

MINUTES OF MEETING OF THE MANAGEMENT COMMITTEE HELD ON TUESDAY 24 NOVEMBER 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
Mr P. Shiach	Secretary	Elected Member
Ms D. Smith		Elected Member
Mr J. Calderwood		Elected Member
Mrs L. Breeze		Elected Member
Ms K. Brown		Elected Member
Cllr M. McNair		Co-opted Member
Cllr J. Mooney		Co-opted Member

In Attendance:

Mrs S. Keenan	Chief Executive
Mr J. Farrell	Head of Housing Services
Mrs L. Lees	Head of Finance & Corporate Services
Mrs S. Farrell	Communications Officer
	Wylie Bisset



1. Apologies

Apologies were received from Mr Joe O'Donnell and Miss Catherine McGarrity. It was noted that a quorum was present to enable the meeting to go ahead.

2. Chairperson's Remarks

The Chairperson welcomed everyone to the meeting and thanked them for their attendance.

The Chairperson wished Item 30h, Chief Executive Appraisal Report to be brought forward and discussed under this item. The Management Committee agreed.

The Chairperson read out the contents of the report and confirmed that the Chief Executive's annual appraisal had been carried out in accordance with regulatory standards. The Management Committee acknowledged that after over 35 years with the Association, the Chief Executive had intimated that she would be leaving the Association by 31 March 2021 and that a minimum of 3 months' notice is required.

It was agreed by the Management Committee that a Notifiable Event would require to be registered with the Scottish Housing Regulator and that the Chief Executive would call the Association's Regulation Manager in advance to alert her to the news. The Management Committee agreed that due to the fact that our Business Plan had been recently updated in line with SHR Guidance and that the Association is a viable organisation able to meet its short, medium and long-term commitments that it is hoped that an Options Appraisal would not be required and the recruitment of a new Chief Executive could begin as soon as possible.

The Management Committee members expressed their best wishes to the Chief Executive.

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ACTION**3. Declaration of Interest**

There were no declaration of interests made.

4. Business Carried Over from Last Meeting

There was no business carried over from the previous meeting.

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

There were no feedback reports from members.

At this point, Mr McCready, Mrs Lees, Mr Farrell and Mrs Farrell entered the meeting.

6. Internal Audit Report – Covid-19 (Wylie Bisset in attendance)*

The Chairperson introduced [REDACTED] and welcomed him to the meeting.



It was noted that the report was categorised as having a “strong” level of assurance in regards to the steps taken by the Association during the Covid-19 pandemic to ensure that there were/are sufficient arrangements in place for gas safety, rental income and arrears, business continuity, emergency repairs and health & safety.

[REDACTED] summarised the information contained within the report, talking over the grading, purpose, scope, background, audit arrangements, conclusion, areas of good practice and benchmarking.

The Management Committee noted that no recommendations had been made, which was lower than that of similar audits, and that 26 areas of good practice had been highlighted.

[REDACTED] invited questions. The Chief Executive asked that if any areas of further good practice were gleaned from future Covid-19 audits, they could be passed onto the Association to further improve processes. Mr McCready confirmed he would do this. There were no further comments or questions and the Management Committee agreed with the Covid-19 Arrangements internal audit report.

[REDACTED] was thanked for his attendance and left the meeting at this point.

7. Secretary’s Report

The Secretary provided the following report:

a) Correspondence

The Secretary read out an email received from Tom McCormack tendering his resignation from the Management Committee [REDACTED]. It was noted that Mr McCormack had thanked the committee members for their support during his time serving on the Committee. The

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Management Committee wished the Secretary to send a letter of thanks to Mr McCormack on their behalf.

b) Share Membership Applications

No Share Membership applications were received.

c) MC Membership Applications

No Management Committee applications were received.

d) Sub-Committee Membership confirmation-KB

The Chief Executive confirmed that Mrs Brown had joined the Finance & Corporate Services Sub Committee. The Head of Finance & Corporate Service confirmed that Mrs Brown had attended the most recent Sub Committee meeting and welcomed her onboard.

e) Shareholder Approval of SFHA Charitable Model Rules (Scotland) 2020 – update registration

The Chief Executive confirmed that the process for adopting the new rules continued and that confirmation from the Scottish Housing Regulator (SHR) via the portal is awaited before the new Model Rules could be submitted OSCR.

