

MINUTES OF MEETING OF THE MANAGEMENT COMMITTEE HELD ON TUESDAY 29 SEPTEMBER 2020 AT 6.30 P.M. VIA A VIDEO CONFERENCING LINK.

ACTION

Present:

Mr J. Hillhouse	Chairperson/Treasurer	Elected Member
Mr P. Shiach	Secretary	Elected Member
Ms D. Smith		Elected Member
Mr J. Calderwood		Elected Member
Mr T. McCormack		Elected Member
Mrs L. Breeze		Elected Member
Cllr M. McNair		Co-opted Member

In Attendance:

Mrs S. Keenan	Chief Executive
Mrs L. Lees	Head of Finance & Corporate Services
Mrs S. Farrell	Communications Officer

1. Apologies

Apologies were received from Mrs K. Tennant, Mr J. O'Donnell, Miss C. McGarrity, Ms K. Brown and Cllr J. Mooney. It was noted that a quorum was present to enable the meeting to go ahead. The Chief Executive confirmed that the induction process for Ms Brown would be completed in the coming weeks.

2. Chairperson's Remarks

In the absence of the Chairperson, those present agreed that Mr Hillhouse should Chair the meeting. The Chairperson welcomed everyone to the meeting and thanked them for their attendance. The Chairperson permitted Item 14. to be moved to before Item 12. to allow the Head of Finance & Corporate Services to present the item to allow an early departure from the meeting.

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

There were no feedback reports from members.

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

The Secretary provided the following report:

a) Welcome to new and re-elected members

All members were welcomed to the new term following the AGM. The Secretary reminded the Management Committee of the Office Bearer positions which were discussed at the last meeting.

Chairperson - Kimberley Tennant

Vice Chairperson - John Hillhouse was asked if he wished to accept this position. He did not and therefore the Management Committee

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<u>ACTION</u>	<p>unanimously agreed that the position should be offered to Catherine McGarrity, who had previously expressed interest in continuing in post.</p> <p>Secretary – Paul Shiach</p> <p>Treasurer – It was noted that there had been no interest in this position at the last meeting. Mr Hillhouse put himself forward for the position and there being no further nominations, this was unanimously agreed by the Management Committee.</p> <p>b) Sub-Committee selection – finalise Discussion took place on Sub-Committee membership and the following was noted:</p> <p>Housing Services Sub-Committee Members - Kimberley Tennant, Grace Daly, Doris Smith, John Calderwood, Joe O'Donnell and Laura Breeze and Cllr McNair.</p> <p>Finance and Corporate Services Sub-Committee Members - Kimberley Tennant, John Hillhouse, Paul Shiach, Catherine McGarrity, Tom McCormack.</p> <p>Development and Wider Role (if and when required) - Kimberley Tennant, John Hillhouse, Paul Shiach, Catherine McGarrity, Tom McCormack and Doris Smith.</p> <p>CHA Power Board Members – John Hillhouse, Paul Shiach and Catherine McGarrity.</p>
SK/KB	<p>It was noted that new member Ms Brown would decide in due course.</p> <p>c) WDC Co-options The Management Committee noted that Cllr Mooney and Cllr McNair confirmed their co-options at the August Management Committee meeting and were welcomed on board for another year.</p> <p>d) Committee Membership 2020-21 The Management Committee noted that there are 13 places filled (11 elected places and 2 co-opted places) and that overall there are 15 places available on the Management Committee until the next AGM (with 2 co-opted places available).</p>
SK	<p>e) Review/extension Leave of Absences (if applicable) The Management Committee noted this is a standard Agenda item following the AGM. The Chief Executive indicated that Cllr Mooney had requested a special leave of absence for 3 months. This was unanimously agreed.</p> <p>f) Correspondence No correspondence was received.</p> <p>g) Share Membership Applications</p>

