

**MINUTES OF THE FULL MANAGEMENT COMMITTEE  
MEETING HELD ON WEDNESDAY 27<sup>th</sup> MAY 2020  
VIA VIDEO CONFERENCING  
FROM THE GLENBURN CENTRE**

**1 SEDERUNT**

<b>M DAVIDSON</b>	<b>VICE CHAIR</b>
<b>G McNAUGHT</b>	<b>SECRETARY (P)</b>
<b>A CUSHINGHAM</b>	<b>TREASURER</b>
<b>C HARVEY</b>	<b>COMMITTEE MEMBER</b>
<b>C COOPER</b>	<b>COMMITTEE MEMBER</b>
<b>D BARNES</b>	<b>COMMITTEE MEMBER</b>
<b>P WADDELL</b>	<b>COMMITTEE MEMBER</b>
<b>G GILLESPIE</b>	<b>CO-OPTED MEMBER</b>
<b>J KENNA</b>	<b>CO-OPTED MEMBER</b>
<b>P THOMPSON</b>	<b>CO-OPTED MEMBER</b>

**APOLOGIES**

<b>J GRACEY</b>	<b>CHAIR</b>
<b>J HENDRY</b>	<b>FINANCE MANAGER</b>

**IN ATTENDANCE**

<b>J McMORROW</b>	<b>DIRECTOR</b>
<b>C McGRAW</b>	<b>HOUSING MANAGER</b>
<b>B McMAHON</b>	<b>MAINTENANCE MANAGER</b>

The meeting opened at 6.40pm. M Davidson chaired the meeting in the absence of the Chairperson.

**2 PREVIOUS MINUTES**

The previous minutes of 29<sup>th</sup> April 2020 were proposed a true record by M Davidson and seconded by A Cushingham.

The previous minutes of 29<sup>th</sup> April 2020 covering confidential matters were proposed a true record by M Davidson and seconded by A Cushingham.

### **3 MATTERS ARISING & OUTSTANDING ISSUES**

Committee reviewed the report circulated with the agenda relating to previous minutes and matters arising along with action taken.

Committee noted any outstanding items awaiting action; those actions completed as outlined in the register of items outstanding.

Committee reviewed the proposed dates for items outstanding and agreed these as outlined in the report with the exception of the Management Software which should read October 2020 as opposed to 2021.

Consideration was given as to whether this could be achieved earlier however it was agreed that this would not be practical.

Committee also noted the Covid-19 update as presented in the report.

### **4 DECLARATION OF INTEREST & NOTIFIABLE EVENTS**

Committee noted the declaration of interest register as outlined in the confidential report which was circulated with the agenda.

There were no other declarations of interest noted at this point in the meeting.

Committee noted that there were no notifiable events reported to the Scottish Housing Regulator since the last report.

Committee noted that the annual updating the staff declarations were still to be carried out as reported at the last meeting.

### **5 HEALTH & SAFETY**

Committee considered whether there were any issues of a Health & Safety matter.

Committee noted the proposed dates to complete recommendations from the Health & Safety audit.

Committee also noted that the for additional training assumes that the current Covid-19 does not impact on the course being available.

Committee received further details on the one non-conformance reported at the last meeting and although this matter was raised with the auditor it appeared that the auditor is suggesting that the legionella risk assessment is undertaken every two years even though there have been no changes to this.

It was reported that we have instructed our legionella contractor to review the risk assessment.

Committee also noted work undertaken to support a preparation for return to work after Covid-19 lockdown has been lifted. It was noted that the Co-operative will be producing a Return to Work Plan in consultation with staff.

Committee considered some of the practical implications of this plan at the meeting. It was reported that the plan will focus on a safe return to work for all staff.

No other health and safety matters were raised at the meeting.

## **6 AUDIT & FINANCE COMMITTEE REPORT**

The draft minute of the Audit and Finance Committee was circulated with the agenda outlining work undertaken by this Committee.

Committee noted the contents of the minute and the actions recorded.

Committee noted the amendment to the internal audit programme for 2020/21.

Committee also noted the risk management report and the work undertaken on the risk register including the impact of Covid-19 on risks and this was duly approved.

## **7 CORRESPONDENCE & GROUP UPDATES**

Committee noted the following correspondence received:

- Glasgow West of Scotland Forum (GWSF)
  - May 13<sup>th</sup> Update – Covid-19 issues, Fire Safety & EESSH deadline, managing arrears and contactless lettings
- The Pensions Trust (TPT)
  - DB Accounting Tool available
- Scottish Housing Regulator
  - Monthly Information request for covid-19

Committee noted the report which was issued to the Scottish Housing Regulator as circulated under separate cover with the confidential reports.

It was also noted that the Scottish Housing Regulator will be amending the staff absent form exclude staff placed on furlough from the next return due on the 8<sup>th</sup> June.

## **8 OPERATIONS REPORT**

Committee reviewed the summary operations report that was circulated with the agenda.

Committee considered the proposed timetable for the Annual Return on Charter (ARC) submission and agreed to review the draft return at the next meeting.

It was reported that further work has been undertaken on the new tenant satisfaction and that the percentage very or fairly satisfied is 89%.

A question was asked on what the day to relet figure would be if void properties due to the tenant being deceased and family retaining keys would be and it was reported this would reduce to 3.8 days.

## **9 MEMBERSHIP APPROVALS**

Committee noted that there were no new memberships to report this month.

## **10 REGENERATION REPORT**

Committee reviewed the regeneration report that was circulated with the agenda and noted the contents.

Committee noted the conflict of interests as highlighted in the report which are already contained in the annual declarations undertaken.

Consideration was given to the Financial Gains information and it was reported that during the 2019/20 period £376,011.81 was obtained.

## **11 ELECTRONIC COMMUNICATION POLICY**

Committee reviewed the report and the draft electronic communication policy and equality impact assessment that was circulated with the agenda.

A revised draft was circulated prior to the meeting and the amendments included the following:

- 1.6 specific reference to Committee members at this section
- 2.4 amended with 2.4.1 – 2.4.3 removed
- 5.2 amended to reflect that our systems force password changes
- 5.4 amended to reflect working from home procedures
- 14.1 Social Media Policy reference

After consideration Committee therefore approved this policy.

Committee considered the Social Media Policy circulated prior to the meeting and this was approved at the meeting.

Committee noted that the two policies have yet to be circulated to staff and it was agreed that these will be issued to staff for consideration and if there are any significant issues on the implementation of these policies these will be reported.

## **12 PROCUREMENT POLICY**

Committee reviewed the report and the draft procurement policy and equality impact assessment that was circulated with the agenda.

After consideration Committee approved this policy and agreed to amend the financial regulations and procedures to reflect this policy.

## **13 AOCB**

### **13.1 Confidential Item**

Committee considered a confidential item relating to staff furlough in relation to a contract due to end and it was noted that advice from Employers in Voluntary Housing is being sought on this.

Committee requested that legal advice be sought too and approved delegated authority to the Director to determine the decision and inform the staff member accordingly.

Meeting Closed at 7.40pm.

**Minutes Approved.....Date.....**