

MINUTES OF MEETING OF THE MANAGEMENT COMMITTEE HELD ON TUESDAY 29 JUNE 2021 AT 6.30 P.M. VIA A VIDEO CONFERENCING LINK.

ACTION

Present:


Mrs K. Tennant
Mr P. Shiach
Ms D. Smith
Mrs G. Daly

Chairperson
Secretary

Elected Member
Elected Member
Elected Member
Filled casual vacancy

In Attendance:

Mrs L. Lees
Mrs S. Farrell
██████████

 Chief Executive
Communications Officer
Alexander Sloan



1. Apologies

Apologies were received from Catherine McGarrity, Joe O'Donnell, Laura Breeze, Councillor Mooney, Councillor Docherty, John Hillhouse and Kathleen Brown. 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 members for their attendance. The Chairperson stated that items 10-15 would be discussed before item 4, so that the representative of Alexander Sloan could then leave the meeting.

3. Declaration of Interest

There were no declarations of interest.

10. Clydebank HA Accounts to 31 March 2021* (Decision/Approval Required)

The Chairperson welcomed ██████████ to the meeting. ██████████ thanked the staff at the Association for providing all of the information and clarification which greatly assisted the accounts auditing team.

██████████ stated it was right and proper to go through the detailed accounts, required for statutory purposes, and discuss key figures as follows:

Statement of Comprehensive Income for the year ended 31 March 2021 (page 16):

- Operating surplus on ordinary activities before taxation recorded as c. £1.2m (c. £1.38m – 2020) which is a very healthy figure
- Operating surplus affected negatively by delays in planned maintenance during Covid-19 whilst positively impacted by income related to funded activities to support the community
- £710k deficit recorded in the valuation of the defined benefit employer pension scheme. It was noted that this almost mirrors the swing of last year (c. £743k surplus – 2020) as it is dependent on how the scheme and markets are performing and there is volatility
- Total comprehensive income was recorded as c. £590k. It was noted that the figure had been distorted from the previous year (c. £2.1m – 2020) by the pension valuation

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The Management Committee enquired as to the provision against investment being up from c. £26k in 2020 to c. £77k in the year. Ms [REDACTED] confirmed this was because CHA Power Ltd had a really good year and this figure shows the increase in the net assets of CHA Power.

The Management Committee enquired as to the interest receivable and other income being down from c. £65k in 2020 to c. £34k in the year. Ms [REDACTED] confirmed that there had not been much in way of interest to be derived from banks during the year.

Statement of Financial Position as at 31 March 2021 (page 17):

- This Statement shows a “snapshot” of the Association’s affairs as at the 31 March 2021 and in this case, demonstrates the strength of the Association
- A strong Net Current Asset position of c. £10.5M (c. £7.1m – 2020) which demonstrates the Association can pay obligations when they become due. It was noted this figure had jumped significantly as £2.8m development funding was received from Allia and not yet utilised but was sitting in its entirety in cash and cash equivalents and net assets
- The Allia payment sitting within the c. £4.7m other grants figure was highlighted (c. £2.1m - 2020) and it was noted it would not be released into the income and expenditure account until properties are built and let and rental income is being received
- Net Assets of c. £21.9m were noted, grown from c. £21.35m in 2020 and the difference was noted as being the surplus from the Statement of Comprehensive Income
- The pensions and other provisions for liabilities and charges was noted as £579K whilst the previous year was noted but last year there was no figure as it was a net asset position

The Management Committee enquired as to the predicament if the pension fails again. The Chief Executive highlighted that the Association receive and monitor actuarial valuations from the pension scheme and that risk has been minimised by buying out of the defined benefit scheme and controlling and planning where possible, including an annual payment of c. £130k to the deficit, due to fall away in a number of years, and attending pension forums. [REDACTED] confirmed that the 2021 tri-actuarial valuation will be known in 2022 and can be factored into future plans. [REDACTED] confirmed that the Association is meeting accounting standards and treating the scheme appropriately in accounting terms.

[REDACTED] referred the Management Committee to the Auditors’ Report on pages 12-15 and it was noted the report was longer due to new required accounting standards.