8. Approval of Minutes & Actions Notes**a) Management Committee and actions note – 27 Oct-20* (For approval)**

There were no errors or omissions noted and the Minute was proposed by Mr Hillhouse, seconded by Mr Calderwood and unanimously approved by the Management Committee. Progress against action notes from the meeting were also noted.

b) Finance & Corporate Services S-C – 03 Nov-20* (For approval)

There were no errors or omissions noted and the Minute was proposed by Mr Hillhouse, seconded by Mr Shiach and unanimously approved by the Management Committee.

c) Housing Services S-C – 17 Nov-20* (For approval)

There were no errors or omissions noted and the Minute was proposed by Ms Smith, seconded by Mr Shiach and unanimously approved by the Management Committee.

9. Business Arising From Minutes

There was no business arising from the minutes.

10. Ratification of all Minutes (Approval Required)

Ratification of all Minutes was proposed by Mr Hillhouse, seconded by Mr Calderwood and unanimously approved by the Management Committee.

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The Chief Executive referred to the above report which was circulated prior to the meeting and the Management Committee noted the 2 decisions which had been approved by members since the October meeting in relation to use of a void for decant and proposal to slightly amend financial procedures to allow the use of credit cards.

The Chief Executive referred to the amendment to financial procedures, and given that not all members agreed to this, asked whether the Management Committee wished to further discuss the issue.

The Management Committee did wish to explore the matter further. Discussion ensued and the following points were debated in relation to the use of a credit card being strictly regulated:

- If customers chose to prioritise bills and put rent on a credit card during, for example, furlough, it was their decision
- It is a personal decision and rent arrears can have significant impact on their lives i.e. court action can lead to eviction
- Rent arrears arrangements are a positive alternative to manage rent arrears
- Staff could probe further if credit card used regarding welfare
- Allows tenants to make an informed choice
- Provides a range of options to tenants
- No guarantee if tenant pays by debit card tenant they are not withdrawing money out of a credit card to put into bank
- Rent payment date not always convenient and tenant should be allowed to manage their finances accordingly
- Tenants may wish to build a credit history so using a credit card does necessary mean debt
- Credit card debt is unsecured debt where rent arrears could jeopardise the tenancy

After a full discussion/debate, it was agreed that the option to use credit cards in making payments to the Association would be adopted and the financial procedures updated accordingly.

12. Rent Policy Review 2021-22 (Decision Required)

The Head of Finance & Corporate Services and Head of Housing Services referred to the draft Policy that had been circulated prior to the meeting and highlighted that this would provide the basis for consultation with tenants, sharing owners and Registered Tenants Organisations.

The Head of Housing Services summarised the key points required by a Rent Policy including:

- Affordability
- Comparability
- Viability

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At 1. Affordability, the Management Committee noted that 11 family compositions had been input into the SFHA rent affordability tool and there were no fails with even the Association's highest rent (2 person, 2 apartment in Graham Avenue) passed at under 30% (25.3%) and that was also including Band B Council Tax. The Head of Housing Services confirmed that even with a 3% simulation rent increase, it still passed at 26.1%. The Head of Housing Services stated this demonstrates the rents can be considered affordable. It was noted however that a question on affordability will also be asked in the rent setting consultation process.

At 2. Comparability, the Management Committee noted that the Association rents are still the lowest in the district at £313 average, closely followed by Trafalgar at £313.34 but then there is more of a leap. It was noted that Dalmuir Park HA's figures appear too high and the Head of Housing Services will look at this again before bringing the Policy back in January. The Head of Housing Services stated this table demonstrates the rents can be considered comparable.

At 3. Viability, the Management Committee noted that the minimum rent increase required to make a surplus is 0.7% (£9,863) as at 0.5% the surplus of £1,882 is too close to the minimum required to cover our costs, particularly as these projections are based on only 6 months of accurate figures. It was therefore noted that 0.7% would be Option 1 and Option 2 would be 1.0% (£21,836) and Option 3 would be 1.7% (£49,773) with Options 2 and 3 offering over and above normal service delivery as per previous years' consultation, for example a wellbeing fund or digital support and this will be firmed up prior to the consultation.

The Head of Housing Services stated that according to figures received by the Glasgow and West of Scotland Forum, consultation of between 0.5% and 1.2% is the average and up to date final figures will be included in the January report. The Management Committee noted that whilst cognisance should be taken of Covid-19, the rhetoric from the Government is to keep rents as low as possible, not that there should be rent freezes.

