

**MINUTES OF THE FULL MANAGEMENT COMMITTEE  
MEETING HELD ON WEDNESDAY 30<sup>th</sup> SEPTEMBER 2020  
VIA VIDEO CONFERENCING  
FROM THE GLENBURN CENTRE**

**1 SEDERUNT**

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

**APOLOGIES**

<b>J GRACEY</b>	<b>CHAIR</b>
<b>G GILLESPIE</b>	<b>CO-OPTED MEMBER</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.

J McMorrow chaired the meeting whilst the election of the office bearers was being considered.

**2 ELECTION OF OFFICE BEARERS**

**2.1 Chair**

J Gracey was proposed as Chairperson by M Davidson and seconded by D Barnes.

There was one another nomination however this was declined.

Therefore, J Gracey was appointed as Chairperson.

## **2.2 Vice-Chair**

M Davidson was proposed as Vice-Chair by A Cushingam and seconded by C Cooper. As there were no other nominations this was unanimously agreed.

## **2.3 Treasurer**

A Cushingam was proposed as Treasurer by M Davidson and seconded by C Cooper. As there were no other nominations this was unanimously agreed.

## **2.4 Secretary**

G McNaught was proposed as Secretary by D Barnes and seconded by C Cooper. As there were no other nominations this was unanimously agreed.

Consideration was given to Committee representation at various affiliated groups and it was agreed that the Chair and Vice Chair would represent the organisation on the following groups:

Scottish Federation of Housing Associations (SFHA)

Employers of Voluntary Housing (EVH)

Easterhouse Housing and Regeneration Alliance (EHRA)

Glasgow West of Scotland Forum (GWSF) – it was noted that this group held open meetings and all members were encouraged to attend at some point.

Committee were reminded to return their annual individual code of conduct, updated declarations and close relative forms that had been issued if they had not already done so.

It was noted that as P Thompson has left the Committee there was the facility to invite another co-opted member to join.

Committee noted that one resident had intimated a desire to join the Committee. It was agreed to invite her to join as a co-opted member subject to the completion of the eligibility criteria.

### **3 AUDIT & FINANCE COMMITTEE MEMBERSHIP**

Committee reviewed membership of the Audit and Finance committee and it was agreed that the following would represent the organisation.

D Barnes, A Cushingham, M Davidson, G Gillespie C Cooper and C Harvey.

It was agreed that A Cushingham would chair this committee as nominated by D Barnes and seconded by P Waddell.

### **4 PREVIOUS MINUTES**

The previous minutes of 26<sup>th</sup> August 2020 were proposed a true record by M Davidson and seconded by A Cushingham.

### **5 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.

Committee noted the update on loan covenant review and it was reported that once they final version has been agreed and scenario tested this will be presented to the Committee for approval.

### **6 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 the revised version of the Code of Conduct with all the necessary links for ease of reference. Committee agreed that the current Code approved in June would suffice and that there was

no requirement to review the Code of Conduct again as there were no material changes.

## **7 HEALTH & SAFETY**

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

Committee noted the report circulated with the agenda along with the two-bubble working system which has been put into place given further Covid-19 restrictions.

Consideration was given to wider Health and Safety issues in the community and although there were no specific issues that fell into this category at present a concern was raised about the depositing of bulk and garden refuse within driveways as the Council's bulk uplift services had been dropped.

It was noted that management had discussed a one off clearance of the areas by estate caretakers.

It was agreed that a longer-term strategy to deal with this issue be presented to Committee early in the New Year and that consideration will also be given to the potential longer-term impact on budget assumptions starting in November.

It was also agreed to look at this along with dog fouling in the area and it was noted that the Council has already been approached about this matter.

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

P Waddell left the meeting at this point.

## **8 REGENERATION REPORT**

Committee reviewed the regeneration report which was circulated with the agenda.

This report included the financial gains for the period ending 23<sup>rd</sup> September of £89,034.

Committee noted the work of our principal partner Easthall Residents Association along with the current conflicts of interest as outlined in the report.

Consideration was given to the employability officer project and it was agreed to proceed with this and D Barnes would support the staff in undertaking the interviews.

