

**MINUTES OF MEETING OF THE MANAGEMENT COMMITTEE HELD ON TUESDAY 25 FEBRUARY 2025 AT 6.00 P.M. IN PERSON AT 77-83 KILBOWIE ROAD, CLYDEBANK G81 1BL AND VIA A VIDEO CONFERENCING LINK**

**ACTION**

**Present:**

Mrs L. Ramsay	Treasurer	In person	Elected Member
Mr J. O'Donnell		In person	Elected Member
Mr C. Johnson		In person	Elected Member
Mr D. Adeoye		In person	Elected Member
Mr A. Blake		In person	Elected Member
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
██████████	In person	SHARE
██████████	In person	SHARE

**1. Apologies**

Apologies were received from Mrs C. Boyle, Ms D. Smith, Mr P. Shiach, Mr W. McGoldrick, Ms L. Dickie and Ms M. Richford.

**2. Chairperson's Remarks**

Due to the Chairperson's absence and following the order of the Association's Delegated Authorities, the Chairperson of the Finance Sub-Committee agreed to chair the meeting. Mrs Ramsay welcomed everyone to the meeting. It was noted that whilst there were a number of apologies due to sickness, that a quorum was present to enable the meeting to go ahead.

**3. Declaration of Interest**

Declarations were made by tenant members who are CHA Power customers regarding Item 14 (Draft CHA Power Budget 2025-26) and by staff regarding Item 13a (Employers Wages Ballot).

**4. Business Carried Over from Last Meeting (Decision/Approval Required)**

There was no business carried over.

**5. Management Committee Attendance update (if applicable)**

The Chief Executive confirmed there were no current issues and confirmed a token of thanks had been sent to the former member from the Management Committee as agreed and that an acknowledgement of thanks had been received.

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

There was no training or conferences attended in the month. The Management Committee noted that a joint business strategy day was being planned for Friday 4<sup>th</sup> April 2025 and that more information would follow. The format would be strategy/business planning in the morning and a leisure/teambuilding activity in the afternoon for committee and staff members.

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**7. Secretary's Report**

The Chief Executive provided the following report, in the Secretary's absence:

**a) Correspondence (For information)**

- As reported at the previous week's Housing Services Sub-Committee, the Scottish Housing Regulator had communicated that they are looking for the Association to populate information regarding empty dwellings, hard to let properties etc. as at 28<sup>th</sup> February and return this to them by 14<sup>th</sup> March to provide a picture of empty homes in social housing
- A reminder had been received regarding SHARE's annual conference on 24<sup>th</sup> April, celebrating their 40th anniversary and launching their inaugural awards. The Chief Executive welcomed members to attend or to provide recommendations for the awards
- A reminder had been received regarding the EVH annual conference in the Dunblane Hydro in May. The Chief Executive reminded members that the conference and overnight accommodation is paid, with overnight allowance provided, and welcomed members to attend

**b) Share Membership Applications (Decision/Approval Required)**

There were no share membership applications received.

**c) MC Membership Applications (Decision/Approval Required)**

There were no Management Committee applications received.

**d) Annual Declarations including H&S**

The Chief Executive reminded any members yet to complete to above to complete and submit them.

**8. Approval of Minutes & Actions Notes (Decision/Approval Required)**

**a) Management Committee 04 Feb-2025\***

There were no errors or omissions noted and the Minute was proposed by Mr O'Donnell, seconded by Mrs Ramsay and unanimously approved by the Management Committee.

**b) Finance, Audit & Risk S-C 11 Feb-2025\***

There were no errors or omissions noted and the Minute was proposed by Mr Adeoye, seconded by Mr O'Donnell and unanimously approved by the Management Committee.

**c) Housing Services S-C 18 Feb-2025\***

There were no errors or omissions noted and the Minute was proposed by My Johnson, seconded by Mr O'Donnell and unanimously approved by the Management Committee.

