



**Minute of Virtual Management Committee Meeting
held on Thursday 24 September 2020 at 6pm**

PRESENT: Mr G Maguire, Chair
Ms A Martin, Member
Mr C Quigley, Member
Mrs A Connelly, Member
Mr S Kalonji, Member
Ms D McKenzie, Member
Mr Z Khan, Member
Mr W Pritchard, Member

IN ATTENDANCE: Ms F McTaggart, Chief Executive
Ms C Quinn, Director of Corporate Services - Secretary
Mrs V Marshall, Corporate Services Officer

At this point the current Chairperson handed the meeting over to the CEO for the selection of Officer Bearers.

The CEO advised that prior to the start the meeting, Members present were required to select the office bearers of the Management Committee for 2020-21.

Selection of Office Bearers

- a) The CEO requested nominations for the role of Chair. Mr G Maguire nominated Mr T McArthur and Mrs A Connelly seconded the nomination. Following discussion this was unanimously agreed by Members. Mr T McArthur was not present at the meeting but had advised of his willingness to stand for Chair of the Management Committee.
- b) The CEO asked for nominations for the role of Vice Chair. Mr G Maguire and Mr W Pritchard were both nominated and seconded for this role. It was then taken to a vote, followed by a show of hands. The outcome was 2 Members voted for Mr G Maguire and 6 Members voted for Mr W Prichard resulting in Mr W Pritchard being offered and accepting the role of Vice Chair.
- c) The CEO informed Members present that Miss G Hay had resigned in her role as Secretary of the Management Committee.

The CEO suggested that as Ms C Quinn, Director of Corporate Services has been acting Secretary since May 2020 she be permanently appointed to the role.

The CEO explained her reasons for this suggestion stating that when signatures are required on documents urgently or Special Meetings are required, it would be easier for Committee if a staff Member is available to carry out these requests.

The CEO reiterated that she was not recommending this proposal. However, informed Members that many other RSLs have appointed a staff member as Secretary for reasons of convenience for all involved. Following discussion the CEO requested nominations for the role of Secretary. Ms C Quinn, Director of Corporate Services was nominated by Mr C Quigley and seconded by Mr W Pritchard. This was unanimously supported by the rest of the Management Committee. Ms C Quinn, Director of Corporate Services accepted the role as Secretary.

Actions
The Management Committee selected the office bearers of the Management Committee, namely: Mr T McArthur as Chair, Mr W Pritchard as Vice Chair and Ms C Quinn, Director of Corporate Services as Secretary.

At this point the meeting was passed over to the new Vice Chair, Mr W Pritchard, to Chair the meeting, as the newly elected Chair, Mr T McArthur was not present.

1.0 Apologies

- 1.1 The Chair advised that apologies had been received from Mr T McArthur, Ms K Russell and Redacted for confidentiality purposes

2.0 Declarations of Interest, Gifts and Hospitality

- 2.1 Mr C Quigley declared that he was a Director of the HOME Team Board. The CEO declared that she was also a Director of the HOME Team Board and CEO of the Group. She would report on matters related to the HOME Team however would not vote on any decisions.
- 2.2 There were no declarations of gifts and hospitality.

3.0 Declaration of Receipt and Understanding

- 3.1 Members confirmed receipt and understanding of their papers.
- 3.2 At this point Redacted for confidentiality purposes informed Members that he was having trouble at home viewing the documents for all meetings on his VBR and had to move himself outside of the Govan Area to be able to gain access to the reports.

The CEO advised that he contact the IT team who will support him to rectify this problem.

Following a discussion regarding access problems to Zoom, it was noted that several Members attending had been kicked out during the course of today's meetings and had to re-join. The Director of Corporate Services advised that she will look into this matter.

4.0 Minutes for Approval

4.1 The minutes of the Management Committee Meeting held on 27 August 2020 were approved by Mr G Maguire and seconded by Ms D McKenzie as a true reflection of the meeting.

4.2 Matters Arising

The CEO provided Members with an update on the following items contained within the Action Plan.

- Action Plan – Point 8
Redacted for confidentiality purposes
- Action Plan – Point 10

Redacted for confidentiality purposes

4.3. The minutes of the Operations Sub-Committee meeting held on the 14 May 2020 were for information only.

Discussion points:
N/A

Action notes:
Action plan to be updated.

