



**Minutes of the Management Committee meeting
Held on Monday, 14th December 2020 at 5.00 p.m.
In Cadder Community Centre & Zoom**

Committee Member	Attended	1.0 Apologies
Linda Brown	✓	
Gerry O'Donnell	✓	
Jamila Flynn	✓	
Kristina Bowie	✓	
Elizabeth Doherty	✓	
Claire McGraw	✓	
Linda Thomson	Leave of Absence	
Stewart MacKenzie	✓	
Valerie Davies	✓	
Helen McNab	✓	
Adele Fraser	Observer (Via Zoom)	

In Attendance		
Jill Cronin	Interim Director	
John McShane	Customer Services Manager	
Gerry Casey	Finance & Corporate Services Manager	Via Zoom
Sandra McPhee	Corporate Services Officer	

Agenda Item	Description	Action By
2.	<p>Declaration of Interest</p> <p>The following declaration of interests were declared</p> <ul style="list-style-type: none"> - A Fraser – Agenda Item 4a) – Membership Application - All staff – Agenda Item 7 – Confidential Items 	
3.	<p>Minutes and Action List</p>	
a)	<p><u>Minutes of meeting held on 29th October 2020</u></p> <p>Minutes were approved by C McGraw and seconded by H McNab.</p>	

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Agenda Item	Description	Action By
b)	<p><u>Matters Arising</u></p> <p>No matters arising</p>	
i)	<p><u>Action List</u></p> <p>Page 7 – Community Centre Flooring</p> <p>Committee asked if there was any update on the progress with the flooring. J Cronin advised that at present no progress has been made with the flooring issue within the community centre.</p>	
c)	<p><u>Minutes of meeting on 19th November 2020</u></p> <p>Minutes were approved by C McGraw and seconded by K Bowie.</p>	
d)	<p><u>Matters Arising from meeting on 19th November 2020</u></p> <p>Page 10 – Three tenants have refused access for the installation of a new kitchen. As these are our properties, can the association not insist that this work is done? J Cronin advised that tenants can decline to have the work done and the work does not raise any health and safety issues. One of the three tenants has now consented for this work to be done and under SHQS guidance we have advised that the remaining kitchens will be remodelled when the properties become vacant.</p>	
<p><i>V Davies joined the meeting</i> <i>A Fraser left the meeting</i></p>		
4.	Governance	
a)	<p>The Corporate Services Officer presented the report for approval of Membership for A Fraser.</p> <p>The Committee approved the members for A Fraser.</p>	
<p><i>A Fraser returned to the meeting</i></p>		

5.	Finance & Corporate Services	
a)	<p><u>Management Accounts to 30 September 2020</u></p> <p>The Finance & Corporate Services Manager presented the Management accounts and highlighted the following:</p> <ul style="list-style-type: none"> - - Surplus of £421,615 which is significantly than budgeted due to the impact of Covid-19, delay in planned works and income from job Retention Grants of £61,697 - Continue to be fully compliant with the Covenants - Dates were modified by the lenders for submissions which have now been completed - During the second half of the year the association will catch up with the underspend currently detailed <p>Committee raised the following comments / queries</p> <ul style="list-style-type: none"> - Page 16, 2.2.2 – overspend showing for office maintenance. What are the reasons for this? G Casey advised Committee this has been due to the spend on the screens in the office and centre, and increased spend on cleaning materials due to Covid-19. <p>Committee noted the content of the Management Accounts to 30th September 2020.</p>	
b)	<p><u>Treasury Management</u></p> <p>The Finance & Corporate Services Manager presented the Treasury Management report and highlighted the following: -</p> <ul style="list-style-type: none"> - All loan payments made on time - Bank of England base rate is low therefore we are benefiting from this through the Co-op loan - Still in discussions with the Co-op bank regarding the change from LIBOR to SONIA <p>Committee noted the content of the Treasury Management to 30th September 2020.</p>	
c)	<p><u>Authorised Signatories</u></p> <p>The Finance & Corporate Services Manager presented the report to amend the named authorised signatories.</p> <p>Committee raised the following comments / queries</p>	

