

MINUTES OF MEETING OF THE MANAGEMENT COMMITTEE HELD ON TUESDAY 25 AUGUST 2020 AT 6.30 P.M. VIA A VIDEO CONFERENCING LINK.

ACTION

Present:

Mrs K. Tennant	Chairperson	Elected Member
Mr J. Hillhouse	Treasurer	Elected Member
Ms D. Smith		Elected Member
Mr J. Calderwood		Elected Member
Mrs G. Daly		Elected Member
Mrs L. Breeze		Casual vacancy Member

In Attendance:

Mrs S. Keenan	Chief Executive
Mrs S. Farrell	Communications Officer
██████████	Wylie Bisset

1. Apologies

Apologies were received from Mr P. Shiach, Mr J. O'Donnell, Mr T. McCormack, Miss C. McGarrity, Cllr M. McNair and Cllr J. Mooney. It was noted that a quorum was present to enable the meeting to go ahead.

2. Chairperson's Remarks

The Chairperson welcomed everyone for their attendance.

3. Declaration of Interest

There were no declaration of interests made.

4. Business Carried Over from Last Meeting

There was no business carried over.

5. Internal Audit Reports* (Decision/Approval Required)

The Chairperson welcomed ██████████ Wylie Bisset to the meeting.

a) Audit Needs Assessment* (Decision/Approval Required)

██████████ referred the Management Committee to the above report circulated prior to the meeting. ██████████ confirmed that both he and the firm's partner, ██████████ met with the Chief Executive and the Head of Finance and Corporate Services to discuss and agree a draft 3-year audit programme based on the current risk register and the risks identified by Wylie Bisset for Management Committee consideration.

Following a full review of the content, ██████████ invited questions and the Management Committee noted the following based on the questions raised: -

- Wylie and Bisset had carried out at least 4 Covid-19 so far across various sectors
- That the Covid-19 audit would include an element of disaster recovery but it would be an audit in its own right also focussing on the impact on services including gas servicing, emergency

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repairs, major repairs, planning and so on as well as adequacy of internal and external communications.

The Management Committee unanimously agreed to the proposal as presented and noted that the plans could be easily adapted in future to address any risk areas which may need to be covered sooner.

b) Engagement Letter* (Decision/Approval Required)

The Management Committee referred to the above letter circulated prior to the meeting. The Management Committee reviewed the content and all were in agreement that the Chief Executive sign acceptance of the letter of engagement on the Association's behalf and return to Wylie Bisset.

██████████ was thanked for his attendance and left the meeting at this point.

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

There were no feedback reports from members.

7. Secretary's Report (Decision/Approval Required)

The Chairperson provided the following report in the Secretary's absence:

a) Correspondence

No correspondence was received.

b) Share Membership Applications

No applications were received.

c) MC Applications

The Management Committee noted that application had been received from a shareholder (no. 500) ██████████ who had lived in the area for a number of years and would be involved in the decisions that affect the community. The Chief Executive read aloud from the application highlighting the skills and experience detailed which could be brought to the Committee member role. The Management Committee unanimously accepted ██████████ onto the Committee and it was noted that ██████████ would fill the remaining co-opted place.

d) Closure of Share Register

The closure of the Share Register until after the AGM was unanimously approved by the Management Committee.

e) Compliance with Rules 62-67- Letter from Secretary*

The Chairperson referred to the above letter from the Secretary to the Management Committee circulated prior to the meeting which advised that Rules 62-67 had been complied with. The letter was duly noted.

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ACTION**f) AGM update and Election 2020* (Decision/Approval Required)**

The Management Committee referred to the above updated report circulated prior to the meeting and noted that further to the UK Government passing temporary legislation (the Corporate Insolvency and Governance Act 2020) the AGM will be held via zoom on 23 September 2020 at 6.30pm. It was noted that it had previously been scheduled for 17 September but this did not allow enough time for proxy paperwork to be returned so paperwork was resent and the meeting moved accordingly.

