

MINUTES

ITEM 6.1

COMITTEE: MANAGEMENT COMMITTEE
DATE: MONDAY 31st AUGUST 2020
VENUE: VIRTUAL MEETING VIA MICROSOFT TEAMS
TIME: 6:30PM

PRESENT: COLIN CAMPBELL (CHAIR)
JUNE GLANCY (SECRETARY)
RONNY LEE
DAVID MCINDOE
SANDRA RORISON
SANDRA MCMENAMIN
JIM AIRD (CO-OPTEE)
ANTHONY WILSON (CO-OPTEE)

IN ATTENDANCE: - NICK JARDINE CHIEF EXECUTIVE OFFICER (CEO)
ANNE CULLEY, DEPUTE CHIEF EXECUTIVE OFFICER (DCEO)
KES CAMERON, FINANCE MANAGER (FM)
KATE DAHLSTROM, HOUSING SERVICES& PERFORMANCE DIRECTOR (HS&PD)
BRIAN PRATIES, DEVELOPENT/TECHNICAL SERVICES MANAGER
HAZEL AITKEN, HOUSING MANAGER (HM)
ELAINE BYRNE, ARNEIL JOHNSTON (ITEM 3.1 ONLY)
KIRSTY DAVIS, OFFICE MANAGER (MINUTE TAKER)

APOLOGIES:- VIV HEARTON
SHARON TRITSCHLER
DIANE MCCARNEY (LEAVE OF ABSENCE)
ALANA DURNIN, FINANCE DIRECTOR (FD)

REFERENCE: MIN/MAN/31AUG20/KPD

Welcome to Elaine Byrne, Arneil-Johnston, present for Item 3.1

1.0 CHAIRPERSON'S REMARKS

The Chair welcomed 2 new Co-optees to the meeting with the appropriate introductions being made. The Chair requested that members use the "pop up" hand to ask a question.

1.1 Health and Safety

The Chair reminded everyone that all members should be aware of their own Health & Safety responsibilities during a remote meeting. One Member was present in the office and was aware of all relevant Health & Safety procedures relating to the venue.

1.2 Apologies

Apologies have been received from Viv Hearton and Sharon Tritschler.

1.3 Declaration of Interest

The DCEO advised that the 2 co-optees attending this meeting would require to leave the meeting during Item 6.6 owing to a conflict of interest.

1.4 Gift & Hospitality Register

There were no items recorded.

2.0 DEFERRED ITEMS

Noted by all Members.

Annual Procurement Report and Factoring Review Policy now deferred until December 2020.

3.0 FOR DECISION

3.1 Governing Body Annual Review 2020

Members noted the Governing Body Annual Review presentation (screen sharing).

Elaine Byrne thanked members for taking part and talked through the report. Members noted the content and the suggested recommendations.

The DCEO advised the slides from this presentation would be issued to all members and that **a report with action plan (including targets for completion) would be prepared for a future meeting, likely to be October 2020.**

Members noted the Governing Body Annual Review Report contents and thanked Elaine from Arneil Johnson for her presentation.

3.2 Internal Management Planning Day Discussion

Following a suggestion from the CEO, **Members agreed that the Internal Planning Day be replaced this year by a series of 4 Consultant led sessions with session topics to be agreed around: overview, context, ambitions and priorities. The duration of each session would be approximately 1 hour.**

3.3 SHIP Submission Report

Members acknowledged this report would be presented once relevant information has been received. **This was noted by Members.**

3.4 5 Year SHR Return

The FM talked through the 5 year SHR return, the contents of which were noted by Members.

The 5-year return was unanimously approved for submission to the Scottish Housing Regulator.

- 3.5 Secretary's Statement
The contents of the Secretary's Statement, required prior to the AGM, were noted by Members.
- 3.6 Home Loss & Disturbance Policy Review
Members noted the background on the Home Loss & Disturbance Policy Review and the reason why the review has been brought forward as advised by the HM. **Members unanimously approved with the 2 recommendations of the report and approved the Policy for immediate use.**
- 3.7 Committee Member's Role Description
The DCEO advised this item is for noting and has been brought up to date prior to the AGM, with no requirement therefore to be an agenda item at the next meeting. **Members noted the updated Committee Member's Role Description.**
- 3.8 Entitlements Payments & Benefits Policy Report
The HM talked through the Entitlements Payments & Benefits Policy report, the contents were noted by Members. **Members approved the report recommendation.**
- 3.9 Date for September 2020 Management Committee Meeting
The CEO requested members approval to hold a September 2020 Management Committee Meeting. **This was agreed. Following discussion it was also agreed that this date be set by the Management Committee members following the AGM, at the post AGM meeting which is scheduled for 22nd September 2020.**
- 3.10 Group Annual Accounts
Members noted and approved the Group Annual Accounts for submission as presented by the FM. Approved signatories are Chairperson, Secretary and Chair of FSGPSC.
- 4.0 FOR INFORMATION/DISCUSSION**
- 4.1 2020/21 IMP 1st Quarter Review
The CEO talked through this report, **the contents of which were noted by Members.** A discussion took place regarding the Strone Farm Contract.
- 4.2 2020/21 Risk Map 1st Quarter Review
A discussion took place regarding Maple Road. The Chair requested that the following be included within this minute:-
- A recommendation that a Project Plan with timelines be drawn up
 - Decisions already made by Management Committee (on going forward i.e. demolition/disturbance payments) be documented in the plan to allow suitable tracking.
- The content of the 2020/21 Risk Map 1st Quarter Review was noted.**
- 4.3 2019/20 Annual Complaints Report
The HSPD presented this report and advised there had been improvement in complaints recording since the internal audit review last year. **Noted by all members.**
- 4.4 2020/21 Customer Care 1st Quarter Review
The HM talked through this report and explained various methods of communication which have evolved. **This report was noted by members. The CEO advised that a COVID report would be prepared post AGM.**
- 4.5 2020/21 Complaints 1st Quarter
The HSPD talked through this report, the contents of which were noted by Members.