**9. Business Arising From Minutes (Decision/Approval Required)**

There was no business arising from the minutes.

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10. **Ratification of all Minutes (Decision/Approval Required)**  
Ratification of all Minutes was proposed by Mrs Ramsay, seconded by Mr O'Donnell and unanimously approved by the Management Committee.
11. **Emergency decisions since last meeting (For information)**  
There were no emergency decisions required since the previous meeting.
12. **Launch and demonstration of Staff and Committee e-learning portal (SHARE in attendance)**  
The Chairperson welcome [REDACTED] to the meeting. The Chief Executive shared the background to the new Staff and Committee e-learning portal, where more bitesize training can be undertaken and is easily accessible from the iPads and the evening's demonstration would help members when training is instructed.  
  
[REDACTED] shared an onscreen demonstration of the system and stated that feedback is welcome at any point. It was noted that bespoke training could also be added.  
  
[REDACTED] entered the meeting at this point.  
  
[REDACTED] was thanked for a great overview and left the meeting at this point.
13. **Staffing Report**
  - a) **EVH Wages Ballot\* (Decision/Approval Required)**  
The Chief Executive referred the Management Committee to the above correspondence circulated prior to the meeting which set out a proposal a multi-year deal on salaries covering 3 years which required the Association to vote on, as an EVH full member, as follows:
    - April 2025 – An increase of 4.0% on all salary points
    - April 2026 – An increase of October CPI + 1.5% (where CPI is between 1% and 4%)
    - April 2027 – An increase of October CPI + 1.5% (where CPI is between 1% and 4%)

Discussion ensued on various points and the following was noted:

    - The 2024 salary increase was a one-year deal
    - CPI below 1% or above 4% in 2026 and 2027 would mean restarting negotiations
    - Concerns over uncertainty in the case of potential 5.5% increases when the Regulator is stating an overall financial weakness in the sector
    - Concerns over the likelihood of contractors pushing the NI increase onto the Association
    - An understanding of the agreement attempting to alleviate cost-of-living pressures, to assist in staff retention and provide stability

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- Staff salaries are just one of the many costs covered by rents
- That a 3% increase was included in the budget but that there was headroom as had budgeted every member of staff being in the pension and there is a vacant staff post
- That although 3% was running through the budgets, the Association could accommodate the 3-year agreement, particularly with the most affordable rents in the area
- The potential for the Association to have to pay into a SHAPS pension scheme past-service deficit again from April 2026
- That it was a mixed bag in terms of what other full members that were in the Glasgow and West of Scotland Forum (GWSF) thought

The Chief Executive stated that an acceptance or rejection was required by 11 March and invited questions and discussion. The Management Committee was not in unanimous agreement of years 2 and 3. The Chief Executive suggested a vote, which would be extended to members not present, with the majority decision being submitted. Of those members present, 4 agreed, 2 disagreed and 1 abstained.

An email communication from the Chief Executive would be sent to all members and votes would be gathered in time for the ballot paper to be submitted back to EVH.

**b) EVH update – Feb 2025\***

The Chief Executive confirmed that the above report, circulated prior to the meeting, was for information only, and to let her know if anything was of interest or needed clarified.

**14. Draft CHA Power Budget and Price Review 2025/26\*  
(Decision/Approval Required)**

The Chief Executive referred to the above report circulated prior to the meeting and provided some background on CHA Power Ltd for the benefit of newer members including some instability over the past few years following 7 years of price freezes.

The Management Committee noted that an increase in the weekly cost to CHA Power residential customers was proposed, from £15.75 to £16.22 per week, an increase of 3%. The Chief Executive stated it is upheld that CHP customers are still benefiting from affordable running costs for unlimited heat and hot water. The Management Committee noted a proposed increase to the Church charges also.

The Management Committee noted that the Association's consultant had provided comprehensive data of predicated usage which the Chief Executive had taken cognisance of when preparing the budget and with the increase a projected planned income of c. £449k is expected with a planned surplus of c. £49k. It was acknowledged that whilst rent had been increased by 4.5%, service charges had been frozen for 2025/2026, no increase in CHA Power Ltd was taken lightly.

