



**Minutes of the Management Committee meeting  
Held on Thursday 27<sup>th</sup> May 2021 at 6 p.m. in the  
Community Centre and via Zoom**

Committee Member	Attended	1.0 Apologies
Linda Brown	X	
Gerry O'Donnell	X	
Jamila Flynn		X
Kristina Bowie		X
Elizabeth Doherty		X
Claire McGraw	Via zoom	
Stewart MacKenzie	X	
Helen McNab		X
Adele Fraser	Via zoom	

In Attendance		
Jill Cronin	Interim Director	
Maureen Knight	Interim Housing Manager	
Malcolm Finnie	Interim Asset Manager	
Dr. Tope Falade	Observer	

Agenda Item	Description	Action By
<b>2.</b>	<b>Declaration of Interest</b>  There were no declarations of interest.	
<b>3.</b>	<b>Minutes</b>	
a)	<u>Minutes of meeting held on 25 March 2021</u>  Minutes were approved by Claire McGraw and seconded by Gerry O'Donnell.	

b)		<p><u>Matters Arising</u></p> <p>There were no matters arising not covered by the agenda</p>	
4.		<b>Governance</b>	
a)		<p><u>Interim Director's Report</u></p> <p>The Interim Director provided an update on key areas of work including:</p> <ul style="list-style-type: none"> <li>• Scottish Housing Regulator</li> <li>• Audit timing</li> <li>• Restructure</li> <li>• Recruitment</li> <li>• HR Support</li> <li>• Community Centre</li> </ul> <p>Management Committee agreed to:</p> <p>(i) <b>Note</b> the contents of the report</p> <p>(ii) <b>Note</b> the content of the final report by Gravitare HR and <b>agree</b> the proposal to continue with their support on a retainer basis</p> <p>(iii) <b>Note</b> the proposal to procure an independent assessment of CHA compliance with regulatory standards</p> <p>(iv) <b>Agree</b> the proposal to retain FMD as the interim financial agent until the new Chief Executive is in post and able to procure services for a three year contract period.</p> <p>(v) <b>Agree</b> the proposed financial external audit date of 2<sup>nd</sup> August 2021</p> <p>(vi) <b>Note</b> that the revised budget report and the final 2020/21 year end report will be presented to June Management Committee</p> <p>(vii) training on new SFHA model codes of practice at the Management Committee mini conference later this year</p> <p>b)</p> <p>Annual Return on the Charter</p> <p>The Interim Director presented a report appending the proposed annual return on the charter.</p> <p>Management Committee agreed to instruct the Interim Director to approve the submission on the Scottish Housing Regulator portal and to submit the response by the deadline of 31 May 2021.</p>	Interim Director
			Interim Director

<b>5.</b>		<b>Finance &amp; Corporate Services</b>	
a)		No reports	

<b>6.</b>		<b>Operational</b>	
a)		<p><u>Performance – Quarter 4</u></p> <p>The interim Housing Manager and Interim Asset Manager presented the report outlining performance as at quarter 4 of this year.</p> <p>There was discussion about arrangements and procedures being put in place to improve both recording of performance and the performance itself with a key focus on customer service.</p> <p>Management Committee noted the contents of the report and the improvements being made, and agreed that a report be presented to the meeting on 24<sup>th</sup> June setting out revised performance targets for consideration.</p>	Interim Director

<b>7.</b>		<b>A.O.C.B.</b>	
a)		<p>Committee Appraisals and Training</p> <p>It was noted that committee appraisals had been carried out in December and January and that each member of committee had received feedback. It was agreed that training on key common areas would take place at the Management Committee mini conference later in the year.</p>	
<b>8.</b>		<b>Date of Next Management Committee Meeting</b>	
		Thursday, 24 <sup>th</sup> June 2021 at 6.00 p.m.	