

**COMMITTEE
MINUTES**

MINUTES OF	:	Management Committee Meeting
TIME & DATE HELD	:	14th September 2021 at 6.00pm (via Zoom video-conference)
DATE APPROVED	:	

COMMITTEE PRESENT	:	Ms Scoffield, Mr Morrison , Ms Thomson, Ms Barbour, Ms Barnes, Ms Battersby, Mr Connor and Ms Johnston.
APOLOGIES	:	Ms Kiernan
STAFF PRESENT	:	Tony Teasdale (CEO) Colette McKenna (Director of Property Services)
IN ATTENDANCE	:	None

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 31.08.2021 - Corporate Services Committee meeting

3.2 09.09.2021 - Housing & Community Services Committee meeting

4. Minutes for Approval

The draft Minute of the Management Committee meeting held on 17th August 2021 was **approved** as a correct record on a motion from Ms Johnston, seconded by Ms Barbour.

5. Matters Arising

Members noted that it had not been possible to submit a SHA response to the recent GCC consultation on the proposed “Inner East Strategic Development Plan” but that the document set out a positive vision for the future of the area. It was **agreed that the Association should seek to engage in the ongoing development of the strategy and that Committee be kept updated.**

6. Compliance and Safety Update

Members noted the update in relation to Notifiable Events, statutory submissions and Health and Safety incidents. The CEO highlighted that a serious assault was believed to have recently within the curtilage of the new build development at Fenella St which was being investigated by the Police. It was understood that the incident had not directly involved tenants at the new development and there were not felt to be grounds for concern regarding the future safety of residents there.

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 temporary, amended working arrangements introduced in light of the recent upsurge in cases. This would involve a relaxation on the requirement that non-front line staff be in the office three days per week. This would be reviewed on an ongoing basis.
- b) **Staffing Update:** Members noted progress with recruitment to the vacant housing officer, maintenance officer and Projects officer posts. Details of all new employees to be circulated to Committee members in due course.
- c) **Local and National Housing Policy:** Members noted:
 - Details of the recent briefing session held for elected representatives which had been attended by the MP, MSP and two Councillors. In discussion it was **agreed that Cllr Kerr be contacted for further details regarding discussions he had held with senior council officials at which assurances had apparently been given that the Council will not seek to charge HAs for bulk uplift from next April.**
 - The information regarding the forthcoming GWSF AGM.

8. Procurement Strategy

Committee noted the content of the report from the Director of Property Services (DPS), considered the update on agreed actions within the Strategy and **approved the proposed revisions to the Procurement Strategy.** It was noted that the updated Strategy would be published on the Association's website.

9. Review of Standing Orders

Committee noted the content of the report from the CEO. At the August meeting Committee had considered possible changes to the main body of the current Standing Orders. Following on from this the report highlighted issues and set out proposals for change in relation to the Committee and sub-Committee remits and the schedule of delegated authorities, which form Appendices 1 and 2 of the existing document.

Following discussion **members indicated in-principle support for the following**, subject to final approval of the draft revised document which is to be considered at the October meeting:

- a) To maintain the current frequency of Management Committee meetings (around 10 per year).
- b) To retain the existing Sub-Committee structure which has been in place since 2018.
- c) To further consider the proposal that, going forward, sub-committees meet only quarterly except where additional meetings are required for specific purposes in a given period, with this to be subject to annual review. It was agreed that proposals be brought to the next meeting for consideration on how this would work for the coming year.
- d) To update and amend the formal Committee and sub-committee remits and further delegate decision-making to either sub-Committees or to senior staff where that makes operational sense, with a range of specific issues identified within the report and considered including the following:
 - For the Management Committee to continue to receive financial performance reporting information (albeit subject to a review of how this is presented), and take decisions on major finance items, but for the Corporate Services Committee to play an enhanced role in future in relation to the detailed scrutiny of complex financial issues.
 - For there to be a more explicit definition of the role of the Corporate Services Committee as the Association's audit committee and for a possible name change to include the word "Audit".
 - To generally clarify policy making and other responsibilities between the Management Committee and the sub-committees in a number of identified areas.
 - To update the document with regards to new areas of responsibility (e.g. Assurance Review; the Procurement Strategy; compliance with Energy Efficiency Standards etc). that were not referenced when document was last reviewed in 2016.
 - To delegate authority for approval of the following matters to the Property Services Committee which currently sit with the Management Committee:
 - The Strategy and Development Funding Plan (SDFP)
 - Disposal of property and assets (subject to these decisions being in accord with the Association's Business Plan).
 - To delegate authority for the following items - which currently sit with the Property Services Sub-Committee - to the Director of Property Services (DPS).
 - Approval of procurement/selection methods for individual contracts or appointments where within the approved Strategy.