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<p>SK/ CMcG</p> <p>SK/KT</p>	<p>No applications were received.</p> <p>h) MC Membership Applications No applications were received.</p> <p>i) MC Reps for SFHA, EVH and SHARE The Secretary noted the current CHA representatives for the following organisations as follows:</p> <ul style="list-style-type: none"> • SFHA, the national voice of housing associations and cooperatives in Scotland – Catherine McGarrity. Miss McGarrity will be asked to confirm whether she is happy to continue in this role • SHARE, Housing Association training organisation – Kimberley • Tennant. Mrs Tennant will be asked to confirm whether she is happy to continue in this role • EVH, Employer support – Terms and Conditions/Salaries/ Employment advice – John Hillhouse. Mr Hillhouse confirmed he was happy to continue in this role
<p>MC</p>	<p>j) Annual Declarations including H&S The Secretary asked that all members, if they had not already done so, complete and return their Annual Declaration forms including health and safety declarations and training needs assessment to the Chief Executive as soon as possible.</p>
<p>SK/LL</p>	<p>k) Shareholder Approval of SFHA Charitable Model Rules (Scotland) 2020 – process for formalising The Secretary confirmed that following the shareholders approving the new 2020 Rules, the process would now begin to notify and register these with the Financial Conduct Authority (FCA), the Scottish Federation of Housing Associations (SFHA), The Scottish Housing Regulator (SHR) and the Office of Scottish Charities Regulator (OSCR). The Management Committee agreed that the Association should continue with the process of registration.</p> <p>7. Approval of Minutes & Actions Notes</p> <p>a) Management Committee and actions note – 25 Aug-20* (For approval) There were no errors or omissions noted and the Minute was proposed by Mr J Calderwood, seconded by Ms D Smith and unanimously approved by the Management Committee. Progress against action notes from the meeting were also noted.</p> <p>b) Finance & Corporate Services SC - 09 Sep-20* (For approval) There were no errors or omissions noted and the Minute was proposed by Mr Shiach, seconded by Mr Hillhouse and unanimously approved by the Management Committee.</p> <p>c) Housing Services SC - 22 Sep-20* (For approval)</p>

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<u>ACTION</u>	<p>There were no errors or omissions noted and the Minute was proposed by Ms Smith, seconded by Mr Calderwood and unanimously approved by the Management Committee.</p> <p>d) Management Committee (after AGM) - 23 Sep-20* (For approval) At point 8 c) it was noted that Cllr McNair should have been included in the Housing Services Sub-Committee membership. Subject to this omission being included, the Minute was proposed by Mr Shiach, seconded by Mr Calderwood and unanimously approved by the Management Committee.</p> <p>8. Business Arising From Minutes There was no business arising from the minutes.</p> <p>9. Ratification of all Minutes (Approval Required) Ratification of the Management Committee Minute was proposed by Mr Shiach, seconded by Mr Calderwood and unanimously approved by the Management Committee.</p> <p>10. Emergency decisions since last meeting* (For information) The Chief Executive referred to the above report circulated prior to the meeting which detailed one decision which had been approved by members since the August meeting. The contents of the report were noted by the Management Committee.</p> <p>11. Staffing Report including office refurbishment* (Decision/Approval Required) The Chief Executive referred the Management Committee to the above report circulated prior to the meeting and confirmed the purpose of the report is to review and consider the recommendations for staffing requirements and the office refurbishment. The updates within the report were noted and the following agreed:</p> <p>1. [REDACTED] L-term Absence and temporary cover – [REDACTED] [REDACTED] – the Management Committee noted the update provided within the report that [REDACTED] had accepted the permanent offer of employment.</p> <p>2. Centre81 Staffing (Decision required) – the Management Committee noted the update within the report regarding the reassessment of staffing requirements following a position that was recently left vacant. The Chief Executive confirmed the recommendation to employ a Centre Assistant TAS 1 (20 hours per week) on a temporary basis, for 6 months initially, to include clerical, room set-up and cleaning tasks. The Chief Executive and Head of Finance and Corporate Services confirmed that the grade/title was appropriate to the role given the minimal administrative work that would be required. The Management Committee unanimously agreed to the recommendation.</p>
SK/LL	

