monthly Health &amp; Safety Report under compliance.</p> <p>The Management Committee unanimously approved the revised Policy as presented.</p> <p><b>17. Policy Review – Equality &amp; Diversity (Decision/Approval Required)</b> The Chief Executive referred to the draft Policy which had been circulated prior to the meeting and informed the Management Committee that it is an existing Policy due for its annual review and that proposed minor changes were highlighted in red related to the equality obligations within the Scottish Housing Regulator Regulatory Standards of Governance and Financial Management.</p> <p>The Management Committee unanimously approved the Policy as presented.</p> <p><b>18. Policy Review – Equality &amp; Diversity in Employment (Decision/Approval Required)</b> The Chief Executive referred to the draft Policy which had been circulated prior to the meeting and informed the Management Committee that it is an existing Policy due for its annual review and that proposed minor changes were highlighted in red again related to the equality obligations within the Scottish Housing Regulator Regulatory Standards of Governance and Financial Management.</p> <p>The Management Committee unanimously approved the Policy as presented.</p> <p><b>19. New Policy – GB Annual Appraisals* (Decision/Approval Required)</b> The Chief Executive referred to the draft new Policy, which had been circulated just prior to the meeting and informed the Management</p>



**MINUTES OF MEETING OF THE MANAGEMENT COMMITTEE HELD ON TUESDAY 17 DECEMBER 2019 AT 7.00 P.M. IN THE OFFICES OF CLYDEBANK H.A., 77-83 KILBOWIE ROAD, CLYDEBANK.**

<u>ACTION</u>	
	<p>Committee it covers each aspect of current practice plus a number of enhancements including a 360 degree appraisal of the Chairperson.</p> <p>The Management Committee confirmed they had enough time to review the document and unanimously approved the draft Policy as presented. It was noted that the Policy would be reviewed in full after one year as per all new Policies.</p> <p><b>20. Customer Consultation/Communications Update* (Decision/Approval Required)</b></p> <p>The Communications Officer referred to the above report circulated prior to the meeting and welcomed questions or improvements. The Management Committee noted that on this occasion the Charter outcome on Housing Quality and Maintenance (4. Quality of Housing) was applicable.</p> <p>The Management Committee noted the report provided by the Tenant Panel on the Association's recording and reporting of data towards meeting the Energy Efficiency Standard for Social Housing by 2020. The Management Committee wished the Communications Officer to thank the Tenant Panel on their behalf for such an in-depth report and was impressed and thankful of the level of detail and the layout of the report including the Observations/Recommendations section. The Management Committee commended the amount of work undertaken by the Tenant Panel during the process. The Chief Executive stated the Tenant Panel's work and their reports provide reassurance to the Management Committee that an independent, critical eye is being cast over key areas of the Association's processes and that recommendations can be incorporated into our service delivery and/or Policies and Procedures.</p> <p>In line with the Association's Action Plan for improvement from the self-assurance process (CH2.9), the Communications Officer will publish the above response to both the Panel and onto the website. The Communications Officer will present an action plan on the report to the January meeting.</p> <p>Ms Smith declared an interest in the following item and did not take part in discussions.</p> <p>The Management Committee noted and unanimously accepted the recommendation to approve registration of La Scala Tenants Association as a RTO under the Housing (Scotland) Act 2001. The Communications Officer will ensure the required actions following the decision are carried out.</p> <p><b>21. Focus on Governance/Risk – Self-Assurance (For review)</b></p> <p><b>a) Assurance Improvement Action Plan - update*</b></p> <p>The Chief Executive referred to the above report circulated prior to the meeting. The Management Committee noted the updates on the</p>

MINUTES OF MEETING OF THE MANAGEMENT COMMITTEE HELD ON TUESDAY 17  
DECEMBER 2019 AT 7.00 P.M. IN THE OFFICES OF CLYDEBANK H.A., 77-83 KILBOWIE ROAD,  
CLYDEBANK.

ACTION

improvements action plan identified during the Association's self-assurance process 2019

**b) Notifiable Events – 10 minute training slot (if time permits)**

Time did not permit for this training on this occasion.

**c) Notifiable Events Register\***

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

**22. 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.

**23. Signing of Minutes**

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

**24. Date and Time of Next Meeting/Training Session**

As per schedule.

Meeting closed.

Checked by: \_\_\_\_\_

Date: \_\_\_\_\_

APPROVED .....

PROPOSED .....

SECONDED .....

**SK/SF**

\* Indicates report issued with agenda