<u>ACTION</u>	Mr J. Mr J. Mrs L Cllr J.	ent: (. Tennant Hillhouse O'Donnell Breeze Mooney I. McNair	Chairperson Treasurer	Elected Member Elected Member Elected Member Casual vacancy Member Co-opted Member Co-opted Member
	In Attendance: Mrs S. Keenan Mr. Scott McCready		Chief Executive Wylie Bisset	
	1.		received from Mr John Calderwarrity, Ms Doris Smith and Mr To	
			ontinuing special leave of absen forum was present to enable the i	
	2.	Chairperson's The Chairpersor	Remarks n welcomed everyone for their a	ttendance at the meeting.
	3.	Declaration of There was no de	I nterest eclaration of interest noted.	
	4.		ed Over from the Last Meeting	3
	5.		Reports* n welcomed Mr Scott McCready erred to the 2 completed interna	-
Sys Admin/ SG		assurance as weaknesses improvement contained wi recommenda recommenda and that an a implemented	that the report was categorised s although the controls are large had been identified with recomm t made. Mr McCready summaria thin the report and the Manager ations (2 medium and 3 low grac ations had been agreed by the re action plan would be drafted to end by the suggested timescales.	ely satisfactory, some mendations for sed the information nent Committee noted 5 de). It was noted that all elevant staff members ensure that all were
			PR/FOI internal audit report and	

ACTION		
	It was no assuranc weakness Mr McCre and the N recomme made in i	p Report 2019-20* ted that the report was categorised as having "strong" e as controls were found to be satisfactory with no major ses found and no or only minor recommendations identified. eady summarised the information contained within the report fanagement Committee noted there were no ndations as following a review of previous recommendations internal audits during the year, it had been found that all had r implemented as agreed.
		re no questions and the Management Committee agreed Follow Up" 2019/20 internal audit report as presented.
	Mr McCre this point	eady was thanked for his attendance and left the meeting at
	6. Managemer	t Committee External Training/Conference Feedback (if
	applicable)	no feedback reports from members.
		Report (Decision/Approval Required) ry provided the following report:
	a) Correspo No corres	ndence bondence was received.
	-	mbership Applications ations were received.
	c) MC Appli No applica	cations ations were received.
	The Chief which had	ate and Election 2020* Executive referred the Management Committee to the report been circulated prior to the meeting and after discussion the vas unanimously agreed: -
SK/LL	ligh whe	at the AGM scheduled for 25 June should be postponed in t of the Coronavirus pandemic with a date to be agreed en practicable. It was noted that per the Association's Rules, AGM must be held on or before 30 September 2020.
	• Tha	at the Share Register should remain open meantime
	ele me	at the following members would be required to stand for re- ction following picking names from a hat (it was noted that 5 mbers had the same previous election dates and only 3 re required to stand): -

ACTION		
	10.	Ratification of all Minutes (Approval Required) Ratification of the Management Committee Minute was proposed by Mrs. Kimberley Tennant, seconded by Mrs. Laura Breeze and unanimously approved by the Management Committee.
	11.	Emergency decisions since last meeting* (For information) The Chief Executive referred to the above report circulated prior to the meeting. The Management Committee noted the details of one emergency decision approved since the last meeting as presented in Weekly update 8 (15 May 2020) in regards to the required payment of a developer contribution for the Linnvale Church Development and which the following members approved by email/phone call: -
		Mrs. Kimberley TennantMr John HillhouseMrs Laura BreezeMiss Catherine McGarrityMr Paul ShiachMs Doris SmithMr Tom McCormackKarata Santa Sant
	12.	Staffing Report including Office Refurbishment Update* (Decision/Approval Required) The Chief Executive referred the Management Committee to the above report circulated prior to the meeting. The updates within the report were noted and the following agreed: -
		• That the temporary arrangements within the Housing Services department as a result of staff absences should continue during the phased return period and end on 30 June 2020. This includes the extension of temporary upgrade and the temporary staff member who has been furloughed.
	13.	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 – Constant Solution (Update) The Management Committee noted the update contained with the report.
		b) Queens's Quay Development (37 units) (Update)
		General – The Management Committee noted the information contained within the report.
		Site mobilisation – The Chief Executive confirmed that site mobilisation/pre-start preparations would begin on 01 June 2020 so the contractor could road test new systems and make sure these are effective before work commences on site.

