

MINUTES OF MEETING OF THE MANAGEMENT COMMITTEE HELD ON TUESDAY 05 MARCH 2024 AT 6.00 P.M. IN PERSON AT 77-83 KILBOWIE ROAD, CLYDEBANK G81 1BL AND VIA A VIDEO CONFERENCING LINK

ACTION

Present:

Mrs C. Boyle	Chairperson	In person	Elected Member
Ms D. Smith	Vice Chairperson	In person	Elected Member
Mr J. Hillhouse	Treasurer	In person	Elected Member
Mr P. Shiach	Secretary	In person	Elected Member
Mr J. O'Donnell		In person	Elected Member
Mrs K. Tennant		In person	Elected Member
Mr J. Mooney		In person	Casual Vacancy
Cllr S. Traynor		In person	Co-opted Member
Cllr G. Johal		Online	Co-opted Member

In Attendance:

Mrs L. Lees	In person	Chief Executive
Mrs S. Farrell	In person	Customer & CS Manager

1. Apologies

Apologies were received from Mrs G. Daly. It was noted 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 members for attending this additional meeting to review/approve documents from the inquorate October 2023 Management Committee meeting and November 2023 Finance, Audit and Risk Sub-Committee meeting, following discussions at the Management Committee meeting of 27 February, Item 11. SHR Assurance on Committee Attendance and Appointment of Committee Members.



The Chief Executive confirmed an independent review was underway by expert [REDACTED] and it was hoped a draft report would be provided to the April Management Committee meeting.

The Chairperson confirmed that the Chief Executive and herself had met with SHARE regarding the carrying out of Committee appraisals and that the first 'lunch and learn' session was being planned. The Chief Executive reiterated her intention to review the Management Committee meeting frequency.

It was noted that throughout the meeting each document would be referred to on the presentation screens.

3. Declaration of Interest

There were no declarations of interest.

4. Business Carried Over from Last Meeting

There was no business carried over from the last meeting.

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

There was nothing to report.

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- 6. Secretary's Report**
The Secretary provided the following report:
- a) Correspondence (For information)**
There was no correspondence received.
- b) Share Membership Applications (Decision/Approval Required)**
Share membership applications were received from Mr A. Connarty and Ms. M Richmond. The applications were unanimously approved.
- c) MC Membership Applications (Decision/Approval Required)**
There were no MC membership applications received. The Chief Executive was hopeful that at least 4 no. would be received by the Management Committee recruitment drive closing date of 22 March as had confirmed she held 2 meetings with potential members in the last week. The Management Committee noted that only 1 casual vacancy and 2 can be co-opted on as any more would be a breach of the 1/3rd rule and any additional interested parties would be able to observe at future meetings until the AGM.
- d) Annual Declarations Forms**
The Chief Executive had circulated these prior to the meeting for completion.
- 7. Approval of Minutes & Actions Notes (Decision/Approval Required)**
a) Management Committee – 26 Sep-23*
There were no errors or omissions noted and the Minute was proposed by Ms D. Smith, seconded by Councillor G. Johal and unanimously approved by the Management Committee.
- 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 J. Hillhouse, seconded by Mr J. O'Donnell and unanimously approved by the Management Committee.
- 10. Emergency decisions since last meeting* (Decision/Approval Required) Item c/fwd from inquorate meeting 24.10.23**
The Chief Executive referred to the above report from October 2023 which was for information only. It was confirmed the emergency decision in question, regarding a staffing issue, had already been agreed by more than 4 fully elected members in advance of the report. The report was noted by the Management Committee.
- 11. Annual Submission Timetable 2022/23 – Regulatory and Governance Compliance* (For information) Item c/fwd from inquorate meeting 24.10.23**

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The Chief Executive referred to the above report circulated prior to the meeting and confirmed the timetable details all legal and regulatory returns required to be approved by or presented to the Management Committee in the year and demonstrates that the requirements of each agency, such as OSCR, banks, Regulator, are being monitored and ensures good governance compliance.

The Management Committee noted the key was green – submitted on time, orange – progressing or still to be submitted and red – delayed, usually due to the summer recess.

The Chief Executive invited questions. There were none and the Management Committee noted the timetable.