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The Management Committee noted that c. £130k had been spent in the year to enhance the system which has increased efficiency, with the generator now operating at 90% capacity.

The Chief Executive stated that due to a new Scottish Government Framework, gas prices could show a c. £40k saving on the current year. An interest amount of c. £4k was noted with an overall surplus of <£5k.

The Management Committee commented it was a realistic and reasonable increase.

The Chief Executive concluded by confirming a healthy cash balance and good reserves. The Draft CHA Power Budget 2025/2026 was unanimously agreed by the Management Committee. The Management Committee noted that letters will be sent out to all customers notifying them of the increase, providing 28 days' notice.

**15. Shared Ownership buy back – Glasgow Rd\***



**a) Glasgow Road\* (Decision/Approval Required)**

The Chief Executive referred to the above and a request from a sharing owner for the Association to buy back their 25% share [REDACTED].

The Management Committee noted the expected share value, based on 6 similar properties whilst the District Valuer's Report is awaited. It was proposed, following an inspection by a Maintenance Officer, that the draft CHA offer could be £18,165 (25% of 75k) due to repairs of c. £500 being required [REDACTED]. It was noted, in addition to the above, the sharing owner undertook to install required new internal fire doors.

The Chief Executive highlighted the following:

- The one-bedroom property will begin to contribute to the income stream after year 15, well within the 30-year period outlined in the Policy
- The 1-bedroom purchase will be with a sitting tenant
- There are currently no rent arrears, no adverse housing management issues envisaged, and no factoring or maintenance concerns predicted
- The block already has a mix of CHA tenants, factored owners and sharing owners
- A capital purchases budget is available (c. £68k)

The Chief Executive recommended the buy-back given that it meets with all the Policy requirements and invited questions. There were none and the Management Committee unanimously agreed to offer up to £18,165 to purchase the 25% share of the property.

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**16. Bad Debt Write Offs – Rents\* (Decision/Approval Required)**

The Chief Executive referred to the above draft policy/report prepared by the Head of Housing Services which followed on the Monday prior to the meeting. It was noted it was an annual Policy review and report which comes to the Management Committee each year to allow former tenant write offs to be included in the ARC which reports on the period to 31 March.

The Management Committee was directed to table 1 on page 5 and noted it was proposed that there are £3,162.43 in former tenant credits to be written off comprising of 14 credits ranging from £0.60 to £1,690.67.

The Management Committee was directed to table 2 on page 6 and noted it was proposed that £21,191.33 of former tenant arrears to be written off after all avenues of contact have been exhausted, from 19 cases ranging from £0.10 to £4,153.37, representing 38% of all former tenant arrears (£54,931). The Chief Executive noted that <£40k is generally average. Whilst the Management Committee was disappointed it was 6% higher than the previous year, the Chief Executive did express that the nature and number of arrears cases was volatile and all actions had been taken.

The Chief Executive invited questions and it was asked if it was a housing benefit overpayment, would this be returned to the Council. The Chief Executive stated that it would and there is always a clear audit trail if it is a genuine debt to be repaid.

The Chief Executive summarised by confirming it is an accounting requirement to write off debts and credits but that although debt is written off, in accordance with the Policy, it will continue to be pursued where possible, such as if another landlord approaches the Association for a reference and debt was outstanding.

The Management Committee unanimously agreed the Policy/report and all write offs as detailed.

**17. General Maintenance Report\* (Decision/Approval Required)**

The Chief Executive referred to the Housing Service Manager's report circulated prior to the meeting and highlighted that 2 decisions were to be considered at a) and b) where information was received after the Housing Services Sub-Committee meeting.

