

**COMMITTEE
MINUTES**

MINUTES OF	:	Management Committee Meeting
TIME & DATE HELD	:	29th June 2021 at 6.00pm (via Zoom video-conference)
DATE APPROVED	:	17th August 2021
COMMITTEE PRESENT	:	Ms Scoffield, Mr Morrison , Ms Thomson, Ms Barbour, Ms Battersby, Mr Connor, Ms Johnston and Ms Kiernan
APOLOGIES	:	None
STAFF PRESENT	:	Tony Teasdale, CEO
IN ATTENDANCE	:	Freya Lees, North Star Consultants (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** Corporate Services Committee meeting : 25.05.21
- 3.2** East End DC Board Meeting : 01.06.21
- 3.3** Upkeep Board meeting : 01.06.21
- 3.4** Housing & Community Services Committee : 08.06.21
- 3.5** Property Services Committee : 15.06.21

4. Minutes for Approval

The draft Minute of the Management Committee meeting held on 18.5.21 was **approved** as a correct record on a motion from Ms Barbour, seconded by Ms Johnston.

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.

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 in force with all staff now in the office at least one day per week, an increased and more regular presence out and about in the area (three days per week for housing officers and maintenance officers) and that tenants and other service users are now able to be seen in the office on an appointments basis.

b) Staffing update:

Members noted:

- The positive progress that had been made with the recruitment to the six vacancies in the new staffing structure and to the Upkeep Operations manager post: full details of new appointments would be circulated for information once confirmed.
- That recruitment would also now need to take place to fill a Maintenance Officer post and the Projects Officer post following recent decisions by staff members to move on. Also that, Anne McAlpine, the Director for Customer and Community Services (DCCS) had given notice of her intention to retire at the end of December. The CEO advised that he would report in August with recommendations regarding the recruitment to this post.
- The information regarding a confidential staffing item that had been subject to office bearer consideration and decision in accordance with Association policy.

c) Shettleston Community Centre:

Members noted that the City Council had announced its intention to sell-off Shettleston Community Centre through the People Make Glasgow Communities Programme (PMGCP). In light of this early discussions had been held with FUSE about the possibility of jointly exploring the viability of acquiring the building to help ensure its future use for community benefit. In discussion Members noted the potential risks of taking on the building and also that there was some opposition in the City to the Council's disposal programme. After discussion it was agreed that it would be remiss of the Association to not explore the issue further.

Committee authorised the CEO to continue to engage with FUSE and other potential partners to gather initial information and to bring back a report to the August meeting with recommendations for taking forward a feasibility study for the possible acquisition/management of the building.

d) Changes to the GCC cleansing service:

The CEO tabled information at the meeting about a recent letter from GCC regarding the introduction of new charges to residents for bulk uplift. Members noted that the letter also suggested that RSLs may be charged for taking items to the waste centres from next March. This would further add to the costs of the enhanced bulk-removal service that SHA had been providing to its tenants since the start of Covid restrictions last year, when the Council had effectively ceased its own previous service. Members noted that the issue had been raised with the local MSP and endorsed continuing lobbying on this matter.

8. Annual Committee Review

Freya Lees of North Star consultants was welcomed to the meeting and presented her report on this year's Annual Committee Review that had been circulated with the papers.

Members endorsed the findings and recommendations within the report then considered the draft Committee Development Plan for taking these forward. Specific actions were approved as follows:

a) Committee Recruitment:

- To proceed with the previously agreed co-options to fill identified skills gaps on Committee.
- To continue to highlight the indirect benefits of Committee Membership (e.g. opportunities for learning and development that may help with job seeking) as part of the Association's recruitment strategy.

b) Succession planning:

- To discuss possible training requirements with those Members who, during their appraisal meetings, had expressed an interest in taking on office bearing or sub-committee chairing roles in future.
- To undertake a similar succession and election process for the position of vice chair leading up to the October Committee meeting as was followed last year in respect of the election of a new Chair.

c) Participation:

- To look to develop greater participation by all members and to improve scrutiny and objective challenge through which to hold senior officers to account e.g. through SHARE training on questions to ask.