The Head of Finance and Corporate Services informed the Management Committee that these rent projections are in line with the long term financial plans and the sensitivity analysis takes into account significant loan repayments and our major repairs plans totalling £46m over the next 30 years, and with a particularly large amount spent over the next 5-10 years, which is why a 'rent freeze' was not considered as a starting point.

The Chief Executive highlighted that £950k per annum is required to be set aside from the rents to ensure our Major Repairs fund is sufficient to meet our short, medium and long-term investment plans.

The Head of Finance and Corporate Services highlighted the fortunate position of the Association, that the Major Repairs programme is cash

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backed and not using reserves and that £950k will be added year on year. The Management Committee noted the importance of not looking at the rent increase in isolation and that the financial plans have demonstrated that less than inflation increases cannot be sustained in the long-term.

Given the information provided in the draft Policy, the Management Committee could be satisfied that the proposed rent increase consultation figures of between 0.7% and 1.7% demonstrated affordability, comparability and viability.

After discussion the Management Committee unanimously approved the options proposed for consultation.

The Management Committee noted that the final draft Rent Policy would be brought to the January 2021 Management Committee meeting for approval, along with the consultation results.

13. Service Charge Policy Review 2021-22

The Head of Housing Services referred to the draft Policy that had been circulated prior to the meeting. The Management Committee noted all figures presented were based on actual costs to 30 September and estimated costs to the year-end based on the previous financial year/schedule of rates as submitted by contractors plus any extra information available. The Head of Housing Services was pleased to confirm that once divided between the tenants/owners receiving the services, and given recent procurement and costs for the next 3 years being firmed up, prices for 2021/2022 could be kept the same as 2020/2021. It was noted this will be of assistance to customers.

At electricity, the Management Committee noted that common electricity not yet been billed for at Graham Avenue and as such it was prudent to keep the level the same also given fluctuations in the energy markets.

The Head of Housing Services welcomed questions. There were none and the Management Committee unanimously approved the draft Policy and proposed charges for 2021/2022. The Management Committee noted that the final Service Charge Policy would be brought to the January 2021 Management Committee meeting for approval, following tenant consultation.

The Communications Officer left the meeting at this point.

14. Staffing Report* (Decisions Required & Updates)

The Chief Executive referred the Management Committee to the above confidential report circulated prior to the meeting and confirmed the purpose of the report is to review and consider the recommendations in relation to staffing resources. [REDACTED]



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2. Centre81 Staffing (Decision required) – the Management Committee noted the update within the report regarding the recruitment of a Centre Assistant and agreed that the temporary post should be extended to 1-year.

3. Part-time Welfare Rights Officer (Update) – the Management Committee noted the information contained within the report regarding the recruitment process for this post. It was noted that interviews were scheduled for Wednesday 25 November.

4. Temporary staffing requirements – Housing Services Department (Decision required) – the Management Committee noted the update provided within the report and agreed that all temporary positions should be extended to 31 January 2021.

5. Proposed PATH Trainee (Update) – the Management Committee noted the update provided within the report and that the successful candidate would commence on 14 December 2020.

6. Temporary Staffing Requirement – Finance & Corporate Services Department (Decision required) – the Management Committee agreed the requests within the report in relation to additional temporary staffing requirements (Grade 4, 3 days per week) and agreed that this arrangement should be put in place until 31 January 2021.

7. Estate Management Service – Proposed Working4U apprenticeship (Update) – the Management Committee noted the update provided within the report regarding the ongoing recruitment of a Working4U apprentice. It was further noted that second interviews would be held the next day between 2 high calibre applicants.

8. Full time Tenancy Sustainment Worker – Grade 7 – Temporary Post – 2.5 years fixed contract (Decision required) – the Management Committee noted the contents of the report in regards to this fully funded post to be shared between Knowes HA, Clydebank HA and Dalmuir Park HA. It was noted that Clydebank HA would be employing the worker on behalf of all 3 organisations. It was agreed that as this post is unusual, our normal Recruitment Policy procedures would not be followed to allow all 3 organisations to be represented on the interview panel. It was agreed that Joe Farrell should represent Clydebank HA.

9. Senior Officer Appraisal Summary Report (Update) – the Management Committee discussed this item under Chairperson's remarks.

