

MINUTES

ITEM 6.1

COMITTEE: MANAGEMENT COMMITTEE
DATE: MONDAY 24th MAY 2021
VENUE: VIRTUAL MEETING VIA ZOOM
TIME: 6:30PM

PRESENT: VIVIENNE HEARTON (CHAIR)
JUNE GLANCY (SECRETARY)
SHELLY MCILROY (CASUAL MEMBER)
SANDRA MCMENAMIN
JAMES PATON (CASUAL MEMBER)
DOREEN WILLIAMS
ANTHONY WILSON
SANDRA RORISON

IN ATTENDANCE: - ANNE CULLEY, DEPUTE CHIEF EXECUTIVE OFFICER (DCEO)
ALANA DURIN, FINANCE DIRECTOR (FD)
BRIAN PRATIES, DEVELOPMENT/TECHNICAL SERVICES MANAGER (DTSM)
HAZEL AITKEN, HOUSING MANAGER (HM)
SUK HOPPER, TECHNICAL MAINTENANCE MANAGER (TMM)
MARION DAVIES, SOLICITOR, BTO (PRESENT FOR ITEM 3.5 ONLY)
REBECCA RONNEY, SOLICITOR, BTO (PRESENT FOR ITEM 3.5 ONLY)
KIRSTY DAVIS, OFFICE MANAGER (MINUTE TAKER)

APOLOGIES:- NICK JARDINE CHIEF EXECUTIVE OFFICER
DIANE MCCARNEY

REFERENCE: MIN/MAN/24MAY21/KPD

1.0 CHAIRPERSON'S REMARKS

The Chair welcomed Shelly McIlroy new Committee Member. The Chair also welcomed Marion Davies and Rebecca Ronney from Solicitors BTO attending to present Item 3.5, (presentation agreed after Item 1.5 on Agenda). All members introduced themselves.

1.1 Health and Safety

The Chair advised all members should be aware of their own Health and Safety responsibilities whilst attending meetings remotely.

1.2 Apologies

Apologies received from Nick Jardine.

1.3 Declaration of Interest

It was noted that two members had an interest in Item 4.5 however there was no requirement for these members to leave the meeting as the item was a year- end report for noting only. **There were no other Declarations of Interest.**

1.4 Gift & Hospitality Register –

There were no items to report.

1.5 Resignation from Committee

The DCEO advised this letter was for noting, members having been advised about this resignation at its previous meeting. In accordance with the Entitlements, Payments and Benefits Policy and as previously agreed at the April Management Committee Meeting, a gesture of thanks had been sent to the member. **Noted by Members.**

2.0 DEFERRED ITEMS

Members noted the deferred items.

3.0 FOR DECISION

3.1 Final Business Plan & Internal Management Work Plan

The DCEO advised on updated elements. Members noted the workplan now ties in with the organisations strategic objectives.

Members approved the Final Business Plan and Internal Management Plan.

3.2 ARC 2020-2021

Following a presentation from Senior Officers present at the meeting, Members noted the content of the draft ARC 2020-21 document. A discussion took place regarding Gas Safety Checks and it was agreed that more detail should be inserted into the final document, as agreed with Committee.

The DCEO advised that a final check would be carried out by relevant officers prior to final submission on Thursday at 12 noon, with any minor amendments if required, being advised to the Chair. **Members unanimously approved the draft ARC 2020-21 for submission to the SHR, subject to final checks by relevant officers and any amendments made, being signed off by the Chair.**

3.2.1 ARC-ESSH/SHQS Validation

Noted and approved by Members.

3.3 Customer Engagement Strategy

Members noted the error, highlighted by the HM on page 5.

Members noted the policy changes in line with Appendix 1 and Customer Engagement Calendar 2021-22 in Appendix 2

A discussion took place on the importance of trying fresh and different approaches in order that the organisation reaches different demographics. The HM advised that the recently purchased feedback software is working well and allows deeper analysis thus providing valuable information.

Members approved the Customer Engagement Strategy.

3.4 Regulatory Standards 3 and 4

The DCEO talked through this report which was noted and approved by members. Members noted the suggested areas for development and evidence provided.