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SK/JF	<p>3. Part-time Welfare Rights Officer – the Management Committee noted the update provided within the report that the recent focus had been on the recruitment of 2 temporary Housing Services staff and the recruitment of the Welfare Rights Officer/Income Maximisation Officer had been postponed. The Chief Executive confirmed this will now be advertised in early October. The Management Committee enquired as to what support is being provided to residents meantime. The Chief Executive stated that CIRC is currently retained on a month by month basis and thereafter it will be both referral to CIRC and to the Officer.</p>
SK/JF	<p>4. Temporary staffing requirements – Housing Services Department (Decision/Approval required) – the Management Committee noted the update provided within the report regarding the successful recruitment of 2 temporary staff for the department for an initial 8 week period. The Chief Executive referred the Management Committee to the recommendation regarding a temporary upgrade per EVH conditions of service. The Management Committee unanimously approved the recommendation.</p>
	<p>5. Staff Appraisal summary report (Update) – the Management Committee noted the update provided within the report regarding progress of the above.</p>
	<p>6. Proposed PATH Trainee (Update) – the Management Committee noted the update provided within the report regarding the post being advertised with a closing date of 21 October.</p>
SK/JF	<p>7. Estate Management Service – Proposed Working4U apprenticeship (Decision required) – the Management Committee noted the update provided within the report regarding the potential recruitment of a Working4U apprentice. The Chief Executive confirmed that European Structural Fund is available for a 2-year caretaking apprenticeship and the fund fits well with what the Association is trying to achieve. The Management Committee discussed and took cognisance of the funding structure, the potential costs and budget availability as detailed and unanimously approved the position to commence on 01 December. The Management Committee commented that it is great that the Association is a Living Wage employer and that the apprenticeship will bring someone into employment. The Chief Executive expects the position will greatly enhance services provided by the Association. The Management Committee noted Working4U would support the Association in the process and put forward candidates.</p>
SK/JF	<p>It was agreed that the availability of ESF funding should be assessed beyond 31 March 2021.</p> <p>8. Investors in Young People (Update) – the Management Committee noted the update provided within the report that the assessment has been rescheduled for the start of November.</p>

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9. Staff position as at today's date (Update) – the Management Committee noted the update provided within the report regarding the current staffing position and that the staff operating from the office are satisfied with the safety measures put in place.

10. Office Refurbishment (Update) – the Management Committee noted the update provided within the report regarding the completion of the refurbishment and that the Senior Managers will meet to agree a plan for return to the office over the coming weeks.

Ms Breeze entered the meeting as this point.



14. SHR 5-Year Projections Annual Return (Decision/Approval Required)

The Head of Finance and Corporate Services referred to the above report and apologised for the delay in its circulation. It was noted that the figures are in a format required for the Regulator but taken from pre-approved audited financial statements, budget for the coming year and projections for the next 3 years in terms of rental income, major repairs spend etc. The Management Committee noted that the Linnvale Church development had not been yet incorporated into these plans (as it was not yet on site) but that Queens Quay is absorbed and projected into the plans.

The Head of Finance & Corporate Services provided a detailed presentation on the report and the following was highlighted:

- The submission was prepared using assumptions from previous years but Senior Staff will be meeting shortly regarding the business plan and figures will be tightened up
- 1% above inflation rent increase has been applied for the next 5 years
- 1% real rise has been applied to management and maintenance costs
- An operating surplus of just over £600k in the year 2020/21. It was hopeful, per the report to the Housing Service Sub-Committee, that investment plans would be kept on track with only one contract being pushed into year 6
- Queens Quay rental income, HAG and private finance has been incorporated in year 3
- 1% estimate in salary increase and also includes salary costs for the apprentice and WRO/Income Maximisation Officer
- Bad debts voids remains a conservative assumption to provide a financial cushion
- Loan balances rise in year 2 due to Queens Quay development
- A cash balance of £8.2m was noted on this years' accounts
- The assumption for general inflation has been kept at 2% to be prudent (1.6% March, 1.1% July, 0.5% current)
- The assumption for the average cost of borrowing just over 2% currently but this has been increased to 6%

