



**Minutes of the Management Committee Meeting
Held on Thursday, 26th March 2020 at 6.00 pm
Meeting held by electronic communication**

Present: L Brown, G O'Donnell, L Thomson, C McGraw
H McNab, E Doherty, K Bowie, V Davies, S McKenzie

In Attendance:

1. Apologies

Apologies were received from the following members

- J Flynn

2. Declaration of Interest

The following Declaration of Interests were declared

- None

3. Meeting of the Management Committee held on 27th February 2020

a) Minutes

The minutes were approved by G O'Donnell and seconded by H McNab as a true and accurate record of the meeting.

b) Matters Arising

There were no matters arising.

i) Action List

The updated Action List was reviewed and noted.

4. Customer Services

- a) Polices
 - i) Allocation Policy Consultation
 - ii) My Contribution Policy

The Allocation Policy Consultation was approved.

The My Contribution policy was approved subject to changing the term Performance Appraisal to Performance Review within the policy.

- b) Write Off Report

The Committee reviewed the contents of the Write Off Report and approved the recommendations.

- c) Universal Credit Impact Assessment

The Committee reviewed the report and noted its contents.

- d) Review of Estates Caretaker Service

The Committee reviewed the report and noted its contents

5. Governance / Wider Role

- a) Business Plan

The review of the Business Plan was deferred to the Committee meeting in May 2020

- b) Corporate Risk Register

The Committee reviewed the Corporate Risk Register.

Given the high level of importance to the Association of complying with the covenants set out in the loan agreements the Committee felt that compliance with loan covenants should be added to the risk register.

The Committee approved the Risk Register with the addition of Loan Covenants to the register.

Agenda Item 3a)

c) Staff Structure – Key Post

The Committee reviewed the options for filling the receptionist post outlined in the report.

The Committee decided that as it is a key post the position should be recruited on a permanent basis.

d) Staffing – Community Development Manager Vacancy

The Committee reviewed the vacancy arising from the resignation of the Community Regeneration Manager who would leave the Association on 31 March 2020.

Having considered the options, the Committee decided to leave the post vacant to allow a review of the position as part of the staff structure review to be undertaken.

e) Best Value Report

The Committee noted the progress against the action to achieve best value

f) Tender for HR Services

The Committee reviewed whether the tender process for the HR services should continue in light of the impact of the Coronavirus on activities.

The Committee decided that the tender opening should take place on the 31 March 2020 and Tender process continue as planned.

g) Coronavirus

The Committee note the update of the impact of the Coronavirus on the Association.

h) Leave of Absence

The leave of absence requested by V Davies was approved by the Committee

i) Confidential item

There was no confidential business.

6. A.O.C.B.

- a) No other business was discussed.

7. Date of Next Meeting

The date of the next meeting was noted as 28 May 2020.