3.5 SFHA Charitable Model Rules 2020

Marion Davis (BTO) presented the report to Committee, highlighting the key point/changes to the proposed SFHA Charitable Model Rules 2020
Clarification that the following points require no changes:-

- No geographical area of operation
- Borrowing limit

Following discussion Members agreed the following:-

- Rule 20 – add in option to hold meetings virtually

Members noted the following Rules are re-worded:-

- Rule 23 – re-worded to give clarity
- Rule 24 – wording removed re “meeting at a venue” to allow meeting however decided

Members confirmed they were comfortable with Rules 20, 23 and 24

Composition of the Committee. Following discussion regarding Rule 37
Members made the following decisions:-

- Rule 37.1 Retain maximum number of Committee Members at 15
- Retain Types of Members currently established i.e. elected/co-opted
- Rule 37.3 Reduce the age of joining Committee Members to 16 Years Old
- Quorum at meetings will be 4 Members (Standing Orders will be amended in line with Rules)

Members noted the following points:-

- Rule 40.3/4 – Nominations. There is now an opportunity to consider /reject nominations.

All noted and agreed.

- Rule 45 Following discussion and a vote (6 for/0 against) it was agreed to adopt the BTO recommended style of re-wording.
- BTO highlighted a few typographical errors within the Rule numbering which will be corrected for future version.

Further options available within the 20/21 Model Rules which could be included, but not built in to the proposed OTHA Model Rules, were discussed:-

- Inclusion of 1/2 staff members as Committee Members – **Members agreed, from a governance perspective, not to include this option**
- Inclusion of a prohibition on Committee Members being related to each other/or related to someone on a subsidiary board - **Members agreed not to include this option and manage as deemed necessary**
- Option to “pay” some Committee Members (would only ever be a portion of the Committee i.e. the Chair/Office Bearers) – **Members unanimously agreed not to include this option**

The Chair thanked BTO for their presentation and it was noted that an updated set of Rules would be forwarded to the DCEO following decisions taken by Members this evening.

BTO representatives left the meeting at 7:45pm

3.6 2020-2021 – Annual Report

The DCEO requested that we remain with the same format as previous years, due to COVID-19 and the move to the new office not having taken place for the 20-21 report. **Members noted and approved to remain with previous format with an update next year.**

8:20pm – In line with Standing Orders the Chair requested an extension of time (15 minutes) in order to conclude all agenda items. Members agreed unanimously.

4.0 FOR INFORMATION/DISCUSSION

4.1 2020/21 IMP 4th Quarter Review & Policy Review Timetable

Noted by Members.

4.2 2020/21 Risk Map 4th Quarter Review

Noted by Members.

4.3 2020/21 Customer Care 4th Quarter Review

Noted by Members.

4.4 2020/21 Complaints 4th Quarter Report

The HM talked through this report which was **noted by Members.** There is still an annual report regarding complaints to be presented in August 2021. HM also advised that future reports will look slightly different.

4.5 2020/21 Wider Action Year End Report

Noted by Members.

4.6 2020/21 Cloch 4th Quarter Oversight Report (*deferred until June 2021*)

5.0 FOR NOTING

5.1 Final Audit Strategy & Annual Plan

Noted by Members.

5.2 Woman's Aid Thank You Letter

Noted by Members.

5.3 Children in Poverty Inverclyde Thank You letter

Noted by Members.

5.4 Inverclyde Food Bank Thank You Letter

Noted by Members.

6.0 FOR APPROVAL/RATIFICATION

6.1 Management Committee Meeting minutes of 26th April 2021

The Minutes of the meeting of Management Committee Meeting of 26th April 2021 were proposed by Tony Wilson and seconded by Sandra McMenamin as a true and accurate record of the meeting.

6.2 Matters Arising

A discussion took place regarding Maple Road.

AOCB Paragraph 2 – The DCEO advised the minute should be amended for clarification to include what was agreed by Committee being “appointment of which this was agreed by Committee” regarding the prospective Casual Member. **This amendment was agreed by all Members.**

6.3 Use of Seal

There was no Use of Seal.

7.0 AFFILIATIONS/TRAINING & CONFERENCES

There were no items.

8.0 A.O.C.B.

Following a recommendation from the DTSM it was agreed that it would be of value to include a 20 minute presentation at the June 21 Management Committee Meeting from ADA Consultants on the topic of the I-FLAIR Framework.

There being no further business the meeting closed at 8.45pm with a vote of thanks to the Chair.