12. Policy Review – Charitable Donations* (Decision/Approval Required) Item c/fwd from inquorate meeting 24.10.23

The Chief Executive referred to the above draft Policy circulated prior to the meeting and wished to highlight it was due for its 3-yearly review and there were several minor changes, shown tracked in red. The Chief Executive highlighted that the approval limit for the Chief Executive had been increased to from £50 to £100 alongside the addition of the same approval limit for the Customer & Corporate Services Manager, with the Management Committee having an approval level from £100+, as the previous levels had been in place since at least 2009.

The Chief Executive invited questions. There were none and the Policy review was unanimously agreed as presented by the Management Committee.

13. Policy Review – Gifts and Hospitality* (Decision/Approval Required) Item c/fwd from inquorate meeting 07.11.23

The Chief Executive referred to the above draft Policy circulated prior to the meeting and wished to highlight the minor changes, shown tracked in red. The Management Committee confirmed that it wished to provide long service awards for serving staff with at least over 20 years' service, in addition to the retirement/leaving gift.

The Chief Executive invited any additional discussion or questions. There were none and the Policy review was unanimously agreed as presented by the Management Committee.

14. CHA Management Accounts to 30 Sept 2023* (Decision/Approval Required) Item c/fwd from inquorate meeting 07.11.23

The Chief Executive referred to the Management Accounts circulated prior to the meeting and noted that the February 2024 Finance, Audit & Risk Sub-Committee had since reviewed the Management Accounts to 31 December 2023. The Management Committee noted that there was nothing of concern within the accounts to 30 September 2023.

The Chief Executive highlighted a number of points as follows:

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- Staff remuneration under budget by c. £53k as a result in savings from posts not filled, as well as budgeting for all staff to be members of the pension scheme even though some staff have opted out.
- Total Management Expenses under by c. £60k for the period to 30 September 2023.
- Total rental income, including shared ownership rents, higher than budget predictions by c. £2.5k.
- Property Maintenance over budget by c. £66k. The Chief Executive indicated that it would be a cause for concern if the account was still over-budget to this extent at the year-end.
- Total Assets of c. £24.5m.



The CHA Management Accounts to 30 September 2023 were unanimously approved by the Management Committee.

15. CHA Power Ltd Management Accounts to 30 Sept 2023* (Decision/Approval Required) Item c/fwd from inquorate meeting 07.11.23

The Chief Executive referred to the Management Accounts circulated prior to the meeting and noted that the February 2024 Finance, Audit & Risk Sub-Committee had since reviewed the Management Accounts to 31 December 2023. The Management Committee noted that there was nothing of concern within the accounts to 30 September 2023.

The subsidiary had performed favourably for the first 6 months of the year, and significantly improved on the previous year's performance. It was reported that a Corporation Tax refund of c. £12.5k had been received due to the loss reported in the last financial year, which would be a welcome boost to the bank balance.

The Chief Executive highlighted a number of points as follows:

- Electricity sales under budget predictions by c. £50k. The link between electricity sales and gas costs was highlighted. 
- Upgrading of the water infrastructure is currently ongoing to future proof the scheme and once completed, we will be able to progress with the installation of new individual meters. 

The CHA Power Management Accounts to 30 September 2023 were unanimously approved by the Management Committee.

16. Annual Review of Financial Procedures* (Decision/Approval Required) Item c/fwd from inquorate meeting 07.11.23

The Chief Executive referred to the above draft Procedures circulated prior to the meeting and wished to highlight it was last reviewed in 2023 and there were significant minor changes, shown tracked in blue (with a small number in green/red), mainly to Procedure Note 2 (Invoices) to tighten up processes now that staff are more familiar with the HomeMaster system.

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The Chief Executive also highlighted the proposed change to the scheme of delegation, mainly to include 2 new staff positions.


The Chief Executive invited questions. There were none and the Procedure review was unanimously agreed as presented by the Management Committee.



17. Annual Review of Financial Regulations* (Decision/Approval Required) Item c/fwd from inquorate meeting 07.11.23

The Chief Executive referred to the above draft Procedures circulated prior to the meeting and wished to highlight it was last reviewed in 2023 and there were significant minor changes, shown tracked in red, mainly to enhance the introduction in order to further explain the purpose of the document, make reference to the Financial Procedures and to refer to the Finance, Audit & Risk Sub-Committee.