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<u>ACTION</u>	<ul style="list-style-type: none"> The ratios, gearing and interest were noted as being low and debt per unit was low in comparison to the peer group <p>The Head of Finance & Corporate Services invited questions. There were none and the Management Committee unanimously approved the return to be submitted to the Scottish Housing Regulator.</p> <p>The Head of Finance & Corporate Services left the meeting at this point.</p> <p>12. Development Report* (Decision/Approval Required) The Chief Executive referred to the above report circulated prior to the meeting.</p> <p>General </p> <p>Memorandum of Understanding (Update) The Management Committee noted the update provided.</p> <p>SHIP – WDC Call for Sites (submitted to WDC on 03 August 2020) The Management Committee noted that feedback on the above is still awaited and the Chief Executive recapped on the information provided to West Dunbartonshire Council in respect of the Association's submission.</p> <p>a) Queens's Quay Development (37 units) (Update) Site mobilisation – The Management Committee noted the update contained within the report regarding the estimated completion date of February 2022.</p> <p>Private Finance  – The Management Committee noted the update provided within the report particularly in regards to the financial close of the loan with. The Management Committee appreciated that this was expected October/November 2020 to minimise non-utilisation fees but that there had been an adverse impact on the programme as a result of lockdown. As such, the Chief Executive discussed the 3 detailed options presented for moving forward. The Chief Executive read aloud an email from in which they confirmed they are supportive regardless of which option is chosen.</p> <p>The Management Committee debated the risks and benefits of each and after lengthy discussion, the Chairperson called for a vote and the results were recorded as follows:</p> <p>Option 1 – 0 votes Option 2 – 6 votes Option 3 – 1 vote</p> <p>As such, Option 2, to conclude the drawdown prior to December deadline was carried and the Chief Executive confirmed would be notified on 30 September.</p>
LL	
SK/LL	

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The Chief Executive intimated there was slight delay in the preparation of the security documents relating to the previous legal transaction for the Graham Avenue site.

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

b) Dumbarton Road, Dalmuir – [REDACTED] (50+ units) (Update)

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

c) Former St Cuthbert's Church – Linnvale (24 units) (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 and is due for update.

Acquisition – small piece of triangular ground from [REDACTED] - The Management Committee was delighted to note the purchase from [REDACTED] of this land had been approved on 16 September and that it was in the hands of the solicitors who are keen to move things forward quickly. The Chief Executive intimated the contractor is also keen to proceed with demolition.

Acquisition from Church of Scotland/[REDACTED] – The Management Committee noted the update that the [REDACTED] is no longer valid.

Funding – The Management Committee noted the Contracts Register detailed in Appendix 3. The Chief Executive reiterated the split in funding between the Scottish Government, [REDACTED], private finance and the scheme and unit breakdown for the project. The Chief Executive confirmed that as soon as a site start is known, [REDACTED] will provide the full [REDACTED].

Private Finance – The Management Committee noted the update contained within the report and now that the full site has been secured, enquiries with lenders will be progressing to secure private finance.

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

Contractor Selection – The Management Committee the information in the report and were reminded that the contractor is [REDACTED].

Community Consultation – The Management Committee noted that the Chief Executive will update the Community Council now that the whole site has been secured and the development can progress. The Chief

SK/SF

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Executive confirmed that an information leaflet on the development would be provided to the community in due course.

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

e) Other Sites (Decision Required)

Proposed [REDACTED] development – Design and Build

The Management Committee noted the progress update provided, that the developer has concluded missives with the [REDACTED] and that they are working on draft layouts based on the Association and Council design guides.

The Chief Executive confirmed that initial meeting with the contractor had went well and the next one was scheduled for 30 September and that both the Council and Scottish Government were supportive of the Association progressing with the site with a view to secure it by 31 March 2021 and will look at the funding position at that time.

The Chief Executive referred the Management Committee to their previous decision to appoint [REDACTED] in principal as [REDACTED] and to the further information and costings presented within the report.