**a) Electrical Contract 2025-2030 – Appointment of contractor (Decision/Approval Required)**

The Chief Executive referred to the tender report included at Appendix 1 and confirmed a price of [REDACTED] (exclusive of VAT) had been received for the above works via the Scottish Procurement Alliance's Refurbishment and Modernisation (workstream 2) framework and a direct award to Magnus Electrical Solutions Ltd was recommended. The Chief



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Executive confirmed all due diligence had been completed and the contractor provided a high standard of work and value for money.

It was noted through the breakdown on spend versus budget set on the 5-year programme, that overall there is a variance of ( ) with c. ( ) seen in year 1. As such, the Management Committee noted that other non-essential works in year 1 would commence near the end of the financial year and in future years, all rent calculations will include the contract amounts to ensure they are included in long-term plans.

The Management Committee unanimously agreed to the proposal.

**b) Request for Decant (Decision/Approval Required)**

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( )  
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( )

**c) Insurance Claims for Storm Damage (For information)**

The Management Committee noted that the loss adjuster has assigned a ( ) reserved against the repairs noted on a site visit following Storm Eowyn on 24 January. The Chief Executive confirmed that a large proportion of the repairs ( ). It was noted at the higher amount, the renewal quotes were likely to be significantly higher. A further update will be provided in March.

**d) Electrical Failure (For information)**

The Management Committee noted the unusual circumstances surrounding an electrical failure being recorded against a property, where the contractor was unable to locate the fuse for the property. The Chief Executive confirmed that the Scottish Fire & Rescue Service has been updated on the matter and contact has been made with Scottish Power to investigate further but in the meantime staff have been on-site investigating in common areas to assist the search.

**18. Focus on Governance/Risk\* (For information)**

**a) Notifiable Events Register\***

The Chief Executive referred to the above report circulated prior to the meeting and it was noted that there have been no new Notifiable Events recorded on the portal since the last meeting and none remain outstanding as the previous case was closed on 06/02/25 following the assurances provided by the Association.

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**b) CHA Governance Improvement Plan\***

The Chief Executive referred to the Improvement Plan which was circulated prior to the meeting and it was noted that items in green had been completed. The Chief Executive confirmed that with the launch of the online training portal, the bespoke governance masterclass in April and the governance review presentation by Northstar at the March meeting, the improvement plan would nearly be complete.

The Improvement Plan was noted by the Management Committee.

**19. MC Annual Training Information (For information)**

**a) Appraisal Report and Training Plan\* (SHARE in attendance to report)**

The Chief Executive introduced [REDACTED] and she was welcomed to the meeting. [REDACTED] thanked all members for participating so fully in the appraisal process, with great interactions and responses. Whilst it was noted a full appraisal report was provided, [REDACTED] shared the highlights in an on-screen presentation and the Management Committee noted each section and some examples of each, namely:

- Feedback on the induction process
- Motivations
- Highlights
- Living the values of CHA
- Succession planning

At this juncture, [REDACTED] did ask that members let the Chief Executive know if they would be interested in key roles, as the results were anonymised, to assist with Succession Planning.

- Chairperson's appraisal
- Regulatory Framework
- Recommendations

The Management Committee noted the 4 recommendations received and the suggestions for putting these in place.

It was noted that [REDACTED] would now provide a summary of the report and suggestions for individual learning plans. [REDACTED] was thanked for her presentation and left the meeting at this point.

**20. Intranet**

All members were asked to check their iPads to ensure continued access to the Association's Intranet.

**21. Signing of Minutes**

The Chief Executive had noted that the use of electronic signatures is ongoing.



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<u>ACTION</u>	<div>22.   <b>Date and Time of Next Meeting/Training Session</b> Per the schedule.</div> <div><u>Meeting closed.</u></div> <div>Checked by:    <u>LL</u></div> <div>Date:            <u>21.03.2025</u></div> <div>APPROVED   .....</div> <div>PROPOSED   .....</div> <div>SECONDED   .....</div> <div><b>LL/SF</b></div> <div>* Indicates report issued with agenda</div>
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