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		<ul style="list-style-type: none"> - It should be ensured that staff members are removed as soon as they leave the Association. - How many staff members have credit cards? G Casey advised that the Director, Customer Services Manager, Customer Services Team leader and the Corporate Services Officer have cards. The Asset Manager would normally have a card too but as he is currently on a temporary contract no card has been provided. - Is there no purchase order system in place so cards are not required? J Cronin advised that the cards are used for ad-hoc items but in the main items are ordered through an account and we are invoiced. - What is the credit limit on the credit cards? G Casey advised that there is a collective limit of £25,000 for all the cards and each card has a limit based on the job role authorisation limit laid out within the Financial Regulations. <p>The Committee approved the removal of former staff members as authorised signatories and to add J Cronin.</p>	
6. Operational			
	a)	<u>Performance – Quarter 2</u>	
	i)	<p><u>Business Plan</u></p> <p>The Interim Director presented the report and advised committee that good progress has been made in many areas.</p> <p>Committee raised the following comments / queries</p> <ul style="list-style-type: none"> - What is the current position with the Resident Satisfaction survey? J Cronin advised that the final report was received today and being reviewed. A report will be presented to Committee in January. <p>Committee noted the content of the report.</p>	
	ii)	<p><u>Risk Management</u></p> <p>The Interim Director presented the report advised report presents the progress made against the risks.</p>	

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		<p>Committee raised the following comments / queries</p> <ul style="list-style-type: none">- For those risks that are showing as 'green', would these be removed from the report? J Cronin advised that they would remain on the report and would be updated if any changes occur.- The plan shows various options of the communal water tanks, why are there different work options if the tanks are being by-passed? J Cronin advised that there are different options as different properties are at different stages of work.- Are the old water tanks being removed once disconnected? J McShane advised Committee that they are being dismantled and removed from the loft space. <p>Committee noted the content of the report.</p>	
	iii)	<p><u>Customer Services</u></p> <p>The Customer Services Manager presented the progress report and highlighted</p> <ul style="list-style-type: none">- Maintenance met all KPIs- Reduction in arrears of £18,000- New service for customers from CAB has been well received- Changes to the bulk service provided by GCC <p>Committee raised the following comments queries</p> <ul style="list-style-type: none">- The figure report for the areas is different from the figure report within the ARC report. Should they not be the same? J Cronin advised that going forward all figures that will be provided will be those within the ARC only.- Has the association received any update from GCC regarding bulk service? J McShane advised no further information but there are areas that were used previously for tenants to leave bulk items that will now become areas for fly tipping. Communication will be issued to all residents to highlight the changes of the bulk service.- What is the current position with the work to the bin chambers? J McShane advised that a contractor is now on site to carry out the work and that all bin chambers have either been completed or are currently in progress. J McShane advised he will confirm numbers and provide a post meeting update on the minutes.	

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		Committee noted the content of the report.	
	iv)	<p><u>ARC</u></p> <p>The Corporate Services Officer presented the quarterly report for the Annual Return on the Charter and highlighted</p> <ul style="list-style-type: none"> • repairs continue to show good performance against the actual times expected to complete repairs. • Repairs completed 'right first time' continues to improve with 96.98% completed • Complaints are being responded to in full within good timescales. <p>Committee noted the content of the report.</p>	
	b)	<u>Policies</u>	
	i)	<p>Rent Arrears Policy – Review</p> <p>The Customer Services Manager presented the Rent Arrears Policy and advised the procedures have been removed and other areas updated and improved.</p> <p>Committee raised the following comments / queries</p> <ul style="list-style-type: none"> - Going forward, for policies, provide a summary page of the changes within the policies <p>Committee approved the policy for implementation.</p>	
9.		A.O.C.B.	
	a)	<p>The Finance & Corporate Services Manager advised that the tender for the Insurance providers will be published shortly. Due to the timescale, can authority be delegated to the office bearers to deal with the report.</p> <p>Committee approved for the office bearers to deal with the report for the Insurance tender.</p>	
	b)	<p>Committee was advised that the Scottish Housing Regulator has requested an amended version of the Annual Assurance Statement to be provided with some explicit wording around the areas agreed as compliant.</p>	

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		Committee approved the amended AAS.	
		<i>J Flynn joined the meeting</i>	
8.		Confidential Items	
		A separate minute issued for the confidential reports.	
10.		Date of Next Management Committee Meeting	
		Thursday, 28 th January 2021 at 6.00 p.m. Cadder Community Centre, Main Hall.	