



**Minutes of the Management Committee Meeting
Held on Thursday 25 June 2020 at 6.00 p.m.
in Cadder Housing Association, Community Centre**

Present: L Brown, G O'Donnell, S McKenzie, L Thomson,
K Bowie, H McNab, C McGraw (via Zoom)

In Attendance: K Mollins (Director),
G. Casey (Finance & Corporate Services Management - FCSM),
S McPhee (Corporate Services Officer – CSO)
S Gillan – Wylie & Bisset (via Zoom)

1. Apologies

Apologies were received from the following members

- J Flynn
- E Doherty

2. Declaration of Interest

The following Declaration of Interests were declared

- S McPhee - Agenda Item 7 - Governance / Wider Role

3. Meeting of the Management Committee held on 28 May 2020

a) Minutes

Minutes approved by L Thomson and seconded H McNab as a true and accurate record of the meeting.

b) Matters Arising

- i) Action List

- *Smoke Alarms* - A Committee Member asked if there has been any update from the Scottish Government on an extension to when smoke alarms to be installed by? The Director advised that no extension has been granted at the moment. He also advised that the SFHA are pursuing this with the Scottish Government.
- *Bathroom Installations* – A Committee Member asked for confirmation of what the true figure is of the number of bathrooms still to be installed?. The FCSM confirmed that the figure shown in the Action List is the correct figure at 33.

4. Meeting of the Community Sub Committee held on 10th March 2020

- a) Minutes for information

5. Customer Services

No reports.

6. Finance & Corporate Services

- a) Audited Accounts 2019-20

The FCSM and S Gillan from Wylie & Bisset presented the Audit Accounts for 2019-20 and advised that there was a delay in the completion of the accounts due to the current coronavirus pandemic.

S Gillan advised that they were currently in draft form due to current situation and being provided with information. Scott advised that if financial statements are approved by the Management Committee, he will update the draft and issue final report.

Scott advised that there is one low level recommendation within the report which requires response from senior staff. The FCSM will prepare a response and return to Wylie & Bisset.

There are two recommendations from the previous audit carried out with one now complete and the other currently on going with regards to time recording for maintenance.

The Committee approved the Audited Accounts for 2019-20 and signing of the 'Letter of Recommendation'.

b) Treasury Management & Loan Portfolio Return

The FCSM presented the report for 2019-20 for the Association's loans and covenants and advised the following

- Co-op loan remains on variable interest rates
- Libor system will end next year and this will be replaced by Sonia
- Loans are currently 58% fixed rates and 42% variable rates
- Continue to be fully compliant for all covenants.

The Committee noted the contents of the report and approved the annual Loan Portfolio return to the Scottish Housing Regulator.

S McPhee left the meeting.

7. Governance /Wider Role

a) Culture Report & Improvement Plan – Progress to May 2020

The Director presented his report on progress against the Culture Improvement Plan approved by the Management Committee in February 2020.

The Director gave an overview of good progress and slippage in the plan.

The Committee raised the following queries and questions with the Culture Report & Improvement Plan:

- Is there a staff focus group involved in the assessment of the Culture Improvement Plan?. The Director confirmed there was a Staff Survey Working Group and they had developed an action plan, much of which did overlap with the Culture Improvement Plan
- Why has the full staff meeting not been convened?. The Director advised that the full staff meeting was deferred due to the diversity of working arrangements during Covid-19 e.g. homeworking, on-site working, number of staff on furlough across the 40 staff. The Director reassured Committee there was good communication between managers and their teams/individual staff members and the full staff meeting would be progress on re-opening the office.

The Committee noted the content of the report.

b) Business Impact of Covid 19

The Director presented his report on progress of key services and performance during the Covid-19 situation and highlighted the following:

- Staff furlough arrangements and with income / saving of £65,488 at May;
- Repairs performance remains good from our Trade Team, contractors and out of hours services
- Estate caretaking are meeting their service obligations.
- Income maximisation – Increase in arrears at 31 May, although off-set by delays in direct debits and benefit payments through HB / UC. We are also letting houses and staying in budget on void lost rent.
- Next steps included re-opening the office, recommencing planned major repairs, engage with staff in relation to their return to work, maintain communication with our staff and tenants and attending to the outcome of the MC's decision on implications of Covid-19.