<u>ACTION</u>	Private Finance – The Management Committee noted and agreed the update provided within the report regarding private financial close.
	Contracts Register – The Management Committee noted the update provided within Appendix 1 of the report.
	 c) Dumbarton Road, Dalmuir – (Update) The Management Committee noted there was no update from the previous month.
	d) Former St Cuthbert's Church – Linnvale (25 units+) (Decision required)
	The Management Committee noted the thorough update on all matters and the following was highlighted:
SK	Draft Programme – The latest programme in Appendix 2 was noted. The Chief Executive indicated that this would be updated in the coming weeks as construction work is able to restart.
	Funding – The Chief Executive referred to the detailed information contained in the report regarding the likely levels of Housing Grant and Charitable Bond funding which had been communicated by the Scottish Government and the Clydebank HA private finance requirements based on this information.
	After lengthy discussion and a review of the updated financial scheme assessment based on a higher level of private finance per unit than what had been previously agreed by the Management Committee, the following was agreed: -
SK	 An uplift in the private finance requirement of per unit for this development. It was agreed that this could be facilitated as it was determined that the development would still be a viable proposition as break-even point is not significantly affected by the increase and there would be no requirement to adjust rent levels. That the Management Committee would proceed with the development and that the Chief Executive be authorised to accept the formal Offer of Grant/Charitable Bond Funding on behalf of the Association when received from the Scottish Government based on the information contained within the report.
	Acquisition – the Management Committee noted the update within the report in regards to the additional land purchase.
	Design for Planning – the Management Committee noted the update within the report in regards to additional planning requirements and agreed that these are not unreasonable and could be incorporated with

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<u>ACTION</u>		minimum cost/design implications as we would endeavour to source grant funding where possible.
		Contractor Selection – the Management Committee noted the contents of the report.
		Buy back clause – the Management Committee noted the contents of the report.
		Insurance – the Management Committee noted the contents of the report.
		Community Consultation – the Management Committee noted the contents of the report.
		e) Other Sites It was noted no other sites are being explored at present.
		f) Development Risk The Management Committee noted the risk register detailed in Appendix 4 and noted the addition in relation to mitigating the risks of onerous loan conditions as agreed at the last meeting.
		The Chief Executive welcomed questions on the report. There were none and the content of the report was noted.
	14.	Queens Quay Development – A Constant Co
КТ/ЈН		 a) The final agreed to be signed on behalf of the Association by either Kimberley Tennant or John Hillhouse at the appropriate juncture (when loan to be drawn). C) The final agreed terms and conditions noted and agreed C) Proposed form of minute as detailed below was read out and approved
		MINUTES OF A MEETING OF THE COMMITTEE OF MANAGEMENT OF CLYDEBANK HOUSING ASSOCIATION LIMITED held by way of teleconferencing and video-conferencing on 26 May 2020
		Present: Mrs K. Tennant Chairperson Mr J. Hillhouse Treasurer Mr J. O'Donnell Mrs L. Breeze Cllr J. Mooney Cllr M. McNair

<u>ACTION</u>	
	In attendance: Mrs Sharon Keenan, Chief Executive
	 There being a quorum present the Chairperson declared the meeting open. There was produced to the meeting a draft loan agreement constituting an offer of loan by (the Loan), together with a draft Standard Security in favour of
	 (the Security Document). 3. IT WAS RESOLVED that: (i) the Loan be and is hereby approved in the terms presented to the Meeting; and (ii) the Security Document be and is hereby approved in the terms presented to the Meeting.
	 4. IT WAS FURTHER RESOLVED that: (i) either of and accept the Loan for and on behalf of the organisation; and (ii) either of and be authorised to sign the Security Document; or (iii) either of be authorised to give the required certificate of compliance on behalf of the Committee of Management of the Association. (iv) either of is authorised to sign the drawdown request form authorising to release the loan funds (v) any of are authorised to give written instructions to is authorised to accept the signature of any one of them in respect of all matters pertaining to the Loan and the Security Document. Their full names and personal details are attached below.
	5. There being no other business the meeting was declared closed.
	Signed: Kimberley Tennant Chairperson
	Full names and details of the named persons authorised in terms of paragraph 4(v) above:-
	Name: C Address: C Internet C Int