The Management Committee noted the updated election position as detailed within the report and taking account of the new MC member understood there was no material change and those required to stand for re-election were:

- Mr J. Calderwood
- Ms D. Smith
- Ms G. Daly

The Chief Executive reminded casual vacancy members Mrs L. Breeze and Mr T. McCormack to submit nominations as well as the new co-opted member, [REDACTED]

The updated election report was agreed and approved by the Management Committee.

g) SGM update – Shareholder Approval of SFHA Charitable Model Rules (Scotland) 2020* (Decision/Approval Required)

The Chief Executive referred the Management Committee to the above report and apologised for the late circulation.

The Management Committee noted that following the Corporate Insolvency and Governance Act 2020 making provisions for virtual General Meetings to take place up until 30 September 2020, the newly released SFHA Guide on the model rules highlighted an optional amendment approved by the Scottish Housing Regulator that would allow for this provision to be made permanent going forward. The Chief Executive read aloud proposed Rule 20 and referred the Management to a table to guidance on the rule wording.

The Management Committee was satisfied there was no identified risk to the adoption of this optional amendment and that it would be prudent to include this optional clause in the 2020 Model Rules to be put forward for adoption by its shareholders. As such, the inclusion of clause 20 was unanimously agreed as detailed.

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8. Approval of Minutes & Actions Notes**a) Management Committee and actions note – 23 June 2020* (For approval)**

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	<p>There were no errors or omissions noted and the Minute was proposed by Mr Hillhouse, seconded by Mrs Breeze and unanimously approved by the Management Committee. Progress against action notes from the meeting were also noted.</p> <p>9. Business Arising From Minutes There was no business arising from the minutes.</p> <p>10. Ratification of all Minutes (Approval Required) Ratification of the Management Committee Minute was proposed by Mr Hillhouse, seconded by Mrs Tennant and unanimously approved by the Management Committee.</p> <p>11. Emergency decisions since last meeting* (For information) The Chief Executive referred to the above report circulated prior to the meeting which detailed 5 decisions which had been approved by members since the last meeting. The contents of the report were noted by the Management Committee. The Chief Executive thanked the members for their prompt responses on receipt of information.</p> <p>The Communications Officer left the meeting temporarily at this point.</p> <p>12. Staffing Report including office refurbishment* (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:</p> <p>1. [REDACTED] Absence and temporary cover [REDACTED] [REDACTED] the Management Committee noted the update provided within the report. It was unanimously approved [REDACTED] on [REDACTED]</p> <p>2. [REDACTED] – that a decision on recruitment would be assessed over the coming weeks with a proposal to come back to a future Management Committee meeting.</p> <p>3. Part-time Welfare Rights Officer – the Management Committee noted the update provided within the report and noted that the post would be advertised in the coming weeks.</p> <p>4. Temporary staffing requirements – Housing Services Department – the Management Committee noted the update provided within the report and unanimously agreed that temporary staffing arrangements should be put in place as required.</p> <p>5. [REDACTED] – Data Entry for new Housing System (Decision/Approval required) – the Management Committee noted the update provided within the report and unanimously</p>
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agreed that this contract should be extended to end of October to ensure all data has been updated on the new system before the “go live” date.

The remainder of the report was noted and the Communications Officer was invited to return to the meeting at this point.

13. Development Report* (Decision/Approval Required)

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

a) General - Programming Meeting with Scottish Government and West Dunbartonshire Council (WDC) – 25 June 2020 (Update)

The Chief Executive stated that all updates provided within the report had been discussed with the Scottish Government and West Dunbartonshire Council at their recent meeting. The Management Committee noted that the Council had confirmed [REDACTED] allowing the Association to move forward with its negotiations with the developer.

SHIP – WDC Call for Sites (submitted to WDC on 03 August 2020)

The Chief Executive confirmed all information for the Council’s Strategic Housing and Investment Plan (SHIP) had been submitted by 03 August.

The Chief Executive read aloud each development as had been previously discussed with the Management Committee and the unit numbers and the contents noted. The Management Committee noted that no further updates have been received from [REDACTED] regarding [REDACTED] and this had also been included in the call for sites.

The Chief Executive highlighted that there may be monies available to purchase off the shelf properties via the Affordable Housing Supply budget and therefore an amount of [REDACTED] had been included in the document also. It was noted that if these funds did become available they would enhance the Association’s own budget for open market purchases and/or shared ownership buy backs.

b) Queens’s Quay Development (37 units) (Update)

Site mobilisation – The Management Committee noted the update contained within the report regarding recent site activity and the joint press release issued by Cube HA, the final version of which had since been circulated to members. It was noted a photo opportunity would be arranged when safe to do so.

