

MINUTES OF MEETING OF THE MANAGEMENT COMMITTEE HELD ON TUESDAY 25 FEBRUARY 2020 AT 7.00 P.M. IN THE TEMPORARY OFFICES OF CLYDEBANK H.A., 63 KILBOWIE ROAD, CLYDEBANK.

ACTION

Present:

Miss C. McGarrity	Vice Chairperson	Elected Member
Mr P. Shiach	Secretary	Elected Member
Mr J. Hillhouse	Treasurer	Elected Member
Mr J. Calderwood		Elected Member
Mr J. O'Donnell		Elected Member
Mrs L. Breeze		Casual Vacancy
Cllr J. Mooney		Co-opted Member

In Attendance:

Mrs S. Keenan	Chief Executive
Mrs S. Farrell	Communications Officer

1. Apologies

Apologies were received from Cllr M. McNair, Mrs K. Tennant and Ms D. Smith. It was noted that a quorum was present to enable the meeting to go ahead. The Chief Executive intimated she had tried on a number of occasions to contact [REDACTED] as her membership of the Management Committee was due to lapse if there was no attendance at tonight's meeting. After discussion and given the circumstances [REDACTED], the Management Committee unanimously agreed to grant a further special leave of absence and requested the Chief Executive email and write to the member to confirm this.



SK

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 11) and noted he would not take part in discussion.

4. Business Carried Over from the Last Meeting

There was no business carried over.

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

There was no feedback to report.

6. Secretary's Report (Decision/Approval Required)

The Secretary provided the following report:

a) Correspondence

- A request had been received from the Scottish Federation of Housing Associations (SFHA) asking for the Management Committee's feedback on the HouseMark Scotland and SFHA Rent Affordability Tool. The Management Committee noted the affordability tool is used within the Rent Policy to demonstrate the affordability of any proposed rent increase. The Management Committee appreciated

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SK	<p>the availability of the tool, the only measure of its kind, and the assurance it provides that the rents have been appropriately tested for affordability when considering rent increases for approval. The Management Committee was happy for feedback to be passed on to the SFHA.</p>
SK	<ul style="list-style-type: none"> Information was again received regarding the SHARE Annual Conference to be held 13-15 March. It was confirmed Ms Smith was attending. The Chief Executive confirmed that attendance can be accommodated within the budget. Mr O'Donnell also expressed an interest in attending and the Chief Executive confirmed that the booking would be made.
	<p>b) Share Membership Applications No applications were received.</p>
	<p>c) MC Applications No applications were received.</p>
	<p>7. Approval of Minutes & Actions Notes a) Management Committee – 28 Jan 20* (For approval) There were no errors or omissions noted and the Minute was proposed by Mr Shiach, seconded by Mr Hillhouse and unanimously approved by the Management Committee. Progress against action notes from the meeting were also noted.</p>
	<p>b) Finance & Corporate Services – 04 Feb 20* (For approval) There were no errors or omissions noted and the Minute was proposed by Mr Hillhouse, seconded by Mr Shiach and unanimously approved by the Management Committee. Progress against action notes from the meeting were also noted.</p>
	<p>8. Business Arising From Minutes There was no business arising from the minutes.</p>
	<p>9. Ratification of All Minutes (Decision/Approval Required) Ratification of the Management Committee Minute was proposed by Mr Shiach, seconded by Mr Hillhouse and unanimously approved by the Management Committee.</p>
	<p>The Communications Officer left the meeting at this point.</p>
	<p>10. Staffing Report and Office Refurbishment Update – Confidential* (Decision/Approval Require) 10.1 Long-term Absence and temporary cover (Decision required) A verbal update on this item was given and it was agreed that the following members would form an ad-hoc sub-committee/panel to</p>
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<p><u>ACTION</u></p>	<p>Catherine McGarrity Laura Breeze Joe O'Donnell John Hillhouse (Reserve) John Calderwood (Reserve)</p> <p>The temporary position (initial 8 week contract) continues to be extended per Management Committee's approval in August.</p> <p>10.2 Part-time Welfare Rights Officer (Update) The Management Committee noted that we are in the process of preparing the relevant documentation with a view to advertising the agreed part-time post with EVH, SFHA and on our website in March to coincide with the completion of our office refurbishment.</p> <p>10.3 Temporary staffing requirements – Housing Services Department (Update) It was noted that the temporary measures remain in place as agreed by the Management Committee at the November meeting.</p> <p>10.4 Staff Appraisal summary report (Update) The Management Committee noted that the staff appraisal process is ongoing and a summary report would be available for review at the March meeting.</p> <p>10.5 Proposed PATH Trainee (Decision required) The Management Committee reviewed the information contained within the report with regards to potentially offering a 3-year graduate position within Clydebank HA for a Black Minority Ethnic (BME) candidate.</p> <p>After discussion, the proposal as detailed was unanimously approved by the Management Committee and it was agreed that the appointment should be made in August/September to coincide with the start of the University sessions.</p> <p>10.6 Estate Management Service – Proposed Working4U apprenticeship (Decision required) In line with the Association's commitment to Investors in Young People, the Management Committee unanimously approved that we begin the process of investigating the recruitment of an apprentice to join our Estate Management Team in the year ahead.</p> <p>It was noted that apprenticeship options through Working4U would therefore be explored including grants available and the Chief Executive would report back in due course with costs for consideration.</p>
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10.7 Proposed Adoption of Terms and Conditions optional clauses and amendments to Attendance and Absence Management Policy (Decision required)

