

**MINUTES OF THE FULL MANAGEMENT COMMITTEE
MEETING HELD ON WEDNESDAY 24th JUNE 2020
VIA VIDEO CONFERENCING
FROM THE GLENBURN CENTRE**

1 SEDERUNT

J GRACEY	CHAIR
M DAVIDSON	VICE CHAIR
G McNAUGHT	SECRETARY (P)
A CUSHINGHAM	TREASURER
D BARNES	COMMITTEE MEMBER
P WADDELL	COMMITTEE MEMBER
G GILLESPIE	CO-OPTED MEMBER

APOLOGIES

C COOPER	COMMITTEE MEMBER
P THOMPSON	CO-OPTED MEMBER
J KENNA	CO-OPTED MEMBER

IN ATTENDANCE

J McMORROW	DIRECTOR
C McGRAW	HOUSING MANAGER
B McMAHON	MAINTENANCE MANAGER

The meeting opened at 6.30pm.

It was agreed to consider a confidential item first (18.1) as circulated under separate cover.

18.1 Confidential Item

Committee approved the temporary responsibility and salary for a member of staff as contained in the report.

2 PREVIOUS MINUTES

The previous minutes of 27th May 2020 were proposed a true record by M Davidson and seconded by A P Waddell.

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

This report included potential issues in holding the next Annual General Meeting via zoom, requirement for a Special General meeting to update Rules.

Committee reviewed the requirement for the preparation and submission to a Special General meeting of the revised Model Rules and agreed to undertake this review in 2021/22.

Committee approved delegated authority to the Chairperson to approve the Loan Portfolio Return for submission to the Scottish Housing Regulator.

A revised summary of the Annual Return on the Charter was distributed electronically and Committee noted amendments from that circulated with the agenda.

Committee reviewed the revised summary which contained comparisons with 2018/19 Annual Return and Committee noted the differences from that circulated with the agenda.

Committee approved the Annual Return on the Charter.

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.

5 HEALTH & SAFETY

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

Committee reviewed the safe return to work plan which included the plan and the risk assessments in relation to Covid-19 and agreed the contents.

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

6 ANNUAL GOVERNANCE REVIEW PLAN

Committee reviewed the report circulated with the agenda.

Committee approved that the self-assessment on Governance be undertaken in October 2020.

Committee approved the members continuing to serve over 9 years.

Committee agreed to delay any Governance mini conference until after such time as it was more suitable to meet.

Committee noted the improvement action plan in relation to the Annual Assurance Statement submitted in 2019.

7 CORRESPONDENCE & GROUP UPDATES

Committee noted the following correspondence received:

- Glasgow West of Scotland Forum (GWSF)
 - May 28th email – changes to fire electrical safety testing now a 5-yearly requirement
 - 1st June email – dealing with domestic abuse and noted we have no specific separate policy however have signed up to the CIH Making a Stand Pledge and that this was advertised throughout the office
 - Coronavirus Information Exchange

- Scottish Housing Regulator
 - Changes to Financial Return Submission Date for Five Year Financial Projections to 30th September 2020
 - Landlord Portal changes to Organisational details – as reported at agenda item 3

- Monthly Information - change to that required for end of June requesting information on notice of proceedings and evictions along with revised data on lettings
- Employers & Voluntary Housing (EVH)
 - EVH Update 2nd, 9th & 17th June 2020
 - EVH Member Protect Scheme
 - Rowan Consultancy Services – Preparing for a New Future
- Investors in Peoples Awards 2020
 - Recognition that we are one of the top 20 organisations in our Investors in People Accreditation category – see agenda item 10 for additional information

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

8 WELFARE REFORM

Committee reviewed and noted the Welfare Reform report that was circulated with the agenda.

9 ENERGY EFFICIENCY STANDARD SOCIAL HOUSING

Committee reviewed and noted the Energy Efficiency Standard report that was circulated with the agenda.

Committee noted in particular future requirements in relation to the standard for 2032 and the challenges this will pose for organisations.

It was suggested at the meeting that there may be some view in examining thermal dynamic hot water systems to achieve this standard when gas comes off the grid as anticipated to happen in future years.

10 EXTERNAL ACCREDITATIONS

Committee noted the report circulated with agenda outlining action taken for external accreditation.

Committee noted the Investors in People top 20 assessment and it was agreed to present a submission by the deadline.

Committee considered whether they would consider undertaking the Investors in Diversity Award and agreed not to pursue this at this point in time.

Committee considered what if any additional accreditation should be examined in the 2021/22 year so that adequate resources are set aside in the business plan.

It was agreed not to pursue anything at present until after the impact of Covid-19 is known fully on the business and that members would consider this and if they had any suggestions they would contact the office.

11 GLENBURN CENTRE MANAGEMENT AGREEMENT

Committee noted the report and the Glenburn Centre Management Agreement circulated with agenda.

This agreement was duly approved at the meeting.

12 PROCUREMENT REGISTER & PROJECT UPDATE

Committee reviewed and noted the Procurement Register as circulated with the agenda under a confidential item and noted the contents.

Committee reviewed and approved the contract extensions reported.

Committee reviewed the veranda replacement contract and noted the delay as a consequence of Covid-19.

It was agreed to consider the possibility of either extending the current contract or examining the possibility of another tender exercise and a report will be presented to Committee on the options.

13 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 approved the Business Continuity Plan that was being recommended by this Committee.

14 MEMBERSHIP APPROVALS

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

15 CODE OF CONDUCT COMMITTEE

Committee reviewed the revised Code of Conduct for Committee which was circulated with the agenda and approved this accordingly.

It was noted that after the next Annual General meeting all Committee Members would be asked to update their acceptance of this code.

16 COMMITTEE HANDBOOK REVIEW

Committee reviewed the revised Committee Handbook that was circulated under separate cover with the agenda and this was duly approved.

17 RETIREMENT POLICY

Committee reviewed the retirement policy circulated with the agenda and this was duly approved.

18 AOCB

18.1 Confidential Item

This item was dealt with and recorded earlier in the meeting.

18.2 Strategic Plan Outcome Report

It was noted that the draft of this report has been prepared and it was agreed to issue to members in July with any comments to be made at the August meeting.

18.3 Staff Welfare

Consideration was given to staff welfare as a consequence of Covid-19 and Committee noted general details of those on sick leave, furloughed and working in the office or at home.

It was noted that staff are performing well given the current circumstances.

18.4 Future Meetings

A question was raised as to the likelihood of the next meeting planned for August as to whether this could be held in the office with social distancing measures.

It was noted that as soon as practical meetings will be held in the office but it was anticipated that this may be later than August and that staff will monitor Government guidelines to return to normal practice as soon as possible.

There was no other competent business therefore the meeting was duly closed.

Meeting Closed at 7.50pm.

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

Post Meeting Note:

Two members had technical issues and tried to login but were unable to, so these have been registered as apologies in the sederunt.