- 4.6 2020/21 Cloch 1st Quarter Report
The FM talked through the report, the contents of which were noted by Members.
- 4.7 2020/21 Wider Action 1st Quarter Report
The CEO talked through the report, the contents of which were noted by Members.
- 4.8 West Stewart Street Update
The DTSM talked through this report. **Members noted the update and following discussion approved to go ahead with Lightning Protection for the building.**
- 4.9 Final Audit Strategy and Annual Internal Audit Plan - 20/21
The DCEO advised the word “Draft” will be replaced with “Final” in the updated document. The DCEO advised new Members of the Internal Audit system and programme which was noted by all. **Members noted the number of reserved days for TIAA for 2021-2022 would be reviewed in the last quarter of 2020-2021 and will reduce from 31 to approximately 24/25 days.**
- 4.10 Decisions between Meetings
- 4.10.1 Reactive Repairs & Void Work Contracts
Noted and ratified by members. The Chair requested that thanks be relayed to the Technical Services Team for the work completed in a short timeframe.
- 4.10.2 Tweed St / Tay St Development
Amendment to the report noted – J. Glancy is Secretary not Vice Chair. With that correction noted this decision was **Noted and ratified by Members.**
- 5.0 FOR NOTING**
There were no items.
- 6.0 FOR APPROVAL/RATIFICATION**
- 6.1 Management Committee Meeting of 29th June 2020
The minutes of the Management Committee Meeting of 29th June 2020 were proposed by Sandra McMenamin and seconded by June Glancy as a true and accurate record of the meeting.
- 6.2 Special Management Committee Meeting of 3rd August 2020 (Annual Accounts).
It was noted that Sandra Rorison was not present for this meeting (apologies had been tendered) – minute approved with this correction.
The minutes of the Management Committee Meeting of 3rd August 2020 were proposed by June Glancy and seconded by Sandra McMenamin as a true and accurate record of the meeting.
- 6.3 OTHA/Cloch Special (Separation) Working Group Meeting 04/06/2020
Noted by Members.
- 6.3.1 Business Case
Noted and ratified by Members.
- 6.3.2 Shared Services
Noted and ratified by Members.
- 6.4 OTHA/Cloch Special (Separation) Working Group Meeting 01/07/2020
Noted by Members.
- 6.5 Matters Arising
- 6.1 Management Committee Meeting of 29th June 2020
- There were no matters arising.
- 6.2 Special Management Committee Meeting of 3rd August 2020 (Annual Accounts)
- Correction to the minute – regarding those present (see 6.2)

6.6 Use of Seal

Members approved 5 Membership application Forms for signing and sealing from the following applicants:-

- [REDACTED] Greenock
- [REDACTED], Greenock
- [REDACTED], Greenock
- [REDACTED] Gourrock
- [REDACTED], Gourrock

Post Meeting Note

It came quickly to light that with regards to [REDACTED], the sum of one pound had not been received at the meeting date, therefore membership approval could not be given and required to be withdrawn and has been added as an agenda item for the October 2020 meeting. Procedures have been tightened to ensure this does not happen again.

Members granted retrospective Use of Seal for the following items:-

| Date | Description |
|-----------------------------|---|
| 11 th March 2020 | Deed of Servitude, Ravenscraig Hospital Site |
| 18 th March 2020 | Post Purchase Agreement between OTHA & Alec MacKay Construction |
| 18 th March 2020 | Deed of Servitude, Ravenscraig Land Transaction |
| 13 th May 2020 | Disposition for ¼ share Shared ownership – [REDACTED] Grieve Road, Greenock |
| 1 st July 2020 | Shared Ownership resale [REDACTED] Grieve Road, Greenock |
| 1 st July 2020 | Shared Ownership Resales – [REDACTED] Rowan Street, Greenock |

7.0 AFFILIATIONS/TRAINING & CONFERENCES

- 7.1 TPAS Annual Conference ~ 27-29 January 2021, Fairmont Hotel, St. Andrews
Noted by members. Members also noted the HM will be hosting a workshop at the conference.

8.0 A.O.C.B.

Nominations to Management Committee

| Member Nominated | Member Making Nomination |
|------------------|--------------------------|
| Jim Aird | Colin Campbell |
| [REDACTED] | June Glancy |
| Anthony Wilson | David McIndoe |

Post Meeting Note

It came quickly to light that with regards to [REDACTED], the sum of one pound had not been received at the meeting date, therefore membership approval and the subsequent nomination could not be given and required to be withdrawn. Procedures have been tightened to ensure this does not happen again.

Annual Assurance Statement

The CEO updated members regarding correspondence from the SHR regarding the Annual Assurance Statement. Members noted submission deadline has been extended from to end of November 2020 (from October 2020).

Cyber Security

The CEO advised Members that the organisation had recently been successful in achieving the Cyber Security Essentials accreditation.

There being no further business the meeting closed at 8:25pm with a vote of thanks to the Chair.