a) Failing to keep in touch

In order to protect the organisation, ensure business continuity and a satisfactory level of service to our customers, provisions are contained within the Terms and Conditions in relation to keeping in touch as detailed in the report.

After lengthy discussion, the Management Committee unanimously agreed that the Association's Attendance and Absence Management Policy should be revised to incorporate the provision in relation to failing to keep in touch. E.g. if an employee fails to notify the Association as required on 2 separate occasions (without good reason), then company sick pay will be immediately withdrawn until such times as the employee makes contact.

b) Adjustment to Annual leave during long-term sick leave (6 months+)

The Management Committee considered the contents of the report and in particular, the following provisions in the EVH Conditions of Services: -

*"If you are off on long-term sick leave of more than 6 months, we **may** reduce your annual leave pay to the statutory minimum entitlement of 5.6 weeks in line with the Absence and Attendance Management policy. We would only do this after taking account of all the facts."*

After discussion, the Management Committee unanimously agreed to adopt this approach and update our Attendance and Absence Management Policy accordingly. It was noted that EVH would be contacted to ascertain the process involved.

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10.8 Investors in Young People (Decision required)

After discussion, the Management Committee agreed to progress with our IYYP re-assessment scheduled for 18 March. The cost of the re-assessment will be £2,568.75 plus VAT and can be facilitated within the current Budget.

10.8 Office Refurbishment (Update)

The Management Committee noted that the site start is scheduled for 02 March 2020, however, walk in surveys and the ordering of materials has been ongoing since the contract was awarded. It was also noted that Building Warrant approval is still outstanding and we are hopeful this will be received in the next week.

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The Management Committee noted the current programme in Appendix 1 and the designs and layouts contained within Appendix 2.

The staff are holding up well and have settled into the temporary office.

The Communications Officer returned to the meeting at this point.

11. **Development Report* (Decision/Approval Required)**

The Chief Executive referred to the above report circulated prior to the meeting and reiterated the purpose of the report.

a) General

Memorandum of Understanding – WDC Strategic Partnership (Update)

The Management Committee noted there was no update from the previous month. Discussion ensued on the programming meeting attended on 19 February by the Chief Executive with West Dunbartonshire Council and the Scottish Government and that updates on all development projects were provided per this report.

The Management Committee referred to the report and discussed the potential future working of the strategic partnership. [REDACTED]

[REDACTED]

[REDACTED] The Management Committee commented that rent structures could be agreed in advance to ensure comparable rents over a whole site. The Management Committee will await a response from the officials.

b) Queens’s Quay Development (37 units) (Decision Required)

General – The Management Committee was pleased to note the progress and a scheduled site start of 16 March 2020. Updates were also noted on the outstanding matters and actions taken in relation to the Development Agreement between Cube HA and Clydebank HA, the novation agreement and the District Heat Network and undertaking.