SK

The Management Committee reviewed and discussed the information provided within the report and accepted the Chief Executive's recommendation to formally accept [REDACTED] as [REDACTED] via the [REDACTED] for this proposed development, based on a fee cost of [REDACTED].

The Chief Executive referred the Management Committee to the requirement for a [REDACTED] and the proposal to again make a direct award call off from the [REDACTED].


SK

The Management Committee reviewed and discussed the information provided within the report and accepted the Chief Executive's recommendation to formally accept [REDACTED] as [REDACTED] via the [REDACTED] for this proposed development, based on a fee cost of [REDACTED].

The Chief Executive highlighted that the value of procurement for both appointments is below the threshold for regulated procedures under the current Regulations and will not have to be published.

The Chief Executive raised the issue of the Association's Design Standard. The Management Committee noted that the current standard allows for piping for showers so that tenants can have a shower installed but suggested the Management Committee may wish to consider installing showers as standard in all new developments. The Management Committee discussed the potential benefits such as

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SK	<p>minimising costs to new tenants and showers providing a more cost effective, energy efficient way of bathing. Additionally, the Management Committee noted that the contractor for this site had included installations in the price for the development. The Management Committee unanimously agreed the suggestion and the Chief Executive confirmed she would include and have their replacement life cycle (15 years) fed into Major Repair plans.</p> <p>f) Development Risk The Management Committee noted the risk register detailed in Appendix 5 and that there were no proposed additions.</p> <p>The Chief Executive welcomed questions on the report. There were none and the content of the report was noted.</p> <p>13. Cart Street – verbal update </p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>
SK/SS	<p>15. Draft Business Plan 2020-2025 - Review and Approval – Proposed Meeting 13 October 2020 (Decision/Approval Required) The Management Committee noted the business plan draft will be fully up to date by 09 October along with the financials and narrative and asked for a meeting to review and approve the final version on 13 October. The Chief Executive confirmed Health and Safety training planned on the evening would be postponed. The Management Committee unanimously approved the meeting.</p> <p>16. Approach from local Housing Association re. Proposed service level agreement – verbal The Chief Executive intimated there had been an approach by another Housing Association with a view to entering into a temporary management agreement for the provision of key staff. The Chief Executive alluded to fact that the Association does not currently have excess staff or resources, particularly given the temporary positions required and would be unable to assist at this time. The Housing Association's Management Committee appreciated the situation and said they had come to CHA because they had previously met with and felt that Clydebank HA's Management Committee was knowledgeable and had a</p>

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	<p>good reputation. The Management Committee agreed with the Chief Executive's response that we did not have the capacity at the present time to assist and were pleased to note the positive comments.</p> <p>The Management agreed that it would look at any other opportunities that may present themselves in the future in relation to the enquiring housing association.</p> <p>17. Annual Submission Timetable – Regulatory and Governance Compliance* (For information)</p> <p>The Chief Executive referred to the above report circulated prior to the meeting which provides details on submissions due and whether provided on time. The Management Committee noted that the June Management Accounts (Quarterly) are submitted past the 60 days after quarter end due to the summer recess and this was accepted by the banks. The Chief Executive confirmed that the banks were aware of the delay in providing the Business/Financial Plans (Annual) given the current pandemic circumstances.</p> <p>The Management Committee noted that one return was omitted from the timetable - SHAPS financial questionnaire, a financial assessment that is carried out between at end of September. The Chief Executive confirmed it had been completed and submitted and will be included in the report going forward.</p> <p>The Management Committee noted that the Maintenance Manager is clarifying whether the Heat Meter Regulations and Annual EU statistics on public procurement (OJEU) submissions are still required and by what dates and will update the Management Committee at the next meeting.</p> <p>The Chairperson invited questions. There were none and the Management Committee noted the information as presented.</p> <p>18. Policy Review – Code of Conduct for Staff* (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 due its 3-yearly review and minor tracked changes were shown in red. It was noted no narrative had changed only links to the correct set of SHR Regulatory Standards.</p> <p>The Management Committee wished to make clear that the staff should be extremely aware and knowledgeable of this important Policy. The Chief Executive confirmed that annual staff training is carried out on the Policy and that annual declarations on the Policy are issued, with staff being encouraged to read the Policy before signing and returning.</p> <p>The Chief Executive invited questions and there were none. The Management Committee unanimously approved the Policy as presented</p>

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and noted that a clean/non-tracked version would be posted on the Intranet for future reference.