Private Finance – The Management Committee noted the update provided within the report regarding the steady progress towards financial close, using [REDACTED] as the required security.

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Contracts Register – The Management Committee noted the update provided within Appendix 1 of the report.

c) Dumbarton Road, Dalmuir – [REDACTED]
(Update)

The Management Committee noted there was no update from the previous report.

d) Former St Cuthbert's Church – Linnvale (Update)

The Management Committee noted the thorough update on all matters and the following was highlighted:

Draft Programme – The Chief Executive indicated that the latest programme was contained in Appendix 2.

Funding – The Management Committee noted the detailed information contained in the report regarding the funding provision from both the Scottish Government and a charitable bond (Allia) and the breakdown of funding and total costs per the scheme and per unit with a total cost for the scheme of £4,580,417. The Chief Executive confirmed an Offer of Grant was received and accepted on this basis. The Management Committee commented on the unit cost and the Chief Executive confirmed this included all costs including consultants and architect fees, accommodating high specification design requirements, site implications regarding Covid-19 and the build itself.

Private Finance – The Management Committee noted the update contained within the report that enquiries will be progressing as soon as the whole site has been secured.

[REDACTED] – The Management Committee note [REDACTED] [REDACTED] the sale from Church of Scotland was fully concluded on 30 June 2020.

Acquisition – small piece of triangular ground from [REDACTED] - The Management Committee noted the update within the report in regards to the additional land purchase from [REDACTED] and understood this was the only item outstanding in order to progress the site. It was noted that as the current development design consisted of a package of 2 sites, there was a risk [REDACTED] if the purchase does not complete. The Chief Executive intimated that [REDACTED] would consider the sale to the Association at its meeting on 16 September and confirmed the proposed purchase price, per a recent valuation of [REDACTED], was included in the c. £4.5m offer from the Scottish Government.

Design for Planning – The Management Committee was reminded of the successful planning approval in June and the conditions imposed.

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Contractor Selection – The Management Committee noted the update contained within the report regarding the progress of contractor appointment and that a contract award notice would be published on Public Contracts Scotland in due course.

Community Consultation – the Management Committee noted that the Chief Executive will update the Community Council in due course as plans progress and a firm programme of works in place.

The Chief Executive invited further questions on the development. There were none.

e) Other Sites (Decision/Approval Required) 

Proposed  development – Design and Build


The Management Committee noted the update further to the approach by the   regarding a potential -unit development on the above site per the draft layout attached in Appendix 4.







f) Development Risk

The Management Committee noted the risk register detailed in Appendix 5 and noted the addition in relation to the risk of not securing all parts of development site due to timing differences.

The Chief Executive welcomed questions on the report. There were none and the content of the report was noted.

14.  – verbal update 

The Chief Executive provided a verbal update on the above subject. The Management Committee note 

15. **Quarterly Reports – 01 April to 30 June 2020***

a) New RSL Complaints Handling Procedure*

The Communications Officer referred to the above report which was presented to introduce and provide the background to the new Model Complaints Handling Procedures to be adopted by all RSLs by 01 April 2021. The Communications Officer welcomed questions, there were none, and the report was noted by the Management Committee.

b) Quarter 1 Complaints*

The Communications Officer referred to the report which was issued prior to the meeting and highlighted that the report style had been adapted to allow for benchmarking with the previous year and given the changes in