## **9 CORRESPONDENCE & GROUP UPDATES**

Committee noted the following correspondence received:

- Glasgow West of Scotland Forum (GWSF)
  - Training Session on Reopening of Offices
  - Guidance and Procedures Impact of Covid-19 on delivering grant funded affordable housing
  - Virtual AGM 23<sup>rd</sup> September
- Scottish Housing Regulator
  - Adjusted Regulatory Approach due to Covid-19
  - Reminder to submit Five Year Financial Projections by 30/9/20
- Scottish Federation of Housing Associations (SFHA)
  - SFHA Reaction to Programme for Government
  - Supplemental Covid-19 Self-Assurance Toolkit
  - SFHA Virtual AGM 23<sup>rd</sup> September
  - Impact of Social Housing: Economic, Social, Health and Wellbeing Joseph Rowntree Report
  - Member Showcase Easterhouse Housing & Regeneration Alliance webinar
- Employers & Voluntary Housing (EVH)
  - EVH September 20 Update
  - HR Coronavirus Information Note and Job Retention Scheme
  - Coronavirus Job Support Scheme
- Investors in People (IIP)
  - Platinum Employer of the Year Finalists Announced

- Social Work
  - RSL Block Profiling Information Sharing Protocol – Committee noted concern with this approach and it was agreed to raise this matter at the NASSO Awareness Group.
- Scottish Government
  - Property Factors Register Revised Code of Conduct final draft for consultation to be responded to by 26<sup>th</sup> October 2020

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

Consideration was given to the Easterhouse Housing & Regeneration Alliance minute of the 16<sup>th</sup> September and the outcome of their Annual General Meeting.

## **10 ANNUAL ASSURANCE STATEMENT**

Consideration was given to the Annual Assurance Statement Report that was circulated with the agenda and the contents were duly noted.

Committee noted the Covid-19 implications for challenging and submitting the statement as outlined in the report.

Consideration was given to when the Committee would review the evidence and the statement and agreed that they would hold a separate meeting on Wednesday 21<sup>st</sup> October to undertake this work.

It was agreed that the Assurance Statement Review document outlining key evidence be published at least one week or more if practical prior to this meeting.

G McNaught issued his apologies for that meeting.

## **11 VALUE FOR MONEY REVIEW**

Committee noted the report circulated with the agenda outlining the 2020 review on value for money.

It was noted that as the information is based on comparisons with the Quality Efficiency Forum as the Scottish Housing Regulator has not published the Annual Return on the Charter (ARC) information.

Committee also note the potential issue with comparing rent levels now that these are reported via the Scottish Housing Regulators portal rather than in the ARC Return.

It was agreed that once this information is published a further review of the Value for Money Statement be undertaken.

Committee therefore approved the value for money assessment on this basis.

## **12 INVESTMENT REPORT**

Committee reviewed the report circulated with the agenda.

Committee noted the relevant declarations as reported in the report.

Committee reviewed the feasibility study tender exercise and agreed that we continue with the current tender with a proposal to complete this review in December and make an appointment (subject to Development Regeneration Services approval and funding) in January 2021.

It was agreed that D Barnes along with the Director and the Maintenance Manager would have delegated authority to complete this appointment subject to DRS approval.

## **13 CALENDAR OF RETURNS REPORT**

Committee considered the report circulated with the agenda relating to the calendar of returns made and due for the remainder of the year.

It was reported that there was one error on the report circulated relating to the Annual Financial Statement as these are still to be completed. It was reported that the date recorded related to the various accounts being returned as opposed to the actual return on the portal.

Committee noted that this return is in progress and should be completed early next month even though it is not due until the end of the year.

With this amendment the contents of the report were noted.

**14 ADAPTATIONS POLICY**

Committee reviewed the revised Adaptations policy that was circulated with the agenda along with the equality impact assessment.

Committee approved this policy at the meeting.

**15 STRESS MANAGEMENT POLICY**

Committee reviewed the revised Stress Management policy that was circulated with the agenda along with the equality impact assessment.

Committee approved this policy at the meeting.

**16 MEMBERSHIP APPROVALS**

Committee noted the membership update at the meeting and this was duly approved.

**17 AOCB**

**17.1 Confidential Report**

Committee noted the remainder of the confidential report issued with the agenda.

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

Meeting Closed at 7.45pm.

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