Private Finance – The Management Committee noted the update provided within the report regarding financial close being confirmed as August 2020 to minimise non-utilisation fees. The Management Committee noted that a Notifiable Event would be required as detailed, as offering security to a Lender constitutes a Disposal. The Management Committee unanimously agreed to the Notifiable Event being submitted to the Scottish Housing Regulator via the Portal by the Chief Executive.



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Contracts Register – The Management Committee noted the update provided within Appendix 1 of the report.

c) Dumbarton Road, Dalmuir – [REDACTED]

The Management Committee noted the update provided within the report regarding the continued intention of the developer to bring a large Passivhaus development to the area in partnership with the Association. The Chief Executive confirmed that discussions continue between the [REDACTED].

d) Former St Cuthbert’s Church – Linnvale (25 units+) (Update)

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:

Draft Programme – The draft programme in Appendix 2 was noted.

Acquisition – The Management Committee noted that West Dunbartonshire Council had agreed with the valuation of the additional land and the Scottish Government has requested a secondary acquisition application to be submitted to fund the purchase along with associated fees.

[REDACTED]

Design for Planning – The Management Committee noted the update provided within the report and in particular the housing mix which the planning department seemed satisfied with.


Contractor Selection – The Management Committee noted the update contained within the report regarding developer approach via the [REDACTED].

Technical Design – The Management Committee noted the update contained within the report regarding the progress of cost saving proposals. The Chief Executive confirmed all parties are doing all that they can to get the project off the ground.



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<p><u>ACTION</u></p>	<p>Overall Scheme Viability</p>
	<p>The Chief Executive referred the Management Committee to the presentation screen where a cash flow, was displayed, which took account of 3 main factors – rents, estimated management and maintenance costs and private finance and security requirements/capacity.</p>
<p>SK</p>	<p>After lengthy discussion and review of the information provided, the Management Committee agreed that a private finance requirement of c. ██████████ could be repaid from the estimated rental income and that a reasonable break-even point was achievable. The Management Committee agreed that the proposed development was viable, would contribute to the achievement of our objectives and therefore the Association should progress with the scheme should grant funding and planning permission be secured.</p>
<p>SK</p>	<p>Community Consultation – The Chief Executive confirmed the design team would request to be present at the March/April Linnvale and Drumry Community Council meeting.</p>
<p>SK</p>	<p>e) Other Sites</p>
<p>SK</p>	<p>Health Centre Site – Kilbowie Road</p>
<p>SK</p>	<p>The Management Committee noted the enquiry made by the Chief Executive regarding the above site and the response received.</p>
<p>SK</p>	<p>f) Development Risk</p>
<p>SK</p>	<p>The Management Committee noted the risk register detailed in Appendix 4.</p>
<p>SK</p>	<p>12. Cart Street Update</p>
<p>SK</p>	<p>The Chief Executive confirmed there was nothing further to report at this time.</p>
<p>SK</p>	<p>13. Loan Portfolio – In Year Return & proposed change to Delegated Authorities* (Decision/Approval Required)</p>
<p>SK</p>	<p>The Chief Executive referred to the Head of Finance & Corporate Services’ report on the above, circulated prior to the meeting.</p>
<p>LL</p>	<p>The Chief Executive confirmed this return had already been submitted through the SHR Portal after agreement by Management Committee members following a training session on Tuesday 11 February. It was noted at this pointed that Laura Breeze should have been noted as a casual vacancy in the report. However, the Management Committee noted that the repayment of the Dexia Loan in November 2019 is required to be reported to the SHR via the portal as it is deemed a significant event. The Management Committee unanimously approved the submission.</p>
<p>LL</p>	<p>The Management Committee further noted that a change was proposed to the Standing Orders, Sub-Committee Remits and Delegated</p>