- Approval of all formal project submissions to the City Council e.g. project proposal, cost plan, tender submission.
- Acceptance of HAG offers (where in-line with agreed scheme costings/viability assessments).
- Formal acceptance of the Grant Planning Target from the City Council (where in line with the agreed SDFP).
- To increase the authority of the DPS in relation to the approval of appointment of contractors and consultants as follows:
 - Up to £25,000 (from current £10,000) for contractor for value of works, providing within budget.
 - Selection and appointment of consultants up to a value of £10,000, (up from £5000) providing this is within the agreed budget.

Following discussion it was further agreed that staff should more generally review information that is currently regularly reported to meetings to ensure that it continues to be necessary. Where items are just for noting and that this is considered to still be necessary, to also consider whether there are other ways of sharing the information than in Committee reports.

10. Assurance Review

Members noted the content of the report from the CEO, including the background information about regulatory requirements in relation to self-assurance. Following discussion **Committee approved the following process through which it will satisfy itself regarding the Association's level of compliance with regulatory requirements and decide on the content of the 2021 Assurance Statement in the lead up to its submission to the Regulator by 31st October:**

- That the Association's updated Assurance Map Summary be shared with Committee in advance of the 5th October Management Committee meeting.
- That a training session for all Members on the Regulatory Standards be held on the evening of Tuesday 28th September. This to form part of a wider presentation about governance requirements and the responsibility of the Committee which would also form part of the induction programme for new members.
- That the Association's compliance with the Regulatory Standards be independently audited.
- That Quinn and Co. be employed again to carry out that audit, on 6th and 7th October, for a fee of around £1200. (It was also agreed that a review of service provider options be considered by Committee in advance of any 2022 audit).
- That a special meeting of the Committee be held on 26th October 2021 to consider the Audit report, a draft Assurance Improvement Action and the Annual Assurance Statement for 2021.

11. Governance Issues

Committee considered the content of the report from the CEO and:

- Noted the action taken since the August meeting in respect of the SGM/AGM, to be held on the 21st September, and the plan to now hold the event at the Shettleston Juniors club.
- Gave positive feedback regarding the design and content of the Annual Report that this year had been issued to all share-holding members in advance of the AGM/SGM.
- Noted issues regarding Committee meeting arrangements in light of the continuing Covid situation and **agreed that if possible the Committee meeting on the 6th October will be a “blended” meeting**, making use of the recently procured video-conferencing equipment. This would allow for at least some Members to attend in the Boardroom whilst others participate through Zoom.
- **Approved the schedule of meeting dates** for the remainder of 2021 (see **Appendix 1** below) pending a decision on the annual schedule to be taken at the October meeting.
- Noted that future meetings will be of the “Board” (with the Management Committee no longer) should the members approve the proposed Rule change at the SGM.

Committee also noted the information within the report regarding the previously agreed succession planning processes in respect of office bearer positions. In recent months all Members had been encouraged to indicate interest or otherwise in taking on responsibility either as an office bearer or as a sub-committee chairperson, subject to the democratic election processes in due course.

The Chair then reported that interest in being an Office Bearer had been expressed from individual members as follows: Association Chair (Lesley Scoffield); Vice-Chair (Christine Thomson) and Secretary (Elizabeth Battersby).

12. Membership applications

There were none.

13. Any Other Business

There were no matters raised.

Minute prepared by Tony Teasdale, Chief Executive

SIGNED: DRAFT MINUTE

DATE: N/A

Meeting dates for the remainder of 2021 (6 p.m. start except where stated)

September		
	14th	Management Committee
	21st	SGM & AGM
	28th	Training
October	5th	Management Committee
	12th	
	19th	Subsidiary Boards (Upkeep and East End HDC)
	26th	Special Management Committee (Assurance Review)
November		
	2nd	Property Services Committee
	9th	Management Committee
	16th	
	20th (Saturday a.m.)	SHA Strategy Session
	23rd	Housing & Community Services Committee
	30th	Corporate Services Committee
December		
	7th	Management Committee