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<p><u>ACTION</u></p>	<p>ARC reporting requirements. It was hoped the report would be clearer, showing upheld complaints and first and second stage complaints separately. The Communications Officer invited comments. The Management Committee was happy with the new style and commented it was well laid out.</p>
<p>SF</p>	<p>The Management Committee noted that the report detailed the outcome of the 15 complaints responded to at first stage and one responded to at second stage in the quarter. They also noted the service improvements put in place following 7 upheld complaints at first stage (47%) and one upheld complaint at second stage (100%).</p> <p>The Management Committee noted the breakdown in categories detailed at the end of the report. The Communications Officer assured the Management Committee that all upheld complaints are circulated and discussed by the relevant departments and also referred to at full staff meetings to make sure improvements noted are put in place.</p> <p>c) Quarter 1 Compliments* The Communications Officer referred to the above report which was circulated prior to the meeting detailing 19 compliments received in the quarter. The Communications Officer confirmed that all compliments are passed on to the relevant staff/contractor. The Management Committee extended a 'well done' to staff for the compliments received and for the good work done through the Wellbeing Fund project.</p>
<p>LL</p>	<p>16. Audited Financial Statements (AFS) Return to SHR 2019/20* (Decision/Approval Required) The Chief Executive referred to the above report circulated prior to the meeting from the Head of Finance and Corporate Services and confirmed all information is derived from the audited, approved Statutory Financial Statements to 31 March 2020 and it is presented in the way requested by the SHR to compare information between other RSLs.</p> <p>The Management Committee unanimously approved the submission as presented. The Chief Executive confirmed the deadline for submission had been extended from end of September to end of December due to Covid-19, however, the submission would be made shortly after the meeting.</p>
<p>LL</p>	<p>17. OSCR Annual Return to 31 March 2020* (Decision/Approval Required) The Chief Executive referred to the above report circulated prior to the meeting by the Head of Finance and Corporate Services and confirmed all registered charities are required to provide a summary of their accounts in an online annual return and include copies of their audited annual accounts.</p> <p>The Management Committee unanimously approved the submission as presented.</p>

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LL	<p>18. Radnor Park Homes Dormant Accounts – 2019/2020* (Decision/Approval Required)</p> <p>The Chief Executive referred to the above accounts circulated prior to the meeting by the Head of Finance and Corporate Services and confirmed whilst the company is an active registered company, dormant accounts are required to be submitted to Companies House. The Management Committee noted the accounts require to be signed by Mr Hillhouse and Mr Shiach and this was agreed.</p> <p>The Management Committee unanimously approved the accounts as presented.</p>
LL	<p>19. Financial Conduct Authority (FCA) Annual Return 2019/2020* (Decision/Approval Required)</p> <p>The Chief Executive referred to the above report circulated prior to the meeting by the Head of Finance and Corporate Services and confirmed all mutual societies under the Co-operative and Community Benefit Societies Act 2014 are required to submit an annual return and copies of their audited annual accounts to the Financial Conduct Authority. The Chief Executive highlighted the submission does include month and year of birth of Committee members as taken from the annual financial accounts but that only turnover and assets are displayed online.</p> <p>The Management Committee unanimously approved the submission as presented.</p>
	<p>20. Expense Claims – June 2020* (Decision/Approval Required)</p> <p>a) June 2020*</p> <p>The Chief Executive referred to the report, which had been circulated prior to the meeting. Following review, the Management Committee unanimously approved the expenses as submitted and the Chairperson approved the payments accordingly for signing at a later date.</p> <p>b) July 2020*</p> <p>The Chief Executive referred to the report, which had been circulated prior to the meeting. Following review, the Management Committee unanimously approved the expenses as submitted and the Chairperson approved the payments accordingly for signing at a later date.</p>
	<p>21. Policy Review – Entitlements, Payments & Benefits* (Decision/Approval Required)</p> <p>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 last reviewed in 2018 and minor tracked changes were highlighted in red.</p> <p>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.</p>

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ACTION**22. Policy Review – Volunteering* (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 were highlighted in red, mainly to reflect the up to date Scottish Government framework on volunteering.

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.

23. Policy Review - CCTV* (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 last reviewed in 2017 and proposed changes were highlighted in red, mainly to reflect the up to date legislation on GDPR and included a new section on Tenants Use of CCTV and Requests for Installation.

The Chief Executive invited questions. The Management Committee enquired as to the removal of CCTV at [REDACTED]. The Chief Executive confirmed that CCTV was removed when [REDACTED].

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.

24. GDPR Action Plan Update* (For information)

The Chief Executive referred to the Data Protection and Compliance Officer's report on the above circulated prior to the meeting. The Chief Executive confirmed the report was for information only, to track progress against required actions. The report was noted by the Management Committee.

25. Communications Report* (For information)

The Communications Officer referred to the above report circulated prior to the meeting and welcomed questions or improvements.