10. Investors in Young People (Update)

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(Update)**

The Management Committee noted the update provided within the report and the Government and Council are in agreement in principle with moving the [REDACTED] development ahead of this development if required.

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 3 and is due for update in the coming weeks. The Management Committee noted, all going well, that the demolition would be carried out prior to Christmas but will only be taken to foundation level to provide a protective layer to the ground/soil until .

Acquisition – small piece of triangular ground from [REDACTED] – The Management Committee noted the information provided.

Funding – The Management Committee noted the Contracts Register detailed in Appendix 4. The Chief Executive confirmed that the approved sum of [REDACTED] has been released from [REDACTED] received on 06 November. As such the Head of Finance and Corporate Services wished the Management Committee to consider transferring the [REDACTED] balance into the [REDACTED] in order to receive some bank interest on the amount and to comply with the Treasury Management Policy. The Management Committee noted that [REDACTED] provided the most favourable rates and per the Treasury Management Policy no more than half of total funds can be retained the bank account. The Management Committee unanimously agreed to the transfer and the Head of Finance and Corporate Services confirmed this would be done on 25 November.

Private Finance – The Management Committee noted the update contained within the report that a [REDACTED] will now be progressed but noted that there is plenty of time before it is required.

Design for Planning – The Management Committee was reminded of the successful planning approval in June and the conditions imposed. The Chief Executive reiterated the unit numbers/apartment numbers within the development.

Contractor Selection – The Management Committee noted that now that the Offers of Grant have been received the Association will publish a contract award notice regarding the building contract with [REDACTED] once the date of possession has been agreed. The Chief Executive highlighted that this would mean the Association would be contracted to [REDACTED] for a

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██████████ and the Management Committee unanimously approved the contract award.

Community Consultation – The Management Committee noted that the Chief Executive will request to attend the first Community Council meeting possible in the New Year to provide an update to the Group. The Chief Executive confirmed a community newsletter would be circulated as soon as possible, hopefully prior to Christmas, to update the community on the demolition plans.

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

d) Other Sites

Proposed ██████████ development – Design and Build (Update)

The Management Committee noted the contents of the report and that regular meetings had taken place in order to move forward with the development. The Management Committee agreed that the Association should continue to pursue this development with WDC and the Scottish Government with a view to hopefully progressing ahead of the proposed ██████████ development.

e) Development Risk

The Management Committee noted the risk register detailed in Appendix 6 and no further additions were proposed.

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

16. **Ca☺street - verbal update (For information/Confidential)**

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17. **Asset Management Strategy Action Plan Review* (For information)**

The Chief Executive referred to the above document circulated prior to the meeting. The Chief Executive highlighted the importance of this action plan in showing progress made towards targets set to deliver the Strategy. The Management Committee noted actions were progressing well but there were still a couple of years remaining to conclude the action plan.

The Chief Executive invited questions. There were none and the action plan was noted.

18. **Value for Money Action Plan Review* (For information)**

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The Chief Executive referred to the above document circulated prior to the meeting. The Chief Executive highlighted the importance of this action plan in showing progress made towards targets set to deliver the Strategy. The Management Committee noted actions were progressing well but there were still a couple of years remaining to conclude the action plan and the Head of Finance and Corporate Services was working her way through it.

The Chief Executive invited questions. There were none and the action plan was noted.

19. IT Strategy Action Plan Review* (For information)

The Chief Executive referred to the above document circulated prior to the meeting. The Chief Executive highlighted the importance of this action plan in showing progress made towards targets set to deliver the Strategy. The Management Committee noted that nearly all of the actions had been delivered to date and the importance of the Association's IT function being robust. It was noted that a new 5-year IT Strategy would be devised in 2021.

The Chief Executive invited questions. There were none and the action plan was noted.

20. Digital Inclusion Action Plan Review* (For information)

The Chief Executive referred to the above document circulated prior to the meeting. The Chief Executive highlighted the importance of this action plan in showing progress made towards targets set to deliver the Strategy. The Management Committee noted that these actions, along with those in the IT Strategy action plan, referenced above, will play such an important role in the Association over the coming years. The Chairperson concurred especially given the Covid-19 situation. It was noted a new Digital Inclusion Strategy would be presented to the Management Committee in 2021.

The Chief Executive invited questions. There were none and the action plan was noted.

21. Policy Review – Dignity at Work* (Decision required)

The Chief Executive referred the Management Committee to the above draft Policy which was circulated prior to the meeting and highlighted that this was an existing Policy which was due for its 3-yearly review and minor tracked changes were highlighted in red including the inclusion of a GDPR statement to reflect the EVH model policy document.

The Management Committee unanimously approved the Policy as presented and noted that a clean/non-tracked version would be posted on the Intranet.

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The Chief Executive referred the Management Committee to the above draft Policy which was circulated prior to the meeting and highlighted that this was an existing Policy which was due for its 3-yearly review and minor tracked changes were highlighted in red including the inclusion of a GDPR statement to reflect the EVH model policy document.

The Management Committee unanimously approved the Policy as presented and noted that a clean/non-tracked version would be posted on the Intranet.

23. 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 Chief Executive confirmed actions are progressing well and new items are being added onto the plan. The Chief Executive referred to the Management Committee's enquiry the previous month regarding info sharing contracts list to be created and documents sent out and returned signed (Housing Management) and the Chief Executive confirmed that sharing contracts are currently in place, however, it remains on the action plan as a reminder as contracts change on an ongoing basis.

24. a) Customer Consultation/Communications Report* (Decision/Approval Required)

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 the first instance the Communications Officer referred the Management Committee to 1. Current/Future Consultation & Feedback – Tenant Participation Strategy and the recommendation that the Management Committee formally adopt the Tenant Participation Strategy as presented, as appended in item b), as no further feedback was received to the extended consultation. The Management Committee unanimously agreed to the adoption of the Strategy.

The Communications Officer then highlighted the following:

- The Charter Report consultation which had concluded with 9 returns being received, early indication are that they have changed the content of the report from 2019, showing real tenant influence
- The successful Tenant Panel meeting which was quorate on 18/11 but unfortunately a member has resigned so promotion of the vacancy will be promoted

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- Feedback requested by the Management Committee in October on complaint no. 22
- The Covid-19 customer care survey top line results where 89% were satisfied with CHA during the lockdown period. 82% felt CHA had kept them informed of the changes to services available due to Covid-19
- The publications in progress, including the Charter Report, December Newsletter and Linnvale Development Newsletter
- Successful accreditation for the coming 3 years for Disability Confident Employer Status

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

At this juncture, the Chief Executive asked the Management Committee if it would be ok to close the telephone lines on Christmas Eve at 12.30pm to allow staff to finish early for the festive break. This was unanimously approved by the Management Committee.

b) Tenant Participation Strategy *

It was noted this Tenant Participation Strategy draft for 2020 had been included for reference and had now been adopted under item 24a).

25. Centre81 Report* (For information)

The Chief Executive referred to the Centre81 Co-ordinator's report on the above circulated prior to the meeting and confirmed that the Centre will remain closed and reopening to the public will not be considered until restrictions on public places are lifted.

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

26. SHR Covid19 Returns – to 31 October 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, particularly as 7 months data was now included.

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

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

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

At 1.2 the Chief Executive asked that if any members were still to return their acceptance of their responsibilities as outlined in the H&S Control Manual that they do so by Wednesday 25 November at the latest.

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

28. 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 24 November 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 gas safety still remains the only compliance issue with 1 gas service still outstanding despite staff's considerable efforts.

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

29. MC Meeting/Training Schedule V4* (For information)

The Chief Executive referred to the above document circulated prior to the meeting which included an accurate schedule as all external training had now been confirmed by SHARE. It was noted that areas redacted contained personal mobile numbers of trainers should there be problems with virtual meeting links etc.

30. Focus on Governance/Risk (Decision/Approval Required)

Ms Smith, as a member of the Self-Assurance Working Group, introduced the following 2 items and explained the background, that both statements were prepared in a similar style to the previous year and amended accordingly but a) is where the Association is compliant on 30 November and b) is where the Association is non-compliant on 30 November, depending on the outcome of the last outstanding gas service being carried out. The Chief Executive confirmed that the staff continue to engage with the tenant in question, providing advice and assurance and a letter regarding the gas service has been provided to a medical professional and their opinion is expected by Friday 27 November and as such, contractors are on standby for Friday/the weekend.

a) Draft Annual Assurance Statement - Compliant* (Decision Required)

Ms Smith referred to the above report circulated prior to the meeting. The Management Committee was satisfied with the draft as presented and instructed the Chief Executive to submit the draft should the Association be compliant on 30 November (in the event that the one outstanding gas service is completed).