19. Policy Review – Code of Conduct for Governing Board Members* (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 its 3-yearly review and minor tracked changes were shown in red. It was again noted no narrative had changed only links to the correct set of SHR Regulatory Standards.

The Chief Executive invited questions and there were none. The Management Committee unanimously approved the Policy as presented and noted that it would be posted on the Intranet for future reference.

20. Policy Review – Flexible Working* (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 its 3-yearly review and had been updated in line with the EVH model, with the addition of GDPR information.

The Chief Executive invited questions and there were none. The Management Committee unanimously approved the Policy as presented and noted that it would be posted on the Intranet for future reference.

21. Annual Data Protection Checklist* (For information)

The Chief Executive referred the Management Committee to Head of Housing Services report on the above which was circulated prior to the meeting. The Management Committee noted that the report confirmed the findings of an audit required every 2 years as part of Management of information & Data Protection Policy. The Chief Executive read over the updates provided on identified actions from the 2018 audit and 2 actions identified in the 2020 audit as detailed.

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

22. 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 following internal audit recommendations. The report was noted by the Management Committee.

23. Customer Consultation/Communications Report* (For information)

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

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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 monthly Tenant Panel meetings recommencing via Zoom on 21 October given that there is no improvement in the pandemic situation and that this allows for plenty of time to provide support in accessing devices/digital meetings
- The recent 16-page Annual Report which provided an excellent overview of the Association's activities and performance in the year ended 31 March. It was noted this was provided to customers earlier than a number of years thanks to all involved for pulling the information together
- The recent 20-page ChitChat quarterly newsletter which was full of useful information on a wide range of topics. It was noted that providing high quality information assists in achieving a high percentage for the ARC statistic of tenants who feel their landlord is good at keeping them informed about their services and decisions
- The Celebration Fund success with 42 vouchers having been distributed as detailed on page 3 of the ChitChat newsletter with thanks to the contractors and consultants who contributed

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

24. 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:

- The Steering Group continues with outdoor activities and engages with around 40 young people each week
- The success of the Wellbeing Fund project
- The Growing Change for Good project progress with the online cooking classes via zoom and bike maintenance strands of the project continuing and being very busy
- The Empowering Clydebank project progress with ISARO running online activities including career advice sessions but will look at starting keep fit classes in the coming weeks
- The Access Ramp from Centre to Canal Path project is awaiting final approval from Scottish Canals on the overall towpath design/specification. It was noted a meeting would be held on Friday 02 October with representatives from Scottish Canals and the Association's design consultant in the hope that a decision will be finalised and work on site can start ASAP
- The Scotland Cycle Repair Scheme project progress with 36 bike repairs complete and parts awaited for the remaining 4 bikes to conclude this £2k project

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

25. SHR Covid19 Returns – to 31 August 2020* (For information)

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 5 months data was now included and that the Chief Executive had included average RSL and RSL/LA statistics as previously indicated. The Chief Executive read over the report and the following was highlighted to the Management Committee:

- Staffing is down 1.74 FTE from April and staff absence is down by 9.8% in April to 6.4% which, while good to see, is still much higher than the average of all RSLs at 3.4%
- Furloughed staff is down to 0% from 5.65% in April
- Gross rent arrears had gone up 0.47% since April (£21,547 at August) but at 4.42% was still lower than both the RSL average (4.71%) and the RSL/LA average (6.32%)
- Total rent due is up by £21,734
- Housing lets continue to be quite steady
- Cash balances are up by £337.5k primarily due to reduced expenditure on repairs but this would catch up in the coming months
- 0 court actions had been initiated in the report period but there may be a few to report for September

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

26. Health and Safety Report including health and safety declarations – September 2020* (For information)

The Chief Executive referred to the Housing Services Manager's detailed report circulated prior to the meeting.