The Management Committee noted the updates provided within the report which help us meet the Customer/Landlord Relationship outcomes of the Scottish Social Housing Charter and Tenant Participation legislation.

In particular, the Communications Officer highlighted the following:

- The slight delay in bringing the Tenant Participation Strategy to the Management Committee for approval as it will incorporate the new

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digital methods using during lockdown and going forward in participation

- The quarterly Communications meeting with Senior Staff, Data Protection and Compliance Officer and Communications Officer went ahead as scheduled with a focus on AGM/SGM and imminent publications
- The Celebration Fund progress with 30 nominations so far which have all been lovely to read


The Communications Officer invited questions. There were none and the report was noted by the Management Committee.

a) Communications Strategy Action Plan*

The Communications Officer referred to the above action plan circulated prior to the meeting. The Management Committee noted the report would be brought quarterly and will update on actions identified in the Communications Strategy, adopted in May.

26. Centre81 Report* (For information)

The Chief Executive referred to the Centre81 Co-ordinator's report on the above circulated prior to the meeting and the following was highlighted:

- Café81 is currently open to provide facilities to the Trussell Trust, Foodbank and Wellbeing Fund project
- A risk assessment has been carried out by ACS (Health and Safety Consultants) and what we should be considering for each category of visitor/tenant in preparation for reopening. The Chief Executive confirmed there will be no rush to reopen to ensure everyone's safety and that the Finance & Corporate Services Manager and Centre81 Co-ordinator are working closely together on this
- The Centre81 Steering Group has recommenced outdoor, socially distanced activities, with the Thursday after school club taking place again
- The Scottish Government Wellbeing Fund project has been given approval for a 4/6 week extension and a copy of the full monitoring report will be provided to the Committee when complete
- A successful application was made to the Scotland Cycle Repair scheme with £2,000 being awarded
- The Climate Challenge Fund project held its first cooking class via zoom which was well attended virtually and the gardener is back on site and getting the garden prepared
- The Sustrans Access Ramp project had secured the remaining  required and will be on site relatively soon. Full Scottish Canal's approval is awaited but imminent.

LL/FCW

The Chief Executive invited questions. There were none and the report was noted by the Management Committee.

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<u>ACTION</u>	
JF	<p>27. SHR Covid19 Returns – to 31 July 2020* (For information)</p> <p>The Chief Executive referred to the above report circulated prior to the meeting and confirmed it is a useful indicator for both the Scottish Housing Regulator and the Association to closely monitor the effects of Covid-19 on key business areas including staffing and arrears and take action as required. It was noted that 4 months data was now included and the Chief Executive will include average RSL statistics going forward.</p> <p>The Management Committee noted that gross rent arrears had gone up 0.39% since April (£17,227 at July). The Chief Executive confirmed that a detailed report will be provided by the Head of Housing Services at the next Housing Services Sub Committee meeting regarding rent arrears and will include details on the situation with serving notices and the delay periods on the ability to action them. The Management Committee also noted that lets had not been impacted and a full report will again be provided to the Sub Committee. The Management Committee felt that the staff must be keeping on top of matters as in monetary terms the impact is not the worst in the sector but that is it wise to keep a strong focus on arrears and particularly as the furlough scheme ends. The Chief Executive confirmed there will be a payment feature in the September newsletter and all Senior Staff will be keeping a close eye on the position.</p> <p>The Management Committee noted that there was no effect on cash balances to date primarily due to delays in our investment plans.</p> <p>The Chief Executive invited questions. There were none and the report was noted by the Management Committee.</p>
SF	<p>28. Health and Safety Report including health and safety declarations – August 2020* (For information)</p> <p>The Chief Executive referred to the Housing Services Manager’s detailed report circulated prior to the meeting. The Chief Executive stated that all members should have received an email that day to request confirmation of their awareness of health and safety responsibilities.</p> <p>The Chief Executive highlighted [REDACTED] [REDACTED] [REDACTED] [REDACTED] e.</p> <p>The Management Committee noted the update provided in each of the 6 categories as detailed, and particularly the following:</p> <ul style="list-style-type: none">• Smoke, heat and carbon monoxide alarm system update – the deadline to comply should read February 2021 not March 2021• Gas Safety – 5 outstanding annual gas services were noted <p>The Chief Executive invited questions. There were none and the report was noted by the Management Committee.</p>