For redaction: 4.2

5.0 Reports for Decision/Approval

5.1 Monthly Governance Report

The Director of Corporate Services presented the monthly Governance report, taking Members in detail through the content of the report and highlighting the following points.

5.1.1 Notifiable Events

The Director of Corporate Services advised that there are several notifiable events that remain live and confirmed that the Regulator has not asked for any further information on these. The CEO informed Members that she will

contact the Regulator and ask them to confirm that they can now be closed off on the Regulator's portal.

5.1.2 Complaints

There has been one complaint reported to the SPSO as detailed in section 5.3 of the report. The outcome will be reported to Members when received.

5.1.3 Management Committee Membership – Recruitment

One member of the Management Committee is on a Leave of Absence. Redacted for confidentiality purposes however remain a Member of the Management Committee.

5.1.4 Management Committee Training

Management Committee training has been placed on hold until after the COVID-19 crisis.

5.1.5 Management Committee Attendance

The attendance for the Management Committee meeting held on 27 August 2020 was 66.7% against a target of 80%.

5.1.6 Tenant Services Improvement Group – Update

There has now been 6 new members recruited to this group who all live locally. The first meeting is scheduled for today, a full update will be provided to the Management Committee next month.

5.1.7 Health and Safety Update

The Association is continuing using the services of David Purdon CMIOSH, Health & Safety Consultant, Ross International Safety Company who is working his way through various manuals and risk assessments we have asked him to review.

5.1.8 Annual Assurance Statement

Evidence to support our Assurance Statement assessment is continuing to be gathered and progress is reported in detail to the Audit Sub-Committee. It has now been proposed to undertake a full Assurance meeting prior to the submission date of the Assurance Report, which has been extended until November of this year. A date for this meeting will be sent out to Members in due course.

5.1.9 Use of Seal

There has been no use of the Association's seal

5.1.10 Shareholder Application

There has been no new shareholder applications received since the last report.

5.1.11 Other Governance Matters

Scottish Housing Regulator – COVID-19 Guidance

The Regulator has issued updated guidance regarding Annual Assurance Statements as detailed in point 14.1 of the report.

Publication of Scottish Housing Charter performance by landlords

The Regulatory Framework has previously advised that the timescale to submit the Annual Return of the Charter (ARC) for 2019/20 has been extended to the end of July 2020 due to the pandemic. A following submission of the ARC is now required as landlords must now report on their performance in achieving or progressing towards the Charter incomes and standards to their tenants and other services users. Therefore there has been a further extension in the timescale for submitting this report from the end of October to the end of December 2020.

Publication of Engagement and Regulatory Status

The publishing of the updated Engagement Plans for landlords at the end March 2021 will include a Regulatory Status in the new Engagement Plan for each Registered Landlord.

Equalities and Human Rights

The Scottish Housing Regulator will give time for the development, by the sector, of guidance on equalities and human rights in social housing. The Regulator will start assessing landlords compliance with the requirements on equalities and human rights from 1 April 2021. Due to the COVID-19 pandemic the production of this guidance has been slowed down and that we have to include an update on this matter in the AAS that they will provide us with in October 2021.

Ian Brennan – Social Housing Scottish Annual Conference 15 September 2020

The Director of Corporate Services advised Members of the key points contained within the speech presented by Ian Brennan member of the Social Housing Resilience Group as detailed within Appendix 1 of the report.

The Director of Corporate Services highlighted the six risks that will be focused on during the annual assessment being published in November 2020. The Corporate Team will produce a report summarising these risks on how we meet the compliance required and this will be presented to Members along with the Assurance Statement.

Discussion points:

N/A

Action notes:

Following discussion, Members noted and approved the Monthly Governance Report.

For redaction: 5.1.3

5.2 Monthly Housing Management Report

5.2.1 The CEO advised that the Association was looking for approval to Redacted for confidentiality purposes

5.2.2 The CEO explained that the Association has done everything possible to find former tenants that have left with a credit and when all avenues have been exhausted the Association is left with no option other than to write off the credit from our accounts.