[REDACTED] indicated that the auditors were satisfied that the financial statements give a true and fair view of the Association’s affairs as at 31 March 2021 and have been properly prepared in accordance with

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relevant legislation and accounting practice. [REDACTED] confirmed there were no issues related to Going Concern in the next 12 months. [REDACTED] highlighted the 'Matters on which we are required to report by exception' section and stated there were no matters arising. The Management Committee noted the auditors are required to highlight areas of concern but there were none.

[REDACTED] concluded by stating it was a clean, unmodified report, and invited questions. There were none and the Accounts were unanimously approved by the Management Committee and the office bearers will sign electronic copies after the meeting.

12. Letter of Representation – Clydebank HA* (Decision/Approval Required)

The Chief Executive referred to the above letter circulated prior to the meeting. [REDACTED] confirmed that the auditors gather as much information as possible but ask that the Management Committee make certain representations. [REDACTED] highlighted that a difference from previous years could be seen at number 16, under Subsequent Events, regarding the Association being a potential beneficiary in the [REDACTED] legal settlement which, as still uncertain, is best represented in the 2022 accounts so therefore a contingent asset note has been put into the accounts. [REDACTED].

The Management Committee confirmed this would be signed electronically and returned to the Auditor.

11. Audit Findings Report – Clydebank HA* (Decision/Approval Required)

The Management Committee was referred to the report which had been circulated prior to the meeting. [REDACTED] confirmed that this report summarises their overall opinion which the auditors were able to arrive at independently in line with ethical standards/safeguards and the following was highlighted:

- At page 4, the key audit issues
- At page 7, the 1 adjustment made to financial statements and 3 unadjusted transactions which did not affect net asset position or overall results for the year
- At page 8, the report's primary purpose, where it was stated that no control weaknesses or instances of non-compliance were identified

[REDACTED] concluded by stating the report was hugely positive and invited questions. There were none and the report was noted by the Management Committee.

13. CHA Power Ltd Accounts to 31 March 2021* (Decision/Approval Required)

The Management Committee was referred to the above accounts, circulated prior to the meeting. [REDACTED] talked over the accounts and

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highlighted key figures as follows after confirming it had been a very successful year in financial terms despite an increase in arrears linked to the pandemic:

- A profit for the year after tax of c. £77k (c. 27k – 2020) which ties in with the uplift in the Association's accounts
- Tax of c. £18k (c. £6k – 2020) due to be paid by 01 January 2022
- Net asset position of c. £470k (c. £393k – 2020) with c. £93k (c. £93k – 2020) set aside for future major repairs

██████████ indicated that the auditors were satisfied that the financial statements give a true and fair view of CHA Power Ltd's affairs as at 31 March 2021 and have been properly prepared in accordance with relevant legislation and accounting practice. ██████████ confirmed there were no issues related to Going Concern in the next 12 months.

██████████ invited questions. There were none and the Accounts were unanimously approved by the Management Committee and 2 Directors will sign electronic copies after the meeting.

15. **Letter of Representation – CHA Power Ltd* (Decision/Approval Required)**

The Chief Executive referred to the above letter circulated prior to the meeting. ██████████ confirmed that it was similar to the letter for the Association, that the Management Committee make certain representations.

The Management Committee confirmed this would be signed electronically by 2 Directors of CHA Power Ltd and returned to the Auditor.

14. **Audit Findings Report – CHA Power Ltd* (Decision/Approval Required)**

The Management Committee was referred to the report which had been circulated prior to the meeting. ██████████ confirmed that this report summarises their overall opinion which the auditors were able to arrive at independently in line with ethical standards/safeguards and the following was highlighted:

- At page 4, the key audit issues and risks, the 3 risks identified and their resolution
- At page 7, the report's primary purpose, where it was stated that no control weaknesses were identified


██████████ invited questions. There were none and the report was noted by the Management Committee.

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

There was no business carried over from the previous meeting.