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JF/JD	<p>29. Health and Safety Compliance Report* (For information) The Chief Executive referred to the Maintenance Officer's report on the above covering all 6 key areas of Landlord Health and Safety compliance - fire safety, asbestos management, water systems management, electrical safety, gas safety and lift safety. The Management Committee noted it was a summary as at 21 August 2020 and that it is provided to the Scottish Housing Regulator should there be any significant changes. The following points were noted:</p> <ul style="list-style-type: none"> • At item 2, Gas, the Management Committee encouraged strong action to be taken in the instances of annual gas services being overdue where non-Covid-19 reasons were evident and most importantly in the medium risk case detailed in the previous report. The Chief Executive confirmed that each individual case will be looked at and we will endeavour to complete. • At items 3, Water Systems/Legionella, the report states the Association is not compliant (N) but it should read it is compliant (Y) <p>The Chief Executive invited questions. There were none and the report was noted by the Management Committee.</p>
SK	<p>30. MC Annual Training Information a) MC Training Evaluation 2019/20 The Management Committee noted the above exercise will be delayed until the next meeting.</p> <p>b) MC Skills Matrix including qualifications The Chief Executive confirmed that the skills matrix would be completed as soon as the skills needs assessment forms are sent out and returned by Management Committee members.</p> <p>c) Meeting/Training Schedule 20/21 V1-by post* The Chief Executive referred to the above document circulated prior to the meeting and also issued via post. The Management Committee confirmed they had received the document and agreed the schedule.</p> <p>d) MC Draft Work Plan 2020/21* The Chief Executive referred to the above document circulated prior to the meeting. The Management Committee noted the document.</p> <p>31. Focus on Governance/Risk (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 and could see the process is nearing completion.</p>

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The Chief Executive invited questions. There were none and the report was noted by the Management Committee.

b) Self-Assurance timetable 2020* (Decision/Approval Required)

The Chief Executive referred to the above report circulated prior to the meeting. The Chief Executive asked all members of the working group were they happy to continue in the role. Members of the working group who were present stated that they were and they were happy with the timetable draft as presented.

c) Notifiable Events Register*

The Chief Executive referred to the above report circulated prior to the meeting. The report, which had remained unchanged since June 2020, was noted by the Management Committee

d) MC Appraisals – update

The Chairperson confirmed that appraisals were ongoing and a summary report would be submitted to the Management Committee once all had been completed.

e) SFHA Practical Governance Advice - Board Member Briefing 4*

The Chief Executive referred to the above Briefing circulated prior to the meeting. The Management Committee noted the Briefings have contained lots of useful information and have been of great assistance throughout the pandemic. The Briefing was duly noted.

32. ARC Audit 2019/20**a) Report***

The Chief Executive referred to the above report prepared by [REDACTED] which was circulated prior to the meeting. The report highlighted the various points/amendments picked up by the auditor which provided no significant concern. It was noted that overall, practices and understanding of the guidance was improving.

The Chief Executive invited questions. There were none and the report was noted by the Management Committee.

b) Adjustments*

The Chief Executive referred to the above report circulated prior to the meeting. The Management Committee noted the revised figures highlighted in red which had been provided previously by email to the Management Committee and the report containing explanations as to the changes was duly noted.

33. Intranet

The Chief Executive reminded the Management Committee to regularly visit the internal Intranet, which includes news, meeting papers, updated

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<u>ACTION</u>	<p>Policies and Procedures and a new Covid-19 tab to allow important information to be accessible from one central point.</p>
MC	<p>34. 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.</p> <p>35. Date and Time of Next Meeting/Training Session As per the schedule.</p> <p>36. AOCB The Chairperson, on behalf of the Management Committee, wished to acknowledge the Chief Executive’s 35 years of service, thanking her for her hard work, dedication and leadership. The Chief Executive thanked the Management Committee for their kind comments.</p> <p><u>Meeting closed.</u></p> <p>Checked by: _____</p> <p>Date: _____</p> <p>APPROVED</p> <p>PROPOSED</p> <p>SECONDED</p> <p>SK/SF</p> <p>* Indicates report issued with agenda</p>