The Committee raised the following queries and questions with the Culture Report & Improvement Plan:

- Do tenants have the option of rent referrals similar to mortgage arrangements. The Director stated that this was not being offered to our tenants and would compromise the viability of the Association
- There is an increase in furlough payments between April and May, although a reduction in furlough cases.
- Are close cleaning costs being covered – The Director clarified the chart on page 66 shows the Association is covering the costs of a reduced close cleaning service through furlough arrangements and staff vacancies.
- There has been a significant increase in arrears in the last year, are these being managed effectively. The Director agreed that arrears had increased in the last year, which coincides with an increase in UC cases. In the Covid-19 period there has been a marginal increase and there is good work being undertaken by staff in relation to benefit matters and recovery arrangements.

The Committee noted the content of the report.

c) Business Impact of Coronavirus (Covid 19)

Confidential Business – Staffing Matters

d) Legal Services Tender

The Director advised the Management Committee that the Legal Services contract would shortly and would ask if 2 members of the MC would like to be on the Procurement Panel.

The LST will be separated into 5 lots

- General legal
- Arrears
- Housing and estate management
- Governance
- Employment law.

The Committee raised the following queries and questions in relation to the Legal Services Tender:

- The timescales for the tender assessment by the Procurement Panel. The Director stated the invitation to tender would be posted on Public Contracts Scotland in early July with tender submission by early August, therefore mid-late August 2020.

C. McGraw and K. Bowie volunteered for the Procurement Panel.

L. Brown and H. McNab left the meeting

e) Long Term Members

The Vice Chairperson advised the Management Committee that due to number of members excluding co-options and members with a conflict of interest, the meeting would not be quorate. He proposed to attend to this matter electronically to Committee members except those with a declaration of interest.

He will then prepare a minute of the meeting for August's meeting of the Committee.

The Committee noted the content of the report.

L. Brown, H. McNab re-joined the meeting

f) Business Plan 2020-22

Recommendation from Review of Business Sub-Committee

The Chairperson confirmed this would be attended to at agenda item 7h, Confidential Business

g) **Re-opening our Office Post Lockdown**

The Director presented his report and proposed plan to open the offices following closure within the lockdown period.

The Association office could re-open after phase 3 in the Scottish Government's Road Map out of lockdown, which is expected in mid-late July 2020

He identified overarching principles and outlined key considerations to inform the Work Planner and highlighted some of the key points

- Re-open the office on 3 August 2020 initially on a part-time basis
- Communication and service arrangements
- Support our staff with varied working arrangements, specifically promote homeworking and support our staff with challenges they face, all whilst taking account of the service needs and key work priorities
- Develop a profile of staff to inform cover and service arrangements. Managers to meet staff to discuss their situation – working closely with Gravitare HR
- Test and Protect and the highlighted the risks in areas of our work i.e. office, trade and estates.
- Alterations to the reception and office to maintain social distancing
- A programme of cleaning / hygiene with 'clean as you use' approach to communal areas
- Appropriate and plentiful PPE
- Communicate with furlough staff on expected return to work
- Flexible furlough where appropriate
- Maximise redeployment to prevent redundancies
- Continue to comply with SG guidance
 - o Homeworking still the default throughout all phases of the Road Map

The Committee raised the following queries and questions in relation to the report to re-open the Association's offices.

- How will this plan be taken forward? The Director confirmed that he has a meeting with the SST on Wednesday 1 July to discuss arrangements, thereafter this would be communicated to staff and implemented.
- Will staff have the appropriate PPE. THE Director advised that a risk assessment covering tasks and activities will outline the PPE that should be used.
- What are the arrangements for the reception and will the Centre be blocked off? The Director advised there will be a one-way

system in and out of reception to promote social distancing from the Tresta Road entrance to the building. The Centre will be blocked with no public access to it.

The Management Committee discussed the report and noted its content. They agreed to the Work Planner to inform arrangements to re-open the office and achieve the associated overarching principles.

h) Confidential Business

The Management Committee attended to confidential business matters.

8. A.O.C.B

a) EVH Member Protect

The Director referred to Paul McMahon's presentation to the MC on the EVH Member Protect Programme to off-set the legal costs of tribunals. The cost for the Association is £975 plus VAT and this is an insurance policy to protect the Association in the event of these situations. It is seen to complement our Insurance arrangements that would also cover any settlement fee.

A member asked whether we should await the outcome of the Legal Services tender as the appointment may conflict with the provision of legal advice for tribunals.

The Committee agreed to defer the decision on EVH Member Protect until the outcome of the appointment of the Employment Lawyer within the impending Legal Services tender.

9. Date of Next Meeting

The date of the next meeting was noted as 20th August 2020 at 6.00 p.m.