

**COMMITTEE  
MINUTES**

<b>MINUTES OF</b>	:	Management Committee Meeting
<b>TIME &amp; DATE HELD</b>	:	17th August 2021 at 6.00pm (via Zoom video-conference)
<b>DATE APPROVED</b>	:	14th September 2021
<b>COMMITTEE PRESENT</b>	:	Ms Scoffield, Mr Morrison , Ms Thomson, Ms Barbour, Ms Barnes, Ms Battersby, Ms Johnston and Ms Kiernan
<b>APOLOGIES</b>	:	Mr Connor
<b>STAFF PRESENT</b>	:	Tony Teasdale (CEO) and Ola Ajobiewe (Finance Manager - to Item 8 only)
<b>IN ATTENDANCE</b>	:	James McBride (Azets Ltd (External Auditor) -Item 8 only))

**1. Introduction**

Apologies were noted as above.

**2. Declarations of Interest**

There were none.

**3 Minutes for Information**

The draft minutes of the following meetings were noted:

- 3.1** East End DC Board Meeting : 03.08.21
- 3.2** Upkeep Board meeting : 03.08.21
- 3.3** Property Services Committee : 10.08.21

**4. Minutes for Approval**

The draft Minute of the Management Committee meeting held on 29th June 2021 was **approved** as a correct record on a motion from Ms Johnston, seconded by Ms Kiernan.

**5. Matters Arising**

Members noted the content of the Matters Arising schedule and updates given in relation to items that had been discussed at the last meeting. It was noted in particular that the ICT Manager had developed the facility for direct links between reports and the Resources section in Decision-Time and was seeking Member feedback on this.

**6. Compliance and Safety Update**

Members noted the update in relation to Notifiable Events, statutory submissions and Health and Safety incidents.

## 7. Chief Executive Progress Report

Committee noted the content of the report and an update at the meeting from the CEO, and in particular:

- a) **Covid 19 - Restriction on services:** Members noted the new working arrangements with all staff now to be in the office at least three days per week – the start of the “hybrid working” trial - and continuing to explore scope to further open the office for appointments.
- b) **Staffing Update:** Members:
- Noted progress with recruitment and discussions with staff around our “ways of working”.
  - **Gave in-principle approval to procure services of an executive search agency to assist with recruitment to Director of Customer & Community Services post. Competitive quotes to be sought and to proposals brought back for approval the Corporate Services Committee meeting on 31st August 2021 with proposals.**
- c) **Wider Role:** Members noted the update in respect of the Shettleston Does Digital project; the Community Celebration Day on 22nd July 2021 and Shettleston Community Centre.
- d) **Local and National Housing Policy:** Members noted
- That GCC is consulting on a draft Inner East Strategic Development Framework and **agreed that a draft response would be prepared for Committee approval.**
  - The latest position regarding changes to the GCC cleansing and bulk uplift service.
  - That a briefing session for local elected members had been organised to take place in the SHA office on the morning of 27th August 2021.

## 8. Finance

### 8.1 Annual Accounts:

James McBride of Azets was welcomed to the meeting and presented the audited annual accounts for 2020/21.

Mr McBride reminded Members of the re-financing of the RBS loans that had taken place. He emphasised that the new arrangement had addressed some issues arising from the fact that the interest rates for the previous facility, negotiated some years ago, no longer looked attractive in light of current rates. However, the auditors had deemed that this was in effect a new loan and that the correct accounting treatment of this was for £12m of loan breakage costs to be added to the Association’s notional loan debt, this was now being run through the Association’s accounts as a Prior Year Adjustment.

After taking some questions from Members on this he went on to highlight movements in the financial figures over the past year and the reasons for these. He also then addressed the Board regarding the audit process. He reported that it had been found that that the Accounts represent a true and fair reflection of the Company’s finances and had been prepared in accordance with the various requirements.