d) Training:

- To organise training in the following areas: Governance; Finance; Roles and Responsibilities of Committee and Staff; Standing Orders; SHR Regulatory Standards; Business Planning; Effective questioning, scrutiny and challenge.
- To provide support to individual Members to help them meet their own learning objectives as per their own Training Plan.
- Improve understanding of RSL environment: Members should subscribe to sector newsletters such as 'Daily Housing News', SFHA weekly newsletter and SHR email updates. Information about these to be included in the Committee Handbook that is due to be issued over the summer.
- Strategic role: To continue to hold regular strategy sessions so that Committee are clear on the direction of the Association and feel that they have ownership of the process. An early strategy session with Covid recovery focus to be held as soon as the pandemic allows. This to include a structured or facilitated Committee only session of around an hour.

- e) **Leadership role:** Reports should routinely highlight options when possible, to allow Committee to better consider and discuss alternatives to the recommended way forward.
- f) **Committee papers:**
- To continue to look to reduce the volume/length of papers by making use of the Resources section on Decision-Time where appropriate. Also to incorporate appendices within the same document as the main report: this to reduce the need to jump between Decision Time documents during meetings.
 - To aim to ensure that papers are always issued at least a week in advance.
- g) **Name:** To re-name the Committee as the “Board”. This term to be used within the draft revised Rules to be presented to the Association’s membership in September and within the draft revised Standing Orders.

9. **Five year Financial Plan (FYFP) Return to SHR**

Committee noted the report from the Director of Finance and Corporate Services and approved the draft FYFP Return for submission to the Scottish Housing Regulator (SHR).

10. **Governance issues**

Committee noted the content of the report and in particular:

- The timetable of actions required in the lead up to the AGM on 21st September.
- Our need to hold a “physical” (not virtual) AGM in September. There was initial discussion about potential venues that might allow for a socially distanced event including Shettleston Community Centre, Shettleston Juniors and Tollcross Leisure Centre.
- That the following are due to stand for re-election to continue on Committee: John Morrison, Lesley Scoffield and Christine Thomson.
- The efforts that were underway to promote Committee Membership, including through the latest newsletter, and that taster sessions will be offered to any potential new Committee Members in advance of the deadline for Committee nominations.
- The progress being made in relation to the review of governance policies and procedures and that, in accordance with the Assurance Improvement Action Plan, a new procedure relating to the implementation of the Payments and Benefit its Policy will be issued to all Members in advance of the next meeting.

Following on from this Committee:

- **Delegated authority to the Office Bearers to approve any new membership applications that are received in advance of 23rd July 2021.**
- **Approved the proposed schedule of meeting dates for the period up to early October and that these now be e-mailed to all Members.**

11. Staff: working from home and the office

Members noted the content of the report and approved the following, subject to feedback to be sought from staff:

- a) **Once the restrictions on non-essential office working are lifted (anticipated to take place on 9th August) and it is deemed to be safe, we aim to bring all staff back to the office for at least three days per week, whilst continuing to work from home on the other days.**
- b) **That detailed proposals for how the ongoing monitoring and evaluation of this “hybrid” working will be undertaken be considered by the next Corporate Services Committee meeting in August.**
- c) **That an interim review of the operation of these arrangements be reported to Committee after three months, with scope to change or end them and revert to full office working should that felt to be appropriate at that point.**
- d) **That otherwise, the monitoring evaluation process continue for the remainder of the financial year with a decision to then be taken on future working arrangements and staff appropriately consulted on any proposed changes.**

12. Membership applications

There were none.

13. Any Other Business

The following items were raised:

- Committee approved a proposal from the CEO that the office once again be closed over Xmas on same basis as last year, with staff being required to take Annual Leave on days during this period that are not designated EVH public holidays.
- All members were reminded of the need to sign and return individual training plans arising from the Annual Committee Review.
- Members asked for checks to again be carried out as to whether it’s possible to create links directly from reports on Decision Time to particular pages within the Resources section.

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

SIGNED:

DATE: