

**MINUTES OF MEETING OF THE MANAGEMENT COMMITTEE HELD ON TUESDAY 15
DECEMBER 2020 AT 6.30 P.M. VIA A VIDEO CONFERENCING LINK.**

ACTION

Present:

Mr P. Shiach	Secretary	Elected Member
Ms D. Smith		Elected Member
Mr J. O'Donnell		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
Mrs L. Lees	Head of Finance & Corporate Services
Mrs S. Farrell	Communications Officer

1. Apologies

Apologies were received from Mr Hillhouse, Mrs Breeze and Miss McGarrity. It was noted that a quorum was present to enable the meeting to go ahead.

2. Chairperson's Remarks

In the absence of the Chairperson and Vice Chairperson, the Secretary took the Chairperson's role and welcomed everyone to the meeting and thanked them 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 from the previous meeting.

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

There were no feedback reports from members.

6. Secretary's Report

The Chairperson provided the following report:

a) Correspondence

A letter was read aloud from Sharon Keenan, Chief Executive, in which she formally submitted her resignation with an intended leaving date of 31 March 2021, providing the 3 months' notice required. The letter conveyed her best wishes for the future of the Association and committed to assist with the transition.

The Chairperson intimated that the Management Committee had been extremely fortunate to have had the support and leadership and that she will be missed. The Head of Finance & Corporate Services echoed the sentiment from staff. The Chief Executive thanked all for their comments and good wishes. The Management Committee noted that a Recruitment Sub-Committee/Panel had been established to take the recruitment forward with EVH once the Options Appraisal process was complete.

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<u>ACTION</u>	<p>b) Share Membership Applications No Share Membership applications were received.</p> <p>c) MC Membership Applications No Management Committee applications were received.</p> <p>d) Shareholder Approval of SFHA Charitable Model Rules (Scotland) 2020 – update registration The Chief Executive confirmed that the process for adopting the new rules continues and that confirmation from the Scottish Housing Regulator (SHR) via the portal is still awaited before the new Model Rules could be submitted OSCR. The Management Committee noted the Chief Executive is pursuing this in order that it can be closed off by the end of the year.</p>
SK	<p>7. Approval of Minutes & Actions Notes a) Management Committee – 24 Nov-20* (For approval) Subject to an amendment at 15c) which should read “until the site start date.” and not “until .”, the Minute was proposed by Ms Smith, seconded by Mr Shiach 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 all Minutes was proposed by Cllr McNair, seconded by Mr Shiach 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 which was circulated prior to the meeting and the Management Committee noted the 4 decisions which had been approved by members since the November meeting in relation to the following:</p> <p>Decision 1 - Submission of Compliant Annual Assurance Statement to the Scottish Housing Regulator (approval by 6 members)</p> <p>Decision 2 – 1) Recruitment Sub-Committee/Panel for new Chief Executive and 2) EVH to assist in recruitment process at cost specified (approval by 7 members)</p> <p>Decision 3 – Temporary staffing arrangements as a result of a Maintenance Assistant’s resignation (approval by 7 members)</p> <p>Decision 4 – Requirement to carry out an Options Appraisal due to the intended departure of the Chief Executive (approval by 6 members but it was noted that Ms Smith has since approved this and would be added to the report).</p>
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<p><u>ACTION</u></p>	<p>It was noted the report was for information only.</p> <p>The Communications Officer and Head of Finance and Corporate Services left the meeting at this point.</p> <p>11. Staffing Report – Confidential* (Decision Required) 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. The contents of the report were noted and the following decisions were made: -</p> <p>11.1 Chief Executive Recruitment/Options Appraisal The Management Committee noted the contents of the report including the need for the timetable for recruitment to be adjusted based on the requirement to conduct an Options Appraisal in the first instance. The Management Committee agreed that this would be a positive process. The Arneil Johnstone proposal was reviewed and agreed based on the fact that we had successfully worked with the company recently and they were familiar with our financial plans and therefore the timescale could be reduced and the final report could be prepared within a few weeks. After discussion, the Management Committee unanimously agreed to the proposal and the fee of ██████████ as presented.</p> <p>SK</p> <p>It was noted that meetings between the Management Committee and Arneil Johnstone would be arranged in the New Year.</p> <p>The Communications Officer and Head of Finance and Corporate Services returned to the meeting at this point.</p> <p>11.6 Maintenance Assistant (Part-time) Grade 6 – the Management Committee unanimously agreed that this post should become permanently full-time from 01 January 2021 and the recruitment of the additional part-time post be delayed until the New Year.</p> <p>SK/JF</p> <p>The Chief Executive invited questions on the report. There were none and the report was noted.</p> <p>12. Development Report* (For information) The Chief Executive referred to the above report circulated prior to the meeting. The Management Committee noted the updates provided in relation to our current and proposed developments including Queens Quay, Linnvale Church, Clydebank Bowling Green and Dumbarton Road.</p> <p>The Management Committee noted the risk register detailed in Appendix 4 and no further additions were proposed. The Chief Executive highlighted all the appendices within the report and their content.</p> <p>The Chief Executive welcomed questions on the report. There were none and the content of the report was noted.</p>
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The Chief Executive confirmed [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

14. Policy Review – Equality & Diversity* (Decision required)

The Chief Executive referred to the draft Policy which had been circulated prior to the meeting and informed the Management Committee that it is an existing Policy due for its annual review and that proposed minor changes were highlighted in red related to proposed equalities guidance currently out for consultation and also in regards to Human Rights legislation. The Chief Executive confirmed that it is one of a few policies reviewed annually to ensure that any changes during the year are updated timeously.

The Management Committee unanimously approved the draft Policy as presented.

15. Policy Review – Equality & Diversity in Employment* (Decision required)

The Chief Executive referred to the draft Policy which had been circulated prior to the meeting and informed the Management Committee that it is an existing Policy due for its annual review and that proposed minor changes were highlighted in red related to proposed equalities guidance currently out for consultation. The Chief Executive confirmed that it is one of a few policies reviewed annually to ensure that any changes during the year are updated timeously.

The Management Committee unanimously approved the draft Policy as presented.

16. Business Plan 2020/21 Performance to 30 September 2020*

The Chief Executive referred to the above report circulated prior to the meeting. The Chief Executive stated it would normally have been presented earlier but given the Business Plan review for 2020/2025 was delayed until October, this was not possible. The Management Committee noted that whilst the Sub-Committees are provided with regular performance update reports, this report brings everything together into the one report.

The Management Committee noted the very detailed progress report which described the actions to date to meet the various targets and objectives and could see a great deal had been achieved to date, especially in the circumstances.

The Chief Executive ran through each section in turn and the following was highlighted:

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Section 2.0 – the improvement to this section was noted, where benchmarking information has been included for the first time and will be built upon going forward. The Chief Executive stated it was good for the Management Committee to see how the Association has performed year to year and also how similar organisations are performing to allow the Management Committee to review and ask questions about not only internal performance but comparisons with other organisations so that we can continue to improve.

Section 3.0 – this section covers the Association’s priorities 2020/21 and details how we were going to work towards them. It was noted priorities are above and beyond meeting Association’s Objectives.

Section 4.0 – this section covers progress towards meeting each of the Association’s 7 Objectives.

Section 5.0 – this section includes the Equality and Diversity Action Plans and what has been done to progress the actions identified. The Chief Executive reiterated the importance of Action Plan updates in ensuring staff are working towards delivering the Plans for the Management Committee.

Section 6.0 – this section details the high risk areas only which have been brought over from the Strategic and Operational Risk Registers to ensure the risk has not changed and that mitigation strategies are in place to protect the Association. The Chief Executive indicated there were no proposed changes to the risk ratings and is confident the Association is adequately mitigating risk as much as possible.

The Chief Executive intimated that from a holistic perspective Covid-19 has had an impact on performance but services have been reviewed and new working practices have been introduced to ensure our good performance can be at least maintained and the Association is generally on target to achieve overall objectives by end of March 2021.

The Chief Executive referred to the narrative for all areas of performance against target and mentioned where there were unfavourable variances in performance against target.