5.2.3 The CEO advised that the Association was seeking approval to instruct Mainstream Consultants to explore the options available for Jim Stephen House. This will involve short term, medium term and long term options which will primarily focus on alternative housing support options but may also include 'long term' considerations and physical remodelling of the building as detailed in point 6 of the report.

Discussion points:

N/A

Action notes:

Following discussion, Members approved the former tenant bad debts and credit write offs as well as the appointment of Mainstream Consultants to carry out an options appraisal of Jim Stephen House. Members noted the content of the Monthly Housing Report

For redaction: 5.2.1

5.3 Property Services Report

5.3.1 The CEO presented the monthly Property Services report and noted that tenant and resident safety report was included at Appendix 1. This information is required in support of the Assurance Statement.

5.3.2 The CEO advised in relation to 5.3 of the report regarding the Smoke and Heat Detection contract, the Association was experiencing limited access to properties to carry out this work. The Association is now using the same letter to tenants as is uses for the annual gas servicing, as it is a legal requirement and forced access will be implemented if required. It was noted that this system has improved the access situation and that targets will be back on track by the end of November 2020.

- 5.3.3 The CEO informed Members that in relation to point 5.6, in the time since the report has been written, Redacted for confidentiality purposes have now pulled out of the Shopfront Improvement contract.

Discussion points:

Question: A member asked if it was legal to force entry to properties to carry out this type of service.

Response: The CEO confirmed that the Association has taken legal advice on this matter and was advised that this could be carried out as having the new heat and smoke detector fitted is a legal requirement.

Action notes:

Following discussion, Members noted the update and content of the report.

For redaction: 5.3.3

5.4 Monthly Policy Report

- 5.4.1 The Director of Corporate Services informed Members that there was one revised policy and one revised document for approval.

- 5.4.2 The Director of Corporate Services advised that the Code of Conduct for Governing Body Members has been revised in line with the SFHA model and aligns with the requirement of the Rules. The Director of Corporate Services then proceeded to highlight the changes to Members as detailed within Appendix 1 of the report.

- 5.4.3 The Director of Corporate presented the new version of the Committee's Declaration of Interest as detailed in Appendix 2 of the report

- 5.4.4 The Director of Corporate Services informed Members that a copy of both of the documents would be posted to them following Committee approval. Members will then be required to complete and sign the documents and return to Corporate Services for record keeping purposes in the pre-paid envelope that will be provided.

Discussion points:

N/A

Action notes:

Following discussion, Members noted and approved the Monthly Policy Report.

For redaction: N/A

5.5 Update on Cycling Hub

5.5.1 The CEO advised that the Association was seeking approval from Members to purchase an additional 10 bikes, suitable security and safety equipment for the Cycle Hub. This money will match fund the resources already received from Clyde Scotland.

5.5.2 The CEO informed Members the expenditure of Redacted for confidentiality purposes detailed in point 7 of the report will be taken from the Association's Wide Role Budget and no approval from Members was required. The CEO did however recommend that the report be presented to Committee for endorsement of the proposal.

5.5.3 The CEO advised that these additional bikes will also be used by staff as part of a Team Building exercise on Wednesday afternoons when the office is closed. Due to the recent COVID-19 restrictions implemented by the Government, only front line staff are allowed to work in the office and the remainder of staff were having to work full time at home for the foreseeable future.

Discussion points:

Question: A Member asked where the bikes will be stored.

Response: Redacted for confidentiality purposes

Action notes:

Following discussion Members endorsed the purchase of additional bikes from the wider role budget.

For redaction: 5.5.2

5.6 Committee Disclosure Scotland

The Director of Corporate Services advised that there was a discussion around the sector on whether a charity with trustees should undertake a Disclosure Scotland check and confirmed that this check has never been carried by any RSLs before. The feedback from RSLs has been very mixed and the decision will be passed to Committee to decide if they wished to proceed and implement a basic disclosure check that shows any unspent convictions be carried out for all new and existing Members.

The proposal was put to the vote and was unanimously approved for all new and existing Members of the Committee to undergo a basic Disclosure Scotland check.

