



## **Minute of Management Committee Meeting held on Thursday 28 May 2020 at 3pm**

**PRESENT:**

- Mr G Maguire, Chair
- Ms A Martin, Member
- Mr C Quigley, Member
- Mrs A Connelly, Member
- Mr G Bernstein, Member
- Mr Z Khan, Member

**IN ATTENDANCE:**

- Ms F McTaggart, Chief Executive
- Ms C Quinn, Director of Corporate Services
- Mr R Dulin, Head of Finance
- Mr T McLeod, Head of Property Services
- Mr K McGinty, Head of HOME Team
- Ms M McColl, Assurance & Compliance Manager
- Ms N Salmon, Corporate Services Officer

At the start of the meeting the Chair advised that the agenda was very full and this may result in the standing orders being amended to extend the time of the meeting over the allotted 2 hours.

### **1.0 Apologies**

The Chair advised that apologies had been received from Mr S Kalonji, Ms D McKenzie, Mr W Pritchard and Mr T McArthur. Redacted for confidentiality purposes. Ms K Russell was experiencing technical difficulties and could not access the meeting.

### **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**

Members confirmed receipt and understanding of their papers.

## **4.0 Minutes for Approval**

### **4.1 Minutes of the Management Committee Meeting 27 February 2020**

#### **4.1.1**

Redacted for confidentiality purposes

Redacted for confidentiality purposes

### **4.2 Minutes of the Management Committee Meeting 9 April 2020**

Redacted for confidentiality purposes

### **4.3 Minutes of the Special Management Committee Meeting 28 April 2020**

4.3.1 The minutes from the special meeting held on 28 April 2020 were approved by Mr C Quigley and seconded by Ms A Martin as a true reflection of the meeting.

### **4.4 Matters Arising**

4.4.1 There were no matters arising.

### **4.5 Minutes of the Management Committee Meeting 30 April 2020**

4.5.1 The minutes from the meeting held on 30 April 2020 were approved by Ms A Martin and seconded by Mr C Quigley as a true reflection of the meeting.

### **4.6 Matters Arising**

4.6.1 There were no matters arising.

### **4.7 Minutes of the Special Management Committee Meeting 8 May 2020**

4.7.1 The Chair advised that the Minutes of the Special Management Committee on 8 May 2020 have been presented for approval and asked if there were any matters arising.

4.7.2

Redacted for confidentiality purposes

4.8 Matters Arising

4.8.1 The matters arising were discussed at 4.7.

4.9 Minutes of the Audit Sub-Committee Meeting 16 January 2020

4.9.1 The Chair advised that the Minutes of the Audit Sub-Committee meeting on 16 January have been presented for information only.

Redacted for confidentiality purposes

4.10 Minutes of the Operations Sub-Committee Meeting 16 February 2020

4.10.1 The Chair advised that the Minutes of the Operations Sub-Committee meeting on 16 February 2020 have been presented for information only.

4.11 Minutes of the HOME Team Board Meeting 4 May 2020

4.11.1 The Chair advised that the Minutes of the HOME Team Board meeting on 4 May 2020 have been presented for information only.

4.11.2

Redacted for confidentiality purposes

**Discussion points:**

. Redacted for confidentiality purposes

**Action notes:**

a.  
Redacted for confidentiality purposes

**For redaction: 4.1.1.-4.1.10 / 4.2.1-4.2.9 / 4.7.2 – 4.7.10 / 4.9.2 / 4.11.2**

## 5.0 Reports for Decision/Approval

5.1 Annual Return on the Charter

At this point the Director of Corporate Services sent a presentation to Members screens and advised that the CEO would discuss the presentation.

5.1.1 The CEO advised that the presentation would form part of the information being uploaded to the Regulator for the Association's ARC return.

5.1.2 The CEO presented each of the following areas of the ARC return:

- Staff numbers at the Association and Govan HOME Team, staff turnover, staff sickness
- Stock
- Repairs including Right First Time, Emergency Repairs and Non Emergency Repairs; Gas Safety Compliance; Repairs Satisfaction
- Scottish Housing Quality Standards
- Arrears including Write Offs and Court Actions; Rent Collected
- Allocations included Void Loss, Section 5 Referrals, and Tenancy Sustainment etc.

- Stage 3 Adaptations
- Complaints

5.1.3 The CEO advised that once figures have been released, the Association would benchmark against other landlords, Scottish Best Value Network and QEF.