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<u>ACTION</u>	<p>Authorities in regards to delegation to submit and approve in-year returns. The Chief Executive read over the proposed changes and these were unanimously agreed by the Management Committee.</p>
14.	<p>Proposed Early Repayment of Clydesdale Bank Loan* (Decision/Approval Required) The Chief Executive referred to the Head of Finance & Corporate Services’ report on the above, circulated prior to the meeting.</p> <p>On reflection of the information presented and the potential savings and release of security as detailed, the Management Committee unanimously agreed to the proposed early repayment of the original Clydesdale Bank loans totalling c. £466k. In agreeing this, the Management Committee understood the HOBS account would fall under c. £1m by c. £67k for 4 weeks until a term deposit comes off and unanimously agreed to waive the requirements of the Treasury Management Policy in this regard given the immaterial amount.</p>
15.	<p>CHAP Power Gas Price Contract Review (Decision/Approval Required) The Chief Executive referred to the Head of Finance & Corporate Services’ report on the above, circulated immediately prior to the meeting.</p> <p>The Management Committee noted CHA Power Ltd’s current gas supply contract with TOTAL expired on 30 November 2019 and a full procurement exercise had since been carried out. The Management Committee reviewed the favourable costs of renewing via the Scottish Government’s National Framework Contract for the Supply of Natural Gas with TOTAL rather than direct renewal with TOTAL for the period 1 April 2020 to 31 March 2022 and noted the number of other key benefits offered through the Framework.</p> <p>After discussion, the Management Committee unanimously approved the recommendation to award the CHA Power gas renewal through the Framework to TOTAL and noted a Director of CHA Power would sign the contract documentation for pricing to commence from 1 December 2019 to March 2022, with the possibility to extend to March 2025.</p>
LL	
SK/LL	<p>16. Internal and External Audit Tender Update (Decision/Approval Required) The Chief Executive requested permission to advertise the above services via Scottish Housing News, a housing sector email bulletin. This was agreed by the Management Committee. The Chief Executive confirmed that interested Management Committee members would be invited to be involved in reviewing the tenders received.</p>
17.	<p>Policy Review – Asset Management Strategy* (Decision/Approval Required) The Management Committee noted the Strategy was first approved in December 2018 and as with all new Policies is usually brought back for</p>

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review after one year but has been delayed slightly as there was significant other business at the December/January meetings and the review could not be accommodated. It was noted proposed changes were tracked in red.

The Chief Executive confirmed changes were largely to bring the document up to date with the ARC submission, EESSH return and new tenant satisfaction statistics. In addition, the Chief Executive confirmed that progress against the Action Plan on this Strategy is reviewed by the Management Committee every 6 months.

The Management Committee unanimously approved the updated Strategy as presented and noted it would be brought back in 2023 for a scheduled review.

18. Policy Review – Value for Money Strategy* (Decision/Approval Required)

The Management Committee noted the VFM Strategy was first approved in December 2018 and as with all new Policies is usually brought back for review after one year but has been delayed slightly as there was significant other business at the December/January meetings and the review could not be accommodated. It was noted proposed changes were tracked in red.

The Chief Executive confirmed changes were generally to update the document on outcomes achieved to date. In addition, the Chief Executive confirmed that progress against the Action Plan on this Strategy is reviewed by the Management Committee every 6 months.

The Management Committee unanimously approved the updated Strategy as presented and noted it would be brought back in 2023 for a scheduled review.

19. Housing Management Software Review* (Decision/Approval Required)

The Chief Executive referred to the Head of Housing Services' report on the above, circulated prior to the meeting.

Discussion ensued on the detailed update. It was noted by the Management Committee that the software and its capabilities had been presented to the Association's independent ARC auditor, [REDACTED], who had been satisfied with the systems' reporting mechanisms in regards to the ARC.

Subject to the 2 outstanding points noted within the report, the Management Committee agreed to the implementation of the software as detailed.



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20. FOI Quarterly Return* (Decision/Approval Required)

The Chief Executive referred to the Head of Housing Services' report on the above, circulated prior to the meeting.

The Management Committee noted the content of the report and that one FOI request was received in the Quarter to 31.12.19 and it was dealt within the required timescales and published on the Association's website.

21. Proposed Bad Debt Write Offs Report – 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. The Management Committee noted it was an annual Policy review and that both the Policy itself and the amounts detailed for write off required approval.

The Chief Executive confirmed it is an accounting requirement to write off debts and credits but that although debt is written off, it will continue to be pursued where possible.

The Management Committee was directed to table 1 and noted it was proposed that £26,918.16 (36%) of former tenant arrears be written off and then to table 2 where it was proposed that £1,235.37 of former tenant credits be written off.

After discussion, the Management Committee unanimously agreed the Policy and all write offs as detailed.

22. Legal Issues Report – Housing Management* (Decision/Approval Required)

The Chief Executive referred to the Head of Housing Services' report on the above, circulated prior to the meeting.

