



**Minutes of the Management Committee meeting
Held on Thursday 24th September 2020 at 6.00 p.m.
In Cadder Community Centre**

Committee Member	Attended	Apologies
Linda Brown	✓	
Gerry O'Donnell	✓	
Jamila Flynn	✓	
Kristina Bowie	✓	
Elizabeth Doherty	✓	
Claire McGraw	✓	
Linda Thomson		✓
Stewart MacKenzie	✓	
Valerie Davies	✓	
Helen McNab	✓	

In Attendance		
Jacqueline Norwood	Interim Director	Director
Gerry Casey	Finance & Corporate Services Manager	FCSM
Sandra McPhee	Corporate Services Officer	CSO

Agenda Item	Description	Action By
2.	Declaration of Interest The following declaration of interests were declared - All Staff – Agenda item 8 – Confidential Items	
3.	Minutes and Action List	
a)	<u>Minutes of meeting held on 20th August 2020</u> Minutes were approved by C McGraw and seconded by H McNab	
b) i)	<u>Matters Arising</u> There were no matters arising.	

Agenda Item 3a)

Agenda Item	Description	Action By
	<p>i) <u>Action List</u></p> <p>Page 7 – Community Centre Flooring – the Interim Director advised that this work is still progressing as there are ongoing financial issues.</p>	Director
	<p>ii) <u>Complaints</u></p> <p>The CSO presented the report on the information provided within the Complaints quarterly reports and the ARC information and the reason for the separate Complaints report.</p> <p>The Committee agreed on the reporting of complaints in the format as provided within the quarterly ARC report only.</p>	
4. Governance		
a)	<p><u>Directors Report</u></p> <p>The Interim Director presented her reported and highlighted the following</p> <ul style="list-style-type: none"> • Two long term absence staff members have now returned • Altering the service to customers to an appointment-based system to allow better access to staff at a time better suited to the customer. <p>Committee raised the following comments / queries</p> <ul style="list-style-type: none"> • When will the new appointments system commence? The Interim Director advised that she will confirm this to Committee by email once commencement date has been agreed. <p>Committee noted the content of the report.</p>	
5. Finance & Corporate Services		
a)	<p><u>Updated Budget</u></p> <p>The FCSM presented the report on the updated budget and highlighted the following</p> <ul style="list-style-type: none"> • £21k of savings through furloughed staff and job vacancies 	

Agenda Item 3a)

Agenda Item	Description	Action By
	<ul style="list-style-type: none"> • Biggest impact is with the community centre being closed • Cash balance of £2.1m through reduced spending • Continue to be in a good financial position • Continue to comply with all Covenants • Extension have been given for returns to lenders and Scottish Housing Regulator. <p>The Committee raised the following comments / queries</p> <ul style="list-style-type: none"> • Has the interest rate reduced? The FCSM advised that he hasn't received an updated formal letter but it is slightly less than previous figure. The FCSM advised that discussions to be arranged with the Co-op Bank regarding the new interest payments basis with LIBOR being replaced. • Can clarification be given on the difference between our calculation and Paul McNeil of HRC's calculation on meeting the covenants. The FCSM advised that the 3 points highlighted were: The inclusion of costs for wider action, which are not included; HRC thought the non-housing depreciation may be excluded from the calculation as not specifically referred to in the loan agreements. FCSM advised that while it was not specifically referred to Other Sundry costs relating to Housing Management were. The definition of Sundry costs would need to be clarified with the bank as this could potentially include the non - housing depreciation; Pension Past Service Deficit. The inclusion dates from 2015/16 when changes in accounting rules were implemented. No correspondence can be found agreeing changes at the time, but would appear to be related. This will need to be clarified directly with the bank. <p>The approved the revised budget for 2020-21.</p>	
<i>J Flynn joined the meeting</i>		
b)	<p><u>30 Year Financial Plan</u></p> <p>The FCSM presented the report on the 30 Year Financial Plan and highlighted the following</p> <ul style="list-style-type: none"> • Figures are CPI based replacing RPI 	

Agenda Item 3a)