5.1.4 The CEO noted that the ARC return will be submitted as per the original due date and that was thanks to the hard work of the Director of Corporate Services and the Assurance & Compliance Manager.

5.1.5 The Assurance & Compliance Manager asked Members to note a typo regarding the overall tenancy sustainment movement figure at slide 32 which should read 12.18 and not 6.14 as mentioned in the presentation.

**Discussion points:**

**Question:** In relation to turnover of staff mentioned at 5.1.2, Member 4 asked if the Committee should be worried about the turnover of staff.

**Response:** The CEO explained the reasons that staff had left and reassured Members that exit interviews were carried out and if there were any concerns they would be presented to the Staffing Sub-Committee.

**Question:** In relation to complaints mentioned at 5.1.2, Member 9 stated that the figure relating to stage 1 complaints was high and asked what they referred to.

**Response:** The Assurance & Compliance Manager responded that the large majority of them were front line resolutions and referred to communications. Apologies and an explanation is offered in resolution.

**Action notes:** Following the presentation, Members approved the ARC return.

**For redaction: N/A**

5.2 COVID-19 Risk Assessment Update

5.2.1 The CEO advised that much of the report will be covered in other agenda items and did not intend to read out the contents of the report.

5.2.2 The CEO did draw Members attention to the Arrears figure which was expected to be over £60,000 for this month however, the figure is £30,000. The CEO went on to say that it was hoped that following further easing of the lockdown measures staff would be able to visit tenants to deal with Arrears issues, Anti-Social Behaviour issues and any other issue that cannot be properly dealt with working from home.

**Discussion points:** N/A

**Action notes:**  
Following discussion, Members noted the content of the report.

**For redaction: N/A**

5.3 Govan HOME Team 5 year Projections 2020/21

- 5.3.1 The Head of Finance & IT advised that there were a few parts to the report including the 5 year projections but did not include the actual budget. As part of the projections, an estimated position at the end of March 2020 was used. This figure may change as a result of year end processes. However, it was unlikely to include any material changes.
- 5.3.2 The Head of Finance & IT drew Members attention to Section 4.1 of the report which detailed key budget information and advised that the original projections pre COVID-19 Redacted for confidentiality purposes
- 5.3.3. The Head of Finance & IT discussed the key projection assumptions for 2020/21 at Section 4.2 of the report based on current assumptions and latest information from the Scottish Government, this will be reviewed monthly. He then turned Members attention to Section 4.3 of the report going through in detail each contract and the resultant expected change in income from the previous projections prior to COVID-19.
- 5.3.4 The Head of Finance & IT advised that the variation in income Redacted for confidentiality purposes from the previous projections prior to COVID-19 related mainly to the kitchen, bathroom and window replacement contracts noting that due to the nature of the work the HOME Team would be unable to catch up the contracts during the year.
- 5.3.5 The Head of Finance & IT stated that HOME Team salary costs will be reduced by approximately Redacted for confidentiality purposes as most staff have been furloughed. He went on to say that overhead costs will not reduce significantly as rent and rates etc. will still require to be paid.
- 5.3.6 In relation to direct maintenance costs, the Head of Finance & IT advised that as contracts have been either reduced or delayed, this resulted in significant reduction in material costs of Redacted for confidentiality purposes. He noted that savings are being made in other areas such as hire of equipment etc. and the overall total saving is Redacted for confidentiality purposes.
- 5.3.7 With regards to Corporation Tax, the Head of Finance & IT advised that provision has been included for years 2020-21 onwards.
- 5.3.8 The Head of Finance & IT drew Members attention to Appendix 1 of the report noting that the cash in hand projections for the 5 year period was still anticipated to yield cash profits year on year despite the COVID-19 situation. The HOME Team was also well on target to pay off loans and be fully independent of the Association by the end of 2021/22.

**Discussion points:**

**Question:** With reference to expenditure, Member 7 asked what the costs related to regarding Consultant's and Advertising spends.

**Response:** The Head of Finance & IT replied that the Advertising projection for the year was Redacted for confidentiality purposes and this mainly referred to recruitment. The Consultant's fees Redacted for confidentiality purposes The Head of HOME Team advised that Consultant's (Quantity Surveyor's) were used in the management of some contracts to conduct monthly evaluations against the market of work carried out by the HOME Team, evaluations are then submitted to the Association for approval and subsequent payment application. This was the standard way that contracts will work moving forward.

**Question:** Member 7 stated that he understood that the price for a kitchen or bathroom was a standard price per property and this was included in the intercompany agreement. He asked what the additional cost was related to in regards of an overhead for valuation.

**Response:** The CEO responded that the Association still has to prove value for money. The Head of Finance & IT added that there were variations in property sizes and sizes of kitchens and bathrooms so individual prices may differ to the standard average. The Head of Property Services informed that there were also variations in work that the Consultant confirms and agrees.

**Question:** Member 7 asked what model was used in regards to the original Business Case for the HOME Team. What decision was made to have the HOME Team as a separate company sitting alongside the Association as opposed to building capacity internally to provide the service within the Association?

**Response:** The Head of Finance & IT replied that the HOME Team is not a charity and has access to expand their customer base which is of benefit to the Association in the years that the Association has little planned maintenance work. The CEO added that the terms and conditions of the Association would make it difficult for the HOME Team to work because of 40 days holidays etc. The CEO went on to say that there was not many organisations tendering for reactive and maintenance work. The CEO offered to hold a separate meeting with Member 7 to discuss the background to the creation of the HOME Team.

**Question:** With regards to the Landscaping & Estate Management Contract, Member 4 asked why tenants grass was not being cut.

**Response:** The CEO advised she had informed Members at the last meeting that she had phoned the Police and they had said that it was not essential travel. However, the CEO informed that relevant staff had been given notice they were being unfurloughed and the landscaping contract will recommence on Monday 1<sup>st</sup> June 2020.

**Action notes:**

Following discussion, Members noted the content of the report.

**For redaction: 5.3.2 / 5.3.4 / 5.5.5 / 5.3.6**

5.4 Govan Housing Association 5 year Projections 2020/21

5.4.1 The Head of Finance & IT advised that the cash position at the end of March 2020 was approximately Redacted for confidentiality purposes therefore the Association has sufficient funds to weather the current crisis. He went on to say that the anticipated surplus at year end Redacted for confidentiality purposes

5.4.2 With regards to key budget assumptions due to COVID-19, the Head of Finance & IT drew Members attention to Section 4.3 of the report going through each point in turn.

5.4.3 Moving on to Universal Credit and Rent Arrears, the Head of Finance & IT advised Members that Arrears figures in April 2020 have increased by Redacted for confidentiality purposes which is less than predicted. Universal Credit applications have risen by over 100 since the end of March 2020 and it was anticipated that this will have an impact on Arrears figures in May and June 2020. The Head of Finance & IT noted that in the projections, he has increased the Arrears figure by a further Redacted for confidentiality

purposes as a worst case scenario, although he did not expect that figure to be realised.

- 5.4.4 The Head of Finance & IT discussed the contractual maintenance costs at Section 4.5 of the report and advised that the total expected reduction in expenditure is projected to be approximately £1.14m.
- 5.4.5 The Head of Finance & IT advised that overheads would not change significantly. However, there was a saving in salary costs of Redacted for confidentiality purposes due to furloughing a small number of staff.
- 5.4.6 With reference to cash flow projections, the Head of Finance & IT stated that by the end of 2020/21, it is projected to rise by Redacted for confidentiality purposes, mainly due to the reduced expenditure on maintenance costs of Redacted for confidentiality purposes and provision set aside for rent loss bad debts and increased arrears. The cash flow position for the 5 years includes Redacted for confidentiality purposes loan financing for window replacements. At the end of year 5 it is anticipated that there will be Redacted for confidentiality purposes cash in the bank.

**Discussion points:**

**Question:** Member 4 asked if the Water Row development project was out of the question.



**Response:** The Head of Finance & IT replied that Water Row has not been included in the projections. The CEO added that Water Row is not included in the business plan and we will not know what is happening with the project until after the current crisis. The project has not yet been presented to Management Committee to decide if it is to be taken forward.

**Question:** Member 4 asked if the banks could change the conditions of the Association's loans.

**Response:** The Head of Finance & IT advised that the Royal Bank of Scotland have been keen to get the Association's loans. All loans may be renegotiated in order to get a better deal on the Redacted for confidentiality purposes required for the window replacement contract.

**Action notes:**

Following discussion, Members noted the content of the report.