ACTION		
		Name: Address:
		 d) That second be authorised to sign off draft officer's certificate on behalf of the Management Committee detailing that Mrs. and Mrs. second be authorised to deliver said certificate and provide specimen signatures to the bank.
		 e) CAF Bank Direct Debit mandate to be signed by current authorised cheque signatories per financial procedures as follows: - One from each list (one Management Committee member and one staff member)
		Management Committee Member Staff Member
		f) Standard Security approved and to be signed by for a signed
	15.	Annual Return on the Charter 2020 including 2019 comparisons* (Decision/Approval Required) The Chief Executive referred to the above report circulated prior to the meeting which included direct comparisons (in red) to the data submitted in 2018/19 and confirmed all figures contained within the report for 2019/20 had been entered into the SHR Landlord Portal.
		The Management Committee noted this was an important document for tenant/public information and allows direct comparison with other landlords.
		The Chief Executive read over document and the following was noted by the Management Committee: -
		 That some explanatory notes may still require to be entered Changes are required to Indicator 12 (Page 21) – Repairs in the last year. An independent survey was underway and data would be reported to the Management Committee and updated accordingly That Tenant Satisfaction data throughout (apart from Indicator 12 as above) was unchanged from the previous year as we have not
		carried out a further full Tenant Satisfaction survey in the reporting year. This is usually carried out every 2-3 years.

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ACTION				
	 Indicator C13.1 – Investment in the EESSH should read as 			
		follows: -		
		The total number of properties brought up to the EESSH during the reporting	28	
	C13.1	year	20	
		Of the total amount invested in bringing properties up to the EESSH, please		
	C13.2	state how much came from		
	C13.2.		£0	
	C13.2.		£12,212	
	C13.2.		£20,221	
	C13.2.	4 Total amount invested in bringing properties up to the EESSH	£32,433	
	C13.3	Please give reasons for any investment which came from another source		
	HEEPS	Loan		
		The Management Oscillation in a line such a such as the table time.		
		The Management Committee unanimously agreed that the final		
		the changes detailed above is approved but agreed that it shoul	d not be	
		submitted to the SHR until an audit of the Return is carried out b	V	
		This is due to be carried out in mid-July and		
	<u> </u>			
		In advance of the extended submission date of 31 July.		
	16.	Internal and External Audit Tenders Update (verbal) (For		
		information)		
		·		
		The Chief Executive indicated that the closing date for tenders v		
		Wednesday 27 May and therefore a tender report would be sub-	mitted to	
SK/LL		the next available meeting once a full assessment was carried o		
••••		noted that the Chief Executive, Head of Finance and Corporate		
		•	Services,	
		Kimberley Tennant and Laura Breeze would participate in the		
		assessment process as previously agreed.		
	17.	Cart Street Update (verbal) (For information)		
	17.			
		The Chief Executive referred to the above and indicated that ou		
		had confirmed that our insurer's solicitors are moving forward w	ith the	
		summary decree motion following positive advice from the advo	cate in	
		that regard.		
		linal regard.		
	18.	Expense Claims* (Decision/Approval Required)		
		a) February 2020*		
		The Chief Executive referred to the report, which had been circu	Ilated	
		• •		
		prior to the meeting. Following review, the Management Commi		
		unanimously approved the expenses as submitted and the Chai	rperson	
		approved the payments accordingly for signing at a later date.		
		h) Marah 2020*		
		b) March 2020*		
		The Chief Executive referred to the report, which had been circu	llated	
		prior to the meeting. Following review, the Management Commi	ttee	
		unanimously approved the expenses as submitted and the Chai		
			iher2011	
		approved the payments accordingly for signing at a later date.		
		c) April 2020*		
		The Chief Executive referred to the report, which had been circu	ilated	
		• •		
		prior to the meeting. Following review, the Management Commi	liee	

<u>ACTION</u>		unanimously approved the expenses as submitted and the Chairperson approved the payments accordingly for signing at a later date.
	19.	GDPR Action Plan* (For information) The Chief Executive referred the Management Committee to the above report circulated prior to the meeting and indicated that this regular report will allow Committee to monitor progress towards internal audit recommendations in the coming months.
	20.	Policy Review - IT* (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 was due for 3-yearly review and proposed changes were highlighted in red/blue.
		The Chief Executive invited questions and there were none. The Management Committee unanimously approved the Policy as presented and noted that a clean/non-tracked version would be posted on the Intranet for future reference.
	21.	Policy Review – Stress Management* (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 was due for its 3-yearly review and proposed changes in line with the EVH Model Policy were highlighted in red. It was also noted that the new Stress Questionnaire was more streamlined and would hopefully be easier to complete for staff.
		The Chief Executive invited questions and there were none. The Management Committee unanimously approved the Policy as presented.
	22.	Complaints Benchmarking Report* (For information) The Chief Executive referred the Management Committee to the Communications Officer's report circulated prior to the meeting.
		The Chief Executive went through the report in detail and highlighted reasons for potential variances from previous years and it was noted that the Communications Officer will build on the information in future reports to ensure we can use the information to continually improve the customer experience.
		The Management Committee commended the report and thought the information presented was useful and informative.
	23.	Centre81 Report* (For information) 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.

<u>ACTION</u>		
		The Management Committee noted the excellent work of the Steering Group, Cafe81 and all the staff, project staff and volunteers at the Centre including Cllr McNair who is helping out a great deal to deliver much needed food parcels to the community during these unprecedented times. The Management Committee wished to convey their thanks to Cllr. McNair and everyone involved.
	24.	Focus on Governance/Risk – Self-Assurance (Decision/Approval Required)
		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 that the Chief Executive would be providing the SHR with an update on Health and Safety position including gas service failures to date as well as the continued delay in our office refurbishment works.
		c) Management Committee Appraisals – update
МС		The Chairperson reminded members to complete their appraisal forms and return to her or the Chief Executive as soon as possible.
		d) Proposed Governance Review – joint procurement* (Decision/Approval Required)
SK		The Chief Executive indicated that she was currently working with a group of 6 housing associations in regards to a potential collaborative governance project. The group is looking to engage a suitably qualified and experienced consultant to conduct a review of governance processes across a range of areas. It is intended that areas of good practice will be shared between all 6 organisations in terms of Policies, gathering of assurance information, minutes, etc. After discussion, the Management Committee agreed that Clydebank HA should participate in
		this joint procurement and the Chief Executive would ensure that there was not duplication with our current internal audit arrangements.
SK/KT		e) GB Review 2020 (For information) The Chairperson indicated that this year's review would take place at the next Management Committee meeting in June.
	25.	Intranet
		The Chief Executive reminded the Management Committee to regularly visit the internal Intranet, which includes news, meeting papers, updated Policies and Procedures and a new Covid-19 tab to allow important information to be accessible from one central point.

<u>ACTION</u>	25a	Proposed Business Plan Delay (Decision/Approval Required) At this point, the Chief Executive described the current pressures as a result of Covid-19 and requested that the Management Committee
SK		considers a delay in the preparation of the Business Plan in order that more pressing work could be addressed. The Management Committee unanimously agreed that the update should be postponed until such times as adequate resources could be devoted to the task. It was intimated that an August date for completion would be acceptable.
		The Chief Executive thanked the Management Committee for its understanding and approval.
	26.	Signing of Minutes The Management Committee acknowledged that minutes were unable to be signed at present and noted that minutes will be distributed to applicable members for signing after the Coronavirus lockdown has ceased.
	27.	Date and Time of Next Meeting/Training Session As per the new schedule.
		Meeting closed.
		Checked by:
		Date:
		APPROVED
		PROPOSED
		SECONDED
		SK/
	* Indi	cates report issued with agenda