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5. **Management Committee External Training/Conference Feedback (if applicable)**
There were no feedback reports from members.
6. **Secretary's Report (Decision/Approval Required)**
The Secretary provided the following report:
- a) Correspondence**
- A card had been received from Sharon Keenan, former Chief Executive, thanking the Management Committee for their gifts and kind wishes on her departure
 - A request had been received from Linnvale Community Group for a £500 donation towards litter pick equipment, PPE and to conduct surveys. The Management Committee reflected on the Charitable Donations Policy and unanimously agreed to provide the donation. It was noted any relevant feedback received via the surveys would be provided to the Association and that the group will include a full page of CHA information in their forthcoming newsletter. Discussion ensued on forming a Linnvale residents association and the Chief Executive mentioned that Management Committee members could be part of a residents group as long as there is clarity in each role. The Chief Executive asked whether an invite should be extended to Linnvale Community Group to attend a future Committee meeting and this was agreed.
- b) Share Membership Applications**
4 Share Membership applications had been received as follows:
- [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
- 
- The Management Committee unanimously approved the applications as presented.
- c) MC Membership Applications**
No Management Committee applications had been received.
- d) AGM update and Election 2021***
The Chief Executive referred to the above report circulated prior to the meeting at it was noted that a proposed date for the Annual General Meeting was noted as Thursday 23 September which allows for it to be rescheduled for Thursday 30 September in the event of it being inquorate. The Management Committee noted it was hoped that a face to face event could be accommodated at that time in Centre81.
7. **Approval of Minutes & Actions Notes**
a) Management Committee – 25 May 2021* (Decision/Approval Required)

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There were no errors or omissions noted and the Minute was proposed by Mrs G. Daly, seconded by Ms D. Smith and unanimously approved by the Management Committee.

b) Actions from MC Meeting – 25 May 2021* (Decision/Approval Required)

The Chief Executive highlighted the actions addressed/ongoing within the actions notes and the Secretary invited questions on progress. There were none and the actions note was noted.

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 Shiach, seconded by Mrs Daly and unanimously approved by the Management Committee.

16. Staffing Report* (Decision/Approval Required)

The Communications Officer left the meeting at this point.

The Chief Executive referred to the report which was circulated prior to the meeting. The Committee were updated on the recommendations in the report and the following was confirmed:

- The EVH fee for the recruitment of the Head of Finance & Corporate Services post was approved.
- Staff appraisals are currently being finalised and should be completed in the next couple of weeks to allow the report to be presented to the Management Committee.
- Maintenance Assistant approved to cover the additional Officer duties up to the 31st October.
- Temporary Maintenance Assistant in place until 31st July 2021 extended until 31st October.
- Proposal to re-open office premises from 19th July approved.

The Communications Officer returned to the meeting at this point.

17. Development Report* (For information)

The Chief Executive referred to the above report circulated prior to the meeting. The Management Committee noted the detailed updates provided in relation to current and proposed developments, some of which were highlighted by the Chief Executive. The Chief Executive provided additions/updates within the following items:

d) Former St. Cuthbert's Church – Linnvale (24 units)

Community Consultation – the Chief Executive added that she welcomed the issues being brought forward by the Linnvale Community Group but that they are minor to date and that ideas forthcoming regarding the contract community benefit include a storage facility on

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communal ground for the group's equipment, a community garden and additional bins.

e) Proposed [REDACTED] development – Design and Build 

Planning Department – the Chief Executive was delighted to confirm that at the rescheduled Planning hearing on 28 June, the above development was approved by the Council's Planning Committee. The Management Committee noted that whilst no negative comments were received from [REDACTED] regarding the removal of the recreational area, there were some doubts raised from WDC members and as such, the developer will provide a contribution to the Council to enhance local recreational areas. The Chief Executive confirmed the plans are now with the developers to firm up costs with a view to taking the development forward.

The Chief Executive invited questions. There were none and the report was noted.

18. SHR Five Year Financial Projections (FYFP) (Decision/Approval Required)

The Chief Executive referred to the report circulated just prior to the meeting and confirmed it is an annual return which required to be submitted to Scottish Housing Regulator by 30 June.