Agenda Item	Description	Action By
	<ul style="list-style-type: none"> • Rent increase assumption based on CPI + ½ % up to 2025 • Higher rent arrears are forecast as a result of Covid-19 • Kitchen programme extended to 2022-23 • No grant income for centre due to staff vacancy • Continue to have a good cash position throughout the plan • 5-year plan to be submitted to the Scottish Housing Regulator by 30 September 2020 <p>The Committee raised the following comments / queries</p> <ul style="list-style-type: none"> • Why is the depreciation higher in year one? The FCSM advised that this is due to the life span of the equipment with in the centre. A maintenance assessment of all the equipment will be carried out going forward. • Café costs showing no charges. Inflation has not been applied. This will be included as part of the Community Centre Business Plan. <p>Committee approved the 30-year plan and for the submission of the 5-year plan to the Scottish Housing Regulator</p>	FCSM
<i>G Casey left the meeting</i>		
6.	Operation	
a)	<p><u>Position Report on Rent & Management Fee Increase</u></p> <p>The Interim Director presented the report advising the Committee on the current position in the preparation for 2021/22 increase.</p> <p>A proposal will be presented to the Management Committee at their meeting on 29th October which will include the proposal for the consultation</p> <p>Committee noted the content of the report.</p>	CSM / FCSM
b)	<p><u>Write Off Report</u></p> <p>The Interim Director presented the report for write off of former tenant arrears totalling £7,377.37.</p> <p>The Committee approved the write off of the former tenant arrears as advised.</p>	CSTL

Agenda Item 3a)

Agenda Item	Description	Action By
c)	<p>Cyclical Maintenance & Gas Safety Policy</p> <p>The Interim Director presented the draft policy for approval by Committee and advised that the address for the ombudsman will be updated.</p> <p>The Committee raised the following comments / queries</p> <ul style="list-style-type: none"> • The policy is very lengthy and would be good if this could be updated to similar format as the HR policies with the policy being split and the procedures being a separate document. <p>Committee approved the policy with the changes for the document to be split and reduced text.</p>	MM
d)	<p><u>Tender Progress Report</u></p> <p>The Interim Director presented the report on the current position with outstanding tenders.</p> <p>The Committee approved the delay of the Out of Hours Contract and Back Up Contractor until decision is made on the trades team and noted the revised time frame for the ICT Tender.</p>	FCSM
<i>E Doherty joined the meeting</i>		
e)	<p><u>Resident Satisfaction Survey Tender</u></p> <p>The Interim Director presented to report to Committee on the outcome of the tender for the Resident Satisfaction Survey and advised that the Survey will be carried out over the phone but face to face surveys will resume as soon as is allowed.</p> <p>Committee were also advised that when staff are speaking with customers, they are confirming telephone numbers with them to ensure we get the best response possible.</p> <p>The Committee raised the following comments / queries</p> <ul style="list-style-type: none"> • With the rent consultation coming up soon and the lack of response to previous methods used, would it be possible for the consultation question to be included in the survey? The Interim Director 	CSTL

Agenda Item 3a)

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	<p>confirmed that this will be included in the full survey.</p> <p>The Committee noted the content of the report and award of the contract to Research Resource which is within the Director's delegated authority to authorise up to £25,000 under the Financial Regulations.</p>	
f)	<p><u><i>Demand Assessment Action Plan</i></u></p> <p>The Interim Director advised that a new report will be provided to Committee in a new format which will report on difficult to let properties, void standards and reasons for leaving.</p> <p>Committee noted the updated by the Interim Director.</p>	CSM
7.	Health & Safety	
a)	<p><u><i>Annual Signing of the Health & Safety Control Manual</i></u></p> <p>The CSO issued the forms for the annual signing of the control manual for 2020/21.</p> <p>Committee in attendance signed the documents as required. The CSO will contact any members not present to arranging for them to sign the document.</p>	
<i>S McPhee left the meeting.</i>		
8.	Confidential Items	
	Separate minute will be issued by the Interim Director.	
9.	A.O.C.B.	
a)	<p><u><i>Work Planner</i></u></p> <p>The Interim Director distributed for information an updated work plan that the senior staff are working on.</p> <p>Committee noted this report.</p>	
10.	Date of Next Management Committee Meeting	
	Thursday, 29 th October 2020 at 6.00 p.m. Cadder Community Centre, Main Hall.	