**For redaction: 5.4.1 / 5.4.3 / 5.4.5 / 5.5.6**

*At this point in the meeting the Chair sought Members permission to amend the standing orders and extend the meeting past the allocated 2 hours. Members unanimously agreed.*

5.5 Rathlin Street Roof Legal Update Report

5.5.1 Redacted for confidentiality purposes

**Discussion points:** Redacted for confidentiality purposes

**Action notes:** Redacted for confidentiality purposes

**For redaction: 5.5.1 – 5.5.8 / all discussion points / all action notes**

5.6 Interim Assurance Statement Report

5.6.1 The Assurance & Compliance Manager presented the Interim Assurance Statement Report reminding Members that the purpose of the report was to provide Management Committee with the confidence and assurance that the Association is providing good governance as per the regulatory standards required. The Assurance Statement will be presented again in October 2020.

5.6.2 The Assurance & Compliance Manager advised that the Interim Assurance Statement looked at all evidence received by the Management Committee since 31 October 2019 including reports, legislative returns, regulatory returns, sub-committee reports etc. and mapped where they fitted in to Assurance Statement in order to provide Management Committee with the assurance required to manage the organisation.

5.6.3 The Assurance & Compliance Manager drew Members attention to the summary on pages 1 and 2 of the report which details the findings of the review.

5.6.4 The Assurance & Compliance Manager noted that section SG2 has been re-evaluated following the review and the scoring matrix amended from 3 to 2. The Regulator has been notified and provided with relevant documentation and a notifiable event has been opened. The Regulator has reviewed and assessed the documentation and is satisfied that the Association is providing good governance throughout the organisation.



- 5.6.5 The Assurance & Compliance Manager advised that both sections AN3 and OC1 have been re-evaluated following the review and the scoring matrix amended from 2 to 3 for the reasons listed in the report.

**Discussion points:** N/A

**Action notes:**

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

**For redaction:** N/A

5.7 Audit Sub-Committee Composition & Membership

- 5.7.1 The Chair of the Audit Sub-Committee advised that the composition has been changed to include the Chair of the Association being able to become a member of the Audit Sub-Committee.

- 5.7.2 The Chair of the Audit Sub-Committee noted that an annual report will be produced and presented to the Management Committee in August, to coincide with the Auditors report.

- 5.7.3 The Chair of the Audit Sub-Committee advised that the next internal audit will focus on GDPR and will be followed by an ICT audit if the lockdown has been eased and technology allows. These audits will provide Management Committee with performance information relating to information governance and information security.

**Discussion points:** N/A

**Action notes:**

Following discussion, Members noted the content of the report.

**For redaction:** N/A

## 5.8 Housing Services Report

- 5.8.1 The CEO advised that little has altered in the Housing Services report from the previous month. Redacted for confidentiality purposes
- 5.8.2 In relation to voids, the CEO reported that 6 voids have been passed to Glasgow City Council Homeless Team for temporary accommodation. The CEO advised that the report included information regarding all other voids and their current position as well as where they are located so that Members can see the influence the current COVID-19 crisis has been having on void properties in regards to housing.

**Discussion points:** N/A

**Action notes:**

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

**For redaction:** 5.8.1

## 5.9 Property Services Report Including H&S Return to Work

- 5.9.1 The Head of Property Services presented the Property Services Report noting that there are no plans by the Regulator to extend the EESSH deadline (Dec 2020) or the fire safety deadline (Feb 2021). The Association is currently lobbying the Regulator to extend the fire safety deadline by 3-6 months.
- 5.9.2 The Head of Property Services advised that it was still the intention to try and meet the fire smoke alarm installation target to bring in income to the HOME Team to offset against the reduction in revenue caused by the delay to the window installation contract.
- 5.9.3 The Head of Property Services drew Members attention to the changes to SHQS technical guidance as detailed in Section 5 of the report.
- 5.9.4 In relation to Health and Safety at Work, the Head of Property Services advised that in preparation for future changes to easing of lockdown restrictions, David Purdon, CMIOSH, Ross International Safety Company, the Association's H&S Consultant has been engaged to provide advice on changes required by the HOME Team and Housing Association in order to comply with Scottish Government COVID-19 requirements to ensure the health and safety of staff and the public.
- 5.9.5 The Head of Property Services noted that paragraph 6.3 of the report detailed some of the points currently being considered for implementation on return to work by staff. The Association's COVID-19 specific risk assessments have helped shape the H&S measures being adopted and will assist the Association and HOME Team prepare for stage 2 of the Scottish Government route map for moving out of lockdown.
- 5.9.6 The Head of Property Services informed that in regards to the Tenant and Resident Safety Report at Appendix 1, there was little change due to the restrictions of lockdown.
- 5.9.7 With reference to the Quarterly Assurance Report at Appendix 2, the Assurance & Compliance Manager advised that that the report was designed to work in tandem with the Interim Assurance Report and focuses specifically

on operational processes in order to provide the Management Committee with assurance that processes have been fully scrutinised.

#### 5.9.8 . Redacted for confidentiality purposes

**Discussion points:**

Member 4 advised that the bin room that has previously been on fire at 41 Elphinstone Place was full and in danger of going on fire again. The Head of HOME Team responded that he will arrange for staff to clear the area the next day.

**Action notes:**

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

**For redaction: 5.9.8**

#### 5.10 Chiene + Tait Pension Reports

- 5.10.1 The Chair proposed that the Chiene + Tait Pension Reports be deferred and a Special Management Committee meeting arranged due to the number of staff present. Members agreed.

**Discussion points:** N/A

**Action notes:**

Discussion deferred and a Special Management Committee meeting to be arranged.

**For redaction: N/A**

#### 6.0 Reports for Discussion/Information

##### 6.1 Monthly Governance Report

- 6.1.1 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.

##### 6.1.2 Notifiable Events

The Director of Corporate Services advised that Appendix 1 of the report contained an extract from the Notifiable Events Register providing Members with an outline of all Notifiable Events either live or closed. The Director of Corporate Services noted that the last entry in the register, entry 1003924, will now be closed as the Regulator was satisfied with the information provided.

### 6.1.3 Complaints

There are no complaints currently under investigation by the SPSO. The Director of Corporate Services informed that Appendix 2 of the Report contained the Complaints Handling Outcome Report and drew Members attention to the learning outcomes and areas for improvement.

### 6.1.4 Management Committee Membership – Recruitment

Recruitment of additional Members has been placed on hold until after the COVID-19 crisis.

### 6.1.5 Management Committee Training

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

### 6.1.6 Management Committee Attendance

The attendance for the Management Committee meeting held on 30 April 2020 was 79.6% against a target of 80%.

### 6.1.7 Tenant Services Improvement Group – Update

The meetings of this group have been placed on hold until after the COVID-19 crisis.

### 6.1.8 Health and Safety Update

Health and Safety covered under Section 5.9 of the agenda. No additional updates or matters of concern to report.

### 6.1.9 Annual Assurance Statement

Members have been provided with an Interim Assurance Report covered under Section 5.6 of the agenda.

### 6.1.10 Use of Seal

The seal has not been used since the last meeting.

### 6.1.11 Shareholder Application

There have been no new shareholder applications since the last meeting.

### 6.1.12 Other Governance Matters

Scottish Housing Regulator Monthly Return

The Scottish Housing Regulator monthly return has been submitted on time.

Social Housing Resilience Group

The Scottish Housing Regulator is part of the newly formed Social Housing Resilience Group along with other sector leaders such as the SFHA. A link to the Group was provided in the report.

#### Scottish Housing Regulator Governance Question

The Regulator was recently the subject of questions from the Local Government & Communities Committee of the Scottish Parliament over the Regulator's approach to governance and engagement. The Regulator's response was provided in Appendix 3 of the report.

**Discussion points:** N/A

**Action notes:**

Following discussion, Members noted the content of the report.

**For redaction:** N/A

#### 6.2 HOME Team Performance against Business Plan

6.2.1 The CEO advised that the HOME Team Board has met today and the papers that were submitted to the HOME Team Board were included as part of the Management Committee papers for information purposes. The HOME Team 5 year projections 2020/21 have been covered under Section 5.3.

#### 6.3 Govan HOME Team – Contract Re-Start & Review of Business Plan

6.3.1 The Head of HOME Team advised that information regarding the restart of HOME Team contracts has been previously covered under Sections 5.3 and 5.8 of the agenda.

6.3.2 The Head of HOME Team drew Members attention to Section 5 of the report which related to the creation of the HOME Team in the Association's Business Plan of October 2016 along with the financial growth and projections of the HOME Team in the first 3 years.

6.3.3 The Head of HOME Team advised that there were 6 headline objectives set out for the HOME Team, namely:

- A growing DLO increasing in size from 21 FTE to 54 FTE with opportunities for permanent employment and advancement for the existing workforce.
- Positive cash situation of Redacted for confidentiality purposes before corporation tax for the 5 year period.
- A positive surplus in each year ranging from Redacted for confidentiality purposes Total management free return to GHA Redacted for confidentiality purposes.
- Annual tax free gift aid from the Redacted for confidentiality purposes
- A VAT saving of Redacted for confidentiality purposes over the 5 years

- 6.3.4 In relation to staff head count, the Head of HOME Team reported that the figure was currently 43 which is slightly behind target. However the number would have been 48 if contracts had not been delayed or suspended due to the COVID-19 crisis. The numbers will increase once contracts recommence.
- 6.3.5 The Head of HOME Team advised that in relation to the table taken from the 2016 Business Plan detailing timescales for contracts to be carried out by the HOME Team, there has been a couple of contract slippages going on to explain the reasons as noted in paragraph 5.3 of the report. The Head of HOME Team then provided an update regarding the actual timelines for contracts that have commenced or are due to commence.
- 6.3.6 Redacted for confidentiality purposes
- 6.3.11 The Head of HOME Team drew Members attention to appendix 1 of the report which detailed the business restart action plan following the COVID-19 crisis.

**Discussion points:** N/A

**Action notes:**

Following discussion, Members noted the content of the report.

**For redaction: 6.3.6 – 6.3.10**

#### 6.4 Bi-Annual Review of Treasury Management

- 6.4.1 The Head of Finance & IT presented the Bi-Annual Review of Treasury Management report advising Members that the report was designed to provide the status of cash balances and covered interest rates, current borrowings, loan covenants and cash flow.
- 6.4.2 The Head of Finance & IT drew Members attention to interest rates at section 4 of the report noting that interest rates are currently very volatile. Some of the Association's loans are on variable rates and were subject to change depending if interest rates increased or decreased. Interest rates were likely to remain unstable throughout the year. The Head of Finance & IT explained how any increase in interest affected the Association's Treasury Management's position and stated that the Association was keeping the budget figure at 2% interest rate.
- 6.4.3 The Head of Finance & IT advised that the status of the Association's current borrowing's as at 31 March 2020 was detailed in section 5 of the report, explaining that of the Association's Redacted for confidentiality purposes The Head of Finance & IT then went on to discuss in detail various aspects of current borrowings as described in paragraphs 5.2 to 5.7 of the report.
- 6.4.4 The Head of Finance & IT advised that loan covenant information is provided to Management Committee as part of the monthly management accounts to show that month on month the Association remains on target. The Head of Finance & IT then went on to provide estimated covenant figures for March 2020 and stated that the Association was not in danger of breaching any covenant's.

- 6.4.5 In relation to cash flow, the Head of Finance & IT advised it was an indication of the cash balances in the bank and went on to explain the current position as detailed in section 7 of the report.
- 6.4.6 The Head of Finance & IT concluded that overall, Treasury Management was in a good position.

**Discussion points:**

**Question:** Member 4 asked if the HOME Team had started paying their loan back to the Association.

**Response:** The Head of Finance & IT explained what the HOME Team paid the Association every month in relation to intercompany agreements, invoices etc. and advised that Redacted for confidentiality purposes.

**Action notes:**

Following discussion, Members noted the content of the report.

**For redaction: 6.4.3**

6.5 Lyceum Planning

- 6.5.1 The CEO advised that the owner of the Lyceum has submitted a planning application and the Association has been informed. The CEO advised that if Members have any objections to the planning application she will put them forward on behalf of the Association.

**Discussion points:** N/A



**Action notes:**  
Following discussion, Members had no objection to the planning application.

**For redaction: N/A**

**7.0 Any Other Competent Business**

- 7.1 Member 4 asked the latest position regarding the AGM. The CEO advised that she was in discussion with the Glasgow West of Scotland Forum to find out how other RSL's were dealing with AGM's and there may be a way of holding it digitally. The CEO will keep Members updated.
- 7.2 Member 7 asked what written approval and guidelines have been received from Iceland and Greggs for using their logo's on the recent Association newsletter. The CEO advised that approval had been sought from their head office at the time of their food donations; approval was sought via telephone call.
- 7.3 Member 7 asked when Management Committee meetings would reconvene at their usual time of 6-8pm as per the standing orders. The CEO replied that was the decision of the Members and following discussion, it was agreed that all future meetings will revert back to the usual time.

**8.0 Date of Next Meeting**

- 8.1 The date of the next Management Committee meeting is Thursday 25 June 2020 at 6.00pm.

CHAIRPERSON'S SIGNATURE:|



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