Discussion points:

Action notes:

Following discussion and vote, Members approved the introduction of basic Disclosure Scotland checks for new and existing Members of the Committee

For redaction: N/A

6.0 Reports for Discussion/Information

6.1 Financial Management Report for the 5 months to August 2020

6.1.1 The CEO advised Members that going forward it will only be the Director of Corporate Services and herself that will be presenting reports at future meetings.

6.1.2 The CEO advised that the Head on Finance/IT had provided Members with a comprehensive Financial Management Report for the 5 month period to the end of August 2020 along with the 5 following detailed appendixes:-

- Statement of Financial Position (Appendix 1)
- Statement of Comprehensive Income (Appendix 2)
- Office Overheads Breakdown (Appendix 3)
- Key Finance Performance Indicators (Appendix 4)
- Statement of Cash Flow (Appendix 5)

6.1.3 The CEO requested that Members note in advance any questions they may have on the accounts so they can be discussed at Management Committee meetings.

Discussion points:

Action notes:

Following discussion, Members noted the Financial Management Report for the 5 months to August 2020

For redaction: N/A

6.2 HOME Team Financial Management Report for the 5 months to August 2020

6.2.1 The CEO reiterated that the Head on Finance/IT has provided Members with a comprehensive HOME Team Financial Management Report for the 5 month period to the end of August 2020 along with the following detailed appendixes:

- Statement of Financial Position (Appendix 1)
- Statement of Comprehensive Income (Appendix 2)
- Direct Maintenance Breakdown (Appendix 3)
- Office Overheads Breakdown (Appendix 4)
- Statement of Cash Flow (Appendix 5)

The CEO highlighted point 4 of the report in relation to income and advised that although it was showing Redacted for confidentiality purposes

Discussion points:

Action notes:

Following discussion, Members noted the HOME Team Financial Management Report for the 5 months to August 2020

For redaction: 6.2.1

6.3 Annual Internal Audit Plan 2020-21

6.3.1 The Director of Corporate Services advised that this is now a standing item on the agenda to allow Members to see the internal audits that are happening throughout the year.

6.3.2 The Director of Corporates Services confirmed that the following audits have now been completed:-

- Complaints Handling
- GDPR Compliance
- Payments

The Director of Corporate Services advised that final audits coming up in quarter 3 and quarter 4 of the plan are Performance Monitoring and Reactive Repairs. Both of these will be completed by the end of the financial year. It was noted that the audits will touch on the HOME Team and a separate report will be presented to the HOME Team Board and will also be reported for information to the Management Committee.

Discussion points: N/A

Action notes:

Following discussion, Members noted the update on the Internal Audit Report 2020/21

**For redaction:
N/A**

7.0 Any Other Competent Business

7.1 Glasgow Action for Pensioners

7.1.1 Redacted for confidentiality purposes

7.2 Thenue Housing Mural takes shape in Glasgow

7.2.1 The CEO advised that she has brought the report from Thenue Housing on their Mother of Glasgow mural for Members to view, as it is now part of the Glasgow Mural Walk.

7.2.2 The CEO informed Members that a mural wall may be something Committee could consider commissioning for the Association's 50th Anniversary in 2021.

7.2.3

Redacted for confidentiality purposes

7.2.4 A discussion ensued and it was agreed that the CEO will speak to Thenue to find out details regarding artists and costs for the potential project.

Points:

Action notes: Following discussion, it was agreed that the CEO will contact Thenue Housing Association to discuss the artists and cost of their project.

For redaction: 7.2.3

7.3 Final Salary Pension

Redacted for confidentiality purposes.

7.3.1 Redacted for confidentiality purposes

Discussion points:
Question: A member asked what the cost will be to the Association.
Response: The Director of Corporate Services advised that she did not have the exact figure to hand however it was in the region of Redacted for confidentiality purposes This figure will now be reduced to approximately Redacted for confidentiality purposes
The Member was satisfied with this response and stated that he was happy to move ahead with the vote.

Action notes: Redacted for confidentiality purposes

For redaction: 7.3. / & action points

8.0 Date of Next Meeting

8.1 The date of the next Management Committee meeting is Thursday 29 October 2020 at 6.00pm.

CHAIRPERSON'S SIGNATURE:



.....