The Committee then:

- **Noted and approved the Committee's Letter of Representation to the Auditors.**
- **Noted and approved the audited Annual Accounts for 2020/21, subject to adding the name of Sean Connor to the list of Committee Members during the year .**
- **Noted the Audit Findings report from Azets.**

## **8.2 Treasury Management**

The Committee noted the annual treasury management report from the Director of Finance and Corporate Services, who was unable to be at the meeting and:

- **Approved the draft Loan Portfolio Return for submission to the Scottish Housing Regulator by 31.08.21**
- **Agreed to defer consideration of the review of the Treasury Management Policy until a later date.**

## **8.3 Management Accounts to end of June 2021**

Committee noted and **approved the quarterly management accounts.**

In subsequent discussion it was **agreed that a review be carried out of how financial information is presented and reported to members to aid their understanding and decision-making.**

## **9. Governance Issues**

Committee noted the content of the report and in particular:

### **a) AGM/SGM**

- Noted details regarding the forthcoming AGM/SGM on 21.09.21 and that a sample survey of share-holding members had indicated that a "physical" meeting would be quorate.
- Agreed that special steps should not be taken to attract members along this year because of the ongoing Covid risk.
- **Agreed that the venue should be the North British Bowling Club, Amulree St subject to confirmation that the Association would have exclusive use that night.**

### **b) Committee Recruitment**

Committee noted that four nominations had been received for Committee in addition to the three existing elected members who are standing again for election. With ten places available however there would not be a need for an election. The nominations included:

- Existing, co-opted, Committee Member Chloe Park.
- Former Committee Member Eddie Robertson.

- Two new Association members, who had both attended the recent taster session:
  - Brian Barclay of Glen Road, Springboig and
  - Hugh McIntosh of Shettleston Road.

**c) Annual Report to the members & tenants**

Committee **agreed that this year the Association should publish one professionally produced report covering our performance and more general activities during 2020/21, and to be issued in advance of the AGM.** Committee endorsed the idea that this be hand-delivered as far as possible and some Members volunteered to help with this.

**d) Committee meeting arrangements**

Committee agreed that:

- **Henceforth meetings resume in the Boardroom at the SHA offices, with effect from the Corporate Services Committee meeting on 31.08.21.**
- **We continue to explore the feasibility of holding “blended” meetings through which some members could still attend virtually.**
- **Immediately prior to the Management Committee meeting on 14.09.21 a social event be held for Members to all actually meet each other – many for the first time.**

**e) Training programme**

Members **identified and agreed the following as priorities to be taken into account in organising the training programme for the coming year: Finance; How the Committee operates; Effective questioning and scrutiny.**

**f) Subsidiary Governance Arrangements**

Members noted the review that was underway and that draft revised documents (Memorandum and Articles; Intra-Group Agreements and Service Sharing Agreements) would be brought back for Committee approval in due course.

**10. Review of Standing Orders**

Members considered and discussed the report which highlighted a range of issues for initial consideration. Members noted the various recommendations and, whilst no decisions were sought on the night, indicated support for the following:

- Update the document to reflect various decisions that have been taken by Committee since the last review and to accord with the proposed Rules changes that are to be considered by the membership at the forthcoming SGM.
- Reduce the length/content of the current Standing Orders document by not including many of the current appendices. These include most of the Association’s other key governance documents as well as some processes and procedures that may be subject to review in between future reviews of the Standing Orders. Scope for these to be included instead within the planned Committee Member Handbook.

- Reduce the number of meetings to be held each year and review the current Committee/sub-committee structure.
- The various other suggested amendments to the detailed wording of the Standing Orders.

**It was agreed that proposals regarding the Committee structure and meeting cycle be brought back for consideration to the next meeting on 14.09.21, in advance of final consideration of the revised Standing Orders at the October meeting.**

**11. Quarterly Performance Reports**

Members noted the content of the update reports in relation to the:

- 11.1** Business Plan Delivery Plan
- 11.2** Key Performance Indicators (KPIs)
- 11.3** Assurance Improvement Plan.

**12. Membership applications**

Members noted the details of the new member applications and re-applications that had been approved by the Office Bearers under delegated authority during the recess:

- Brian Barclay of Glen Road, Springboig (factored owner)
- Hugh McIntosh of Shettleston Road (tenant)
- Owen Bradley, Flat 1/1, Block 7, Edrom Path, Shettleston G32 7BW (SHA tenant)
- Ms Donna McGill, 22 Castlelaw Gardens, Shettleston, G32 ONG (factored owner)

**13. Any Other Business**

There were none.

**Minute prepared by  
Tony Teasdale, Chief Executive**

**SIGNED:** .....

**DATE:** .....