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ACTION**b) Draft Annual Assurance Statement – Non-Compliant* (Decision Required)**

Ms Smith referred to the above report circulated prior to the meeting. The Management Committee was satisfied with the draft as presented and instructed the Chief Executive to submit the draft should the Association be non-compliant on 30 November (in the event that the one outstanding gas service is not completed).

Ms Smith invited questions. There were none and the Management Committee commended the working group for their efforts. This was seconded by the Chief Executive.

c) Self-Assurance Action Plan update 2019*

The Chairperson referred to the above report circulated prior to the meeting and it was noted that outstanding actions were Covid-19 related and have already been carried over to the 2020 action plan.

d) Draft Self-Assurance Action Plan 2020*

The Chairperson referred to the above report circulated prior to the meeting. The Chief Executive confirmed that some improvements were Covid-19 related, some were additional improvements highlighted and some were carried forward from last year.

The Management Committee agreed the Improvement Plan for 2020 and it was noted that progress towards completing the outstanding actions would be monitored on a monthly basis via the Management Committee meetings. It was noted that only one, although Covid-19 related, was deemed to be material at AN4.5 where 1 gas service remains outstanding.

e) Notifiable Events Register*

The Chief Executive referred to the above report circulated prior to the meeting and the Management Committee there was one new entry since the last meeting. The Management Committee noted that following reference to the SHR Guidance that the change of Rules was a notifiable event (constitutional) and as such registered the Notifiable Event on the SHR Portal. The Chief Executive confirmed all information was submitted on 20 November and it was closed off the same day.


The Chief Executive was hopeful to have the 2 house fires closed off in the coming weeks and confirmed that only one will remain outstanding related to Covid-19 (office closure/outstanding gas service).

f) Joint Governance Project – Procurement

The Chief Executive provided a verbal update to the Management Committee on the joint Governance procurement exercise being procured along with 4 other Associations. The Management Committee noted that this project would cover a whole host of governance related areas not covered by internal audit and that good practice could be

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picked up and shared. The Management Committee noted that the SHR welcomed such partnership working.

The Management Committee noted that the project was  tendered recently and it was the recommendation from the 3 directors that carried out the review of the 4 proposals received that North Star Consulting were awarded the contract for a cost per Association of [REDACTED]. It was noted they were the second last in terms of cost but higher on quality so came out on top. The Chief Executive confirmed that this was for 60 days consultancy and represented particularly good value. The Head of Finance and Corporate Services confirmed there was adequate budget for this. The Management Committee unanimously accepted the recommendation.

g) MC Appraisal Summary Report*

The Management Committee members confirmed they had all received the summary report circulated by the Chief Executive and the Chairperson apologised for the delay in preparing the report due to co-ordinating diaries and other priorities.

The Chairperson read aloud a number of key comments from the report as follows:

- It was clear we had a strong Committee with a wide range of interests and skills, with many areas of interest, who are not afraid to speak up or scrutinise staff and all enjoyed giving back to the community
- Views on Key Challenges/Risks including Covid-19, regulatory standards, rising rent arrears and bad debts, Brexit, requirements of ESSH 2, meeting housing demand, homelessness, Centre81 and ongoing GDPR compliance
- General comments were noted including meeting times, diversity of the Committee, development and key highlights from the year
- Training Identification including Tenant Participation and wider role and finance
- 9-Year Rule which applied to 2 members and that it could be clearly evidenced by the appraisals that the members have the residents best interests in mind, have expert knowledge, undertake continuous training and continue to scrutinise and question, even after considerable years on board

The Chairperson confirmed that no questions of concern were raised and concluded by thanking members for their participation and stating that members clearly had great strengths and attributes and that all come together collectively and make the best decisions for the tenants and other customers and that members should be very proud.

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<u>ACTION</u>	<p>h) Chief Executive Appraisal Summary* Discussed at Chairperson’s Remarks.</p> <p>31. Intranet The Chief Executive reminded the Management Committee to regularly visit the internal Intranet, which includes news, meeting papers, updated Policies and Procedures and Covid-19 tab to allow important information to be accessible from one central point.</p> <p>32. Signing of Minutes The Management Committee acknowledged that the signing of minutes would take place when safe to do so.</p> <p>33. 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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