The Management Committee noted that the report was for information only. Cases 1, 2 & 3 were approved by members via email prior to the report being issued and cases 4-8 had been approved by members via email earlier in the day.

The Management Committee noted the report.

23. Health and Safety Report including Risk* (Decision/Approval Required)

The Chief Executive reminded the Management Committee that the Health and Safety manual is now available in the Board Room of the temporary office as well as on the Intranet.

The Chief Executive referred to the Housing Services Manager's detailed report circulated prior to the meeting covering all elements of Landlord Health and Safety including updates to the manual and updates on all 6

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keys areas of risk and compliance - fire safety, asbestos management, water systems management, electrical safety, gas safety and lift safety.

The Chief Executive referred the Management Committee to page 11 of the report where a decision was required regarding the procurement of smoke, heat and carbon monoxide alarms systems. It had come to light that Aico, the manufacturer of the systems, could provide a "Gateway portal" and as such costs had been sought, initially from City Technical (Lot 1 contractor) regarding the installation of these in our Multi-storey properties. The Management Committee noted the significant benefits of the portal including real time information, compliance evidencing and negating the need for future physical visits for testing and associated costs.

After discussion, the cost as detailed, for City Technical to carry out this work was unanimously approved by Management Committee and given the significant benefits, they requested that a cost be obtained from Belac, the successful contractor for Lot 2 for the same "Gateway Portal" installation in relation to the remaining housing stock. The Chief Executive confirmed the Housing Services Manager would request costs from Belac and email the information received in order that the Management Committee could decide whether to proceed.

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

At this point the Management Committee unanimously agreed to suspend Standing Orders as the time had passed 9.00pm.

24. Customer Consultation/Communications Update*

The Communications Officer referred to the above report circulated prior to the meeting and welcomed questions or improvements.

The Management Committee noted the updates provided within the report including customer consultations and feedback and tenant panel and resident group activity which help us meet the Customer/Landlord Relationship outcomes of the Scottish Social Housing Charter and Tenant Participation legislation.

In particular, the Communications Officer highlighted the following:

- the Business Plan targets for both customers consultation activity and customer consultation responses for 2020/21 have been exceeded
- the progress of the Tenant Panel who has had 2 meetings already this year and has commenced their next topic; Landlord Health and Safety Responsibilities
- the wealth of information provided by the Housing Services Manager at the recent Radnor Park Multis Tenants and Residents Association open meeting which had been very well received by the group

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The Management Committee enquired whether a residents group could be set up in Linnvale. The Communications Officer confirmed there had been no group since 2007 however, the possibility continues to be promoted in newsletters, stating that the area is not represented by a residents group. The Management Committee noted that there have also been leaflet drops and the Communications Officer attended two owner consultation meetings in March 2019 where residents group set up was encouraged but no further contact was received from those who had expressed an interest and had been provided with information

The Management Committee noted the remainder of the report.

25. Centre81 Report*

The Chief Executive referred to the Centre81 Co-ordinator's report which was circulated prior to the meeting and the Management Committee noted the updates provided and the following was highlighted:

- the Spring Fest Event scheduled for Saturday 28 March
- the West Dunbartonshire Council and Centre81 Steering Group event which brought the Judy Murray Foundation to the Centre
- Steering Group activity including their next meeting scheduled for 27 February
- the CCF3 'Growing Skills, Growing Spaces' project which was coming to an end of 31 March 2020 and the great work of the project was commended

The Chief Executive referred the Management Committee to the potential Sustrans project to provide an access ramp from the Centre to Canal Path and it was noted that £50k match funding currently remains outstanding but that 2 application responses are awaited. The Management Committee noted that Sustrans had been updated and confirmed that the date may be extended and that a longstop on the lease with British Waterways was extended to 28 March.

The Management Committee noted the remainder of the report.

26. Focus on Governance/Risk – Self-Assurance (For information)
a) Self-Assurance Action Plan update 2019*

The Chief Executive referred to the above report circulated prior to the meeting. The Management Committee noted the updates on the improvements action plan identified during the Association's self-assurance process 2019.

b) Notifiable Events Register*

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

c) Notifiable Events Training

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It was noted that time did not permit for the training on this occasion and it would be carried over to a future meeting.

27. 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.

28. Signing of Minutes

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

29. 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