The Management Committee enquired regarding the statement in red that the Management Committee will require to confirm that the contents of this report and decision required do not result in any type of breach. The Chief Executive confirmed that no decisions are required but that, yes, as the report covers both Health and Safety as a landlord and an employer, any breach would require to be highlighted to the Scottish Housing Regulator.

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

27. 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

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- fire safety, asbestos management, water systems management, electrical safety, gas safety and lift safety. The Management Committee noted it was a summary as at 29 September 2020 and that the report was developed to highlight the areas where the Association was not compliant due to Covid-19 and where we had to inform the Regulator, e.g. gas safety.

The Management Committee noted that maintenance staff had taken on board the Committee's comments from last month regarding pushing forward overdue annual gas services and had completed 5 of 6 outstanding from the previous month. The Chief Executive confirmed that only one is outstanding where there are valid health reasons and the tenant is being supported with advice.

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

28. MC Annual Training Information (For information)**a) MC Training Evaluation 2019/20***

The Chief Executive referred to the above report circulated prior to the meeting and confirmed that the information contained therein would provide evidence of compliance with the Scottish Housing Regulator's Regulatory Standards of Governance and Financial Management. The Management Committee noted the detailed information on training undertaken from August 2019 – March 2020 (lockdown) but that despite that 16 training sessions were attended by one or more members.

The Chief Executive highlighted the need for training, and in particular, Governance training as it is mandatory within Regulatory Standard no. 6 that the Governing Body and Senior Staff have the skills and knowledge they need to be effective. It was noted that if members continually embark on training this will ensure we comply and are keeping skills up to date.

The Management Committee noted the Chief Executive encouraged members to let her know of any training requirements over the next few weeks and that training can be held over a mixture of one to one or group sessions, in person or online.

The report was noted by the Management Committee.

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.

c) Meeting Schedule V2*

The Chief Executive referred to the above document circulated prior to the meeting and noted the schedule.

MINUTES OF MEETING OF THE MANAGEMENT COMMITTEE HELD ON TUESDAY 29
SEPTEMBER 2020 AT 6.30 P.M. VIA A VIDEO CONFERENCING LINK.

ACTION

29. 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 that around 10 improvements still need concluded (mostly delayed due to Covid-19) and staff will strive to complete them before the new process for 2020 commences.

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

b) Notifiable Events Register*

The Chief Executive referred to the above report circulated prior to the meeting. The Management Committee noted additions 7 and 8 to the report and subsequent updates and current position. The Chief Executive apologised for omitting no. 7 from the August report. The content of the report was discussed and the progress of each addition noted.

c) MC Appraisals – update

The Management Committee noted the update in the report in regards to the delayed report.

d) Governance Review – procurement update

The Chief Executive confirmed that the Governance review, in partnership with a number of other Associations, has just gone out to tender and that a few consultants have already shown interest. The Management Committee noted the Regulator's positive comments regarding our collaborative approach and commitment to shared learning. The Chief Executive confirmed that this review will complement the Internal Audit process and that the successful consultant will look at Key Governance Policies, how the Association achieves compliance against Regulatory Standards, how minutes are recorded, how Notifiable Events are reported and much more.

30. Intranet

The Chief Executive reminded the Management Committee to regularly visit the internal Intranet, which includes news, meeting papers, updated Policies and Procedures and a new Covid-19 tab to allow important information to be accessible from one central point.

31. 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.

MINUTES OF MEETING OF THE MANAGEMENT COMMITTEE HELD ON TUESDAY 29
SEPTEMBER 2020 AT 6.30 P.M. VIA A VIDEO CONFERENCING LINK.

<p><u>ACTION</u></p>	<p>32. Date and Time of Next Meeting/Training Session As per the schedule.</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>
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