The Chief Executive explained the information contained therein had been derived from the annual accounts and entered into the Regulator's template to allow for comparison and benchmarking. The Management Committee noted all figures had been audited for the outturn, forecasts had been approved in October last year and that developments are not accounted for in terms of rental income until they are off-site. The Chief Executive confirmed that there are no issues and no shortfall of funds to report.

The Chief Executive invited questions. There were none and the Management Committee unanimously approved the return to be submitted to the Scottish Housing Regulator the following day.

19. Declaration of Interest/Entitlements, Payments & Benefits/Gifts & Hospitality Report 2020/21* (For information)

The Chief Executive referred to the Secretary's annual report which was circulated prior to the meeting. The Management Committee noted that there were no entries in the gifts section due to office closure during Covid-19 but that those received since April which will be displayed in this year's report.

The Chief Executive read over all staff and Management Committee publicly available Declarations of Interest held by the Association.

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The Management Committee noted and accepted the contents of the report.

20. WDC Letting Targets and Contribution Statement or 2021/22 (verbal update) (For information)

The Chief Executive wished to highlight a recent approach from West Dunbartonshire Council regarding the level of Association lets provided to them to help alleviate homelessness. It was noted this issue was normally discussed at the August Housing Services Sub-Committee but had been raised by the Council this week and the Chief Executive wished to gauge the view of the Management Committee.

The Chief Executive confirmed that each year the Association performs favourably by providing c. 48-50% of lets to the Council under this agreement, however, the recent approach has requested an increase in contribution from 48% last year to 55% for 2021/22. It was noted that actually 49% was provided in 2020/21. Animated discussion ensued on the matter and the following points were noted:

- It was assumed the request for an increase was due to a backlog of permanent houses and to minimise time in temporary accommodation
- The Association routinely contributes up to 50% and the Head of Housing Services felt that 55% is too high
- The Management Committee was satisfied that the Association had so far informally suggested it will aim to meet 50% but will not cap it at 50% in case more can be achieved
- The Management Committee wished to ensure that the Association is not propping up a shortfall provided by other local organisations
- It is a good practice agreement and not a legal requirement
- The negative impact on the Association's waiting list of a higher percentage being provided and it being to the detriment of the flexibility the Association can provide although it was acknowledged the homeless applicant could be on the Association's own waiting list

The Management Committee unanimously agreed to stay at 48% and would go to 50% if required. The Chief Executive confirmed a response will be circulated prior to submission to the Council for final approval.

21. GDPR Action Plan* (For information)

The Chief Executive referred to the Data Protection and Compliance Officer's report on the above circulated prior to the meeting. The Chief Executive confirmed the report was for information only, to track monthly progress against required actions following internal audit recommendations and areas in white still outstanding.

The Chief Executive invited questions. There were none and the report was noted by the Management Committee.

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The Chief Executive referred to the Data Protection and Compliance Officer's report on the above circulated prior to the meeting regarding the possible purchasing of a time and attendance system (software and hardware) to be utilised by staff at the Association, caretaking staff at the multi-storey flats and Centre81.

Discussed ensued on the content of the report. The Management Committee took cognisance of the following information in considering the recommendation:

- The available budget for digital enhancements which will make the staff time management process more streamlined and modernised
- The efficiencies that will be realised in terms of staff and manager time in the completion of timesheets, leave requests, checking of calculations etc. and looking to the future in terms of growth
- The benefits for loan workers
- The positive demonstration provided to Senior Staff
- The product being custom made for Housing Associations
- The positive feedback received from staff following the suggestion of the system

The Management Committee unanimously approved the purchase of the software and hardware as detailed, totalling ██████████ (plus VAT).

23. Expense Claims**a) May 2021* (Decision/approval required)**

The Chief Executive referred to the report, which had been circulated prior to the meeting. Following review, the Management Committee unanimously approved the expenses as submitted and the Chairperson agreed that her digital signature should be utilised.

b) June 2021* (Decision/approval required)

The Chief Executive referred to the report, which had been circulated prior to the meeting. Following review, the Management Committee unanimously approved the expenses as submitted and the Chairperson agreed that her digital signature should be utilised.