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

17. **Maintenance Report – Various Major Repairs (Procurement Route)***
The Chief Executive referred the Management Committee to the Acting Housing Services Manager’s report on the above. It was noted that the proposal is to procure some of the forthcoming contracts via a framework as follows:

Kitchen refurbishment – [REDACTED]

Boiler replacement – [REDACTED]

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<u>ACTION</u>	<p>The Chief Executive reiterated that benefits of working within a framework included the fact that agreed rates allow the Management Committee to know that value for money is being achieved and that the frameworks review performance regularly, ensure the correct insurances are in place, etc., so overall efficiencies are realised in terms of administration.</p>
JD	<p>The Management Committee unanimously approved the proposal be explored and accepted but understood that if the costs exceed budget amounts presented, a further report would be submitted for consideration.</p>
	<p>18. SHR Covid19 Returns – to 30 November 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 allows us to take action timeously, particularly as 8 months data was now included.</p>
	<p>The Chief Executive highlighted several key points within the report as follows:</p> <ul style="list-style-type: none">• Number of staff absent – difference from month 1 to 8 is a positive change, -2.35% (it was highlighted that although 3 absences reported, there is currently one more absence, per the staffing report)• Percentage of staff absence is down 7.4% from month 1• Rent arrears at month end were £183k, just under £13k difference which is good given the current circumstances (gross 4.22% > 0.27 since Month 1). It was noted that a number of Associations have higher arrears and that the Association should benefit from the Tenancy Sustainment Officer and Welfare Rights Officer going forward. The Chief Executive commended the work of the Housing Team in this regard
	<p>Cllr Mooney left the meeting at this point.</p> <ul style="list-style-type: none">• Cash balances were noted as c. £11.4m (payments due out for development were detailed) so the real increase from Month 1 is just over £300k• 16 Notice of Proceedings regarding rent arrears where tenants would not engage were noted but they cannot be enforced at this time
	<p>The Chief Executive invited questions. There were none and the report was noted.</p>
	<p>19. Health and Safety Report* (For information) The Chief Executive referred to the Acting Housing Services Manager's detailed report circulated prior to the meeting and confirmed it was for information only. It was noted that we have successfully completed all 9 outstanding gas services. The Chief Executive commended the work of the Maintenance team in this regard.</p>

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SK	<p>The Chief Executive invited questions. There were none and the report was noted.</p>
	<p>20. Health and Safety Compliance Report* (For information) The Chief Executive referred to the Acting Housing Service Manager's report, circulated prior to the 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 15 December 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 Chief Executive highlighted that at 2. Gas – it should have stated Y for complying, not N for non-compliance.</p> <p>The Chief Executive invited questions. There were none and the Management Committee noted the report.</p>
	<p>21. Focus on Governance/Risk (For information)</p> <p>a) Annual Assurance Statement 2020 Update The Chief Executive stated the Management Committee will be aware there was a lot of email correspondence related to the submission but was happy to state an annual assurance statement stating compliance was submitted to the Regulator by 30 November as agreed.</p> <p>b) Self-Assurance Action Plan 2020 - Dec Update* The Chief Executive referred to the above report circulated prior to the meeting and the Management Committee noted the update at AN3.26 in relation to gas servicing failures as a result of Covid-19. The Chief Executive asked if all members were satisfied with the change in relation to the non-material categorisation. This was unanimously agreed.</p>
	<p>The Chief Executive highlighted the good headway made into the action plan as demonstrated by the report but at 3.3.3 acknowledged that the BP Performance to 31 March had not yet been reported to the Management Committee. In light of the BP Performance to 30 September being provided at the meeting, the Management Committee stated that, given a Business Plan had since been produced and agreed and that it would be looking backwards not forwards, there was no need to now provide. The Chief Executive stated she would update the action plan to show that the performance to 30 September had now been reviewed and was satisfactory.</p> <p>c) Notifiable Events Register* The Chief Executive referred to the above report circulated prior to the meeting and the Management Committee noted there were two new entries (numbers 10 and 11) since the last meeting.</p>

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<p><u>ACTION</u></p> <p>SK</p>	<p>The Management Committee noted Item 10 will be updated now that it is known that an Options Appraisal is to be carried out. It was noted that Item 9 relating to the change to the Model Rules had been closed off.</p> <p>The Chief Executive invited questions. There were none and the report was noted.</p> <p>22. 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>23. Signing of Minutes The Management Committee acknowledged that the signing of minutes would take place when safe to do so.</p> <p>24. 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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