The Chief Executive invited questions. There were none and the Regulations review was unanimously agreed as presented by the Management Committee.


18. Policy Review – Treasury Management Policy* (Decision/Approval Required) Item c/fwd from inquorate meeting 07.11.23





The Chief Executive referred to the above draft Policy circulated prior to the meeting and wished to highlight it was last reviewed in 2023 and there were several minor changes, shown tracked in red. 

The Chief Executive invited questions and confirmed that   had been removed as an approved investment institution as each time they have been approached, they state that they are not taking on new clients.

There were no further questions and the Policy review was unanimously agreed as presented by the Management Committee.

19. Treasury Management Annual Review* (Decision/Approval Required) Item c/fwd from inquorate meeting 07.11.23

The Chief Executive referred to the above report which was circulated prior to the meeting and highlighted that it provides an overview of where the Association's cash is currently invested as well as recommendations for the placement of funds in the coming year. 

It was highlighted in November that c. £5.2m is held on term deposit between , with 54% of all funds being held by . The Management Committee were reminded that, per the Treasury Management Policy, no one bank should hold more than 50% of funds. It had been recommended that the term deposit of c. £856k held by  which was due to mature in December 2023 be reduced by £500k and the funds moved to  on a 3-month/95-day term deposit.

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The Management Committee noted that this would be done in March 2024 unanimously agreed to the recommendations within the report.

20. Sales Ledger Balances - Outstanding Factoring balances to 30 Sept 2023* (Decision/Approval Required) Item c/fwd from inquorate meeting 07.11.23

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

The Management Committee noted that they had since reviewed updated balances to 31 December at the February 2024 Finance, Audit & Risk Sub Committee meeting.

The Management Committee was happy to proceed with the recommendation to proceed with the Simple Procedure per debt recovery procedures regarding the owner as detailed.

The report was noted by the Management Committee.

21. Sales Ledger Balances – Outstanding CHA Power customer balances to 30 September 2023* (Decision/Approval Required) Item c/fwd from inquorate meeting 07.11.23

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

The Management Committee noted that they had since reviewed updated balances to 31 December at the February 2024 Finance, Audit & Risk Sub Committee meeting.



[REDACTED]

The Chief Executive confirmed staff are doing all they can to support customers including signposting to Community Links Scotland’s Energy Advisors.

The report was noted by the Management Committee.

22. Staff Expenses – September 2023* (Decision/Approval Required) Item c/fwd from inquorate meeting 24.10.23

The Chief Executive referred to the report which was issued prior to the meeting. Following review, the Management Committee unanimously

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approved the expenses as submitted and the Chairperson agreed for her electronic signature to be used. It was noted that the Chief Executive would add this to the Association's signature register.

23. Staff Expenses – October 2023* (Decision/Approval Required) Item c/fwd from inquorate meeting 07.11.23

The Chief Executive referred to the report which was issued prior to the meeting. Following review, the Management Committee unanimously approved the expenses as submitted and the Chairperson agreed for her electronic signature to be used. It was noted that the Chief Executive would add this to the Association's signature register.

24. SHAPS Financial Assessment* (For information) Item c/fwd from inquorate meeting 07.11.23

The Chief Executive referred to the above report, which was issued prior to the meeting.

The Management Committee noted that the Financial Assessment of the Association's risk category remains at "low".

The Chief Executive confirmed that the Association no longer has any Past Service Deficits to pay. The report was noted by the Management Committee.

**25. Focus on Governance/Risk
a) Draft Annual Assurance Statement – Compliant* (Decision/Approval Required) Item c/fwd from inquorate meeting 07.11.23**

The Chief Executive confirmed this was the most important report of the evening as the meeting that this was presented to (October) was inquorate and it is such a significant piece of work which is reviewed throughout the year.

The Chief Executive confirmed that she would feed back to the Regulator that the process and the statement was fully reviewed by CHA's Annual Assurance Statement Working Group earlier in the evening. It was noted the working group consists of:

- Ms D. Smith
- Mr P. Shiach
- Mrs K. Tennant

The working group members confirmed they were satisfied with all of the evidence documented and the template used to store the evidence.

The Management Committee noted that the Head of Housing Services and Housing Services Manager had confirmed that there were no material changes to the Assurance Statement since October.