24. Wider Role/Centre81 Report* (For information)

The Chief Executive referred to the Centre81 Co-ordinator's report on the above circulated prior to the meeting and highlighted some areas and the following was noted:

- All projects are performing well
- The retaining wall required as part of the canal path project will be completed shortly and allow the Centre81 canal path to open which will be celebrated with a community event and time capsule burying
- The attendance of the Chief Executive at the recent Centre81 Steering Group AGM and the support provided to the group such as water bottles, bags and t-shirts

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- Packed lunches being provided to a local organisation for their sponsored cycle from the Community Pot via Café81
- Bingo will be restarting as soon as level 0 reached and a fish tea will be provided to returning participants

The Chief Executive invited questions. There were none and the report was noted by the Management Committee.

25. Customer Engagement/Consultation Report* (For information)

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 which help us meet the Customer/Landlord Relationship outcomes of the Scottish Social Housing Charter and Tenant Participation legislation.

The Communications Officer highlighted the following:

- At 6. Publications/Design, the significant activity as noted in order to ensure a high level of useful information is available to our tenants and other customers including the newsletter, housing applicant newsletter, signage, additional customers being identified for information in other formats, press releases, promotional items, new noticeboard project and more
- At 9. Website and Social Media, the recent enhancements made including new forms, updated leaflets, purchase of www.clydebankha.org.uk domain name and social media activity
- At 13. Complaints Handling Procedure feedback following the Management Committee training on 18 May to demonstrate that staff take on board feedback received from the Management Committee and explore
- At 14. NEW Tenant Participation Strategy Review, the review being undertaken by TPAS of the strategy to ensure it is up to date and guide us in ensuring the government's advice is fully included

The Communications Officer invited questions. There were none and the report was noted by the Management Committee.

26. Health and Safety/Compliance Report* (For information)

The Chief Executive referred to the Acting Housing Service Manager's thorough report on the above, circulated prior to the meeting, covering all 6 key areas of Landlord Health and Safety compliance.

The Chief Executive highlighted the use of the online training system iHasco on the May and June staff training mornings, including lone working and working at height courses undertaken.

The Management Committee noted the only other update to highlight is the ongoing health and safety issues regarding the office closure and the

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gas remedial works at [REDACTED] as detailed within the Notifiable Event Register.



The Management Committee enquired whether the Association had a Health and Safety Officer. The Chief Executive confirmed that the role of Health and Safety Administrator falls under the Housing Services Manager position within the Association. As members of EVH, training is provided every year by ACS and regular updates to the landlord health and safety manuals are also provided and available on the Intranet Health and Safety tab.

The Chief Executive stated there was nothing of concern and invited questions. There were none and Management Committee noted the report.

27. Focus on Governance/Risk (For information)**a) Self-Assurance Action Plan 2021**

The Chief Executive confirmed that she will review the evidence spreadsheets and update any document links before distributing to the working group for review. It was noted there had been no new guidance issued in relation to the additional protected characteristics information as yet. It is thought that this will require a specific reference in the statement this year as to the methodology that will be used to gather the information.

b) Notifiable Events Register*

The Chief Executive referred to the report circulated prior to the meeting and the 3 remaining open cases (6, 12 and 13) were noted regarding office closure, a health and safety issue and renewal of a lease. The Chief Executive confirmed the Regulatory Manager was being kept fully up to date and was satisfied with the progress of the health and safety issue.

c) Management Committee Appraisals – update

The Chairperson indicated she was happy to pause the process over the summer break and look at progressing this again in August.

28. Intranet

The Chief Executive reminded the Management Committee to regularly visit the internal Intranet, which includes news, meeting papers, updated Policies and Procedures and particularly a health and wellbeing tab.

29. Signing of Minutes

The Management Committee noted information was still awaited on whether the signing of minutes could take place retrospectively using electronic signatures.

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30. Date and Time of Next Meeting/Training Session

As per the new schedule which will be issued by the end of July/beginning of August.

The Chief Executive took the opportunity to thank members for their support in the past few months whilst juggling two roles and wished them a good summer break and will welcome members back afresh in August.

Meeting closed.

Checked by: _____

Date: _____

APPROVED

PROPOSED

SECONDED

LL/SF

* Indicates report issued with agenda