



**Minutes of the Management Committee meeting
Held on Thursday 25th March 2021 at 6.00 p.m.
via Zoom**

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

In Attendance	
John McShane	Customer Services Manager
Gerry Casey	Finance & Corporate Services Manager
Malcolm Finnie	Interim Asset Manager
Sandra McPhee	Corporate Services Officer

Agenda Item	Description	Action By
2.	Declaration of Interest The following declaration of interests were declared - All Staff – Agenda Item 7 – Confidential Items	
3.	Minutes and Action List	
a)	<u>Minutes of meeting held on 25 February 2021</u> Minutes were approved by H McNab and seconded by K Bowie.	
b)	<u>Matters Arising</u> There were no matters arising.	

	i)	<u>Action List</u> Committee noted the contents of the action list.													
4.		Governance													
	a)	<u>Legal Services Tender</u> The CSM presented the report on the tender for the Legal Services for the Association and advised that the services were broken down into 5 Lots and the tender was based on 70% quality and 30% costs. The Committee approved the award of the Legal Services Tender lots as follows <table><tr><th>Lot</th><th>Winning Bidder</th></tr><tr><td>1</td><td>BTO Solicitors LLP</td></tr><tr><td>2</td><td>TC Young Solicitors</td></tr><tr><td>3</td><td>TC Young Solicitors</td></tr><tr><td>4</td><td>Harper Macleod LLP</td></tr><tr><td>5</td><td>BTO Solicitors LLP</td></tr></table>	Lot	Winning Bidder	1	BTO Solicitors LLP	2	TC Young Solicitors	3	TC Young Solicitors	4	Harper Macleod LLP	5	BTO Solicitors LLP	
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5.		Finance & Corporate Services													
	a)	<u>Draft Budget 2021/22</u> The Finance & Corporate Services Manager presented the report for the updated draft budget for 2021/22 and highlighted the following <ul style="list-style-type: none">- New surplus showing of £1k which is a result of changes to stock and outsourcing of the repairs service- £125K of stock write-off taken account of within the budget- No change with the assumptions for the budget for the Community Centre- £1.1m built in for staffing costs- No grant income accounted for within the budget at present but this may change once the centre re-opens and funding applications are made- Salary increases of 0.8% for 2021/22 have been taken account of- Some costs transferred to estate caretakers- Cash position of £1.7m which is below the target of £2m													

		<ul style="list-style-type: none"> - Covenants continue to be met but will require to be monitored closely throughout the year. <p>The FCSM advised that a review of the budget should be carried out and brought back to committee in June 2021.</p> <p>The FCSM also advised that the staff restructure and Covid-19 has had an impact on the budget.</p> <p>The Committee approved the budget for 2021-22 with a review being presented in June 2021.</p>	
b)		<i>Policies</i>	
	i)	<u><i>Anti-Fraud Policy</i></u> <p>The FCSM presented the draft Anti-Fraud Policy and advised that this was a new policy for the Association following a review of business. He also advised that the policy includes procedures, key roles including that of the Audit & Staffing Sub Committee.</p> <p>Committee approved the Anti-Fraud Policy for implementation.</p>	
6.		Operational	
a)		<u><i>Policies</i></u>	
	i)	<u><i>Rent Setting Policy</i></u> <p>The CSM manager presented the policy and advised that the policy had been reviewed and updated as required. Small change required to amend the date at 3.2 to read 2021-22.</p> <p>Committee raised the following comments / queries</p> <ul style="list-style-type: none"> - Following the rent review it would be good if the policy could be reviewed again once this review has taken place and presented to Committee for approval. The CSM confirmed this will done on completion of the review. <p>Committee approved the reviewed policy.</p>	

	ii)	<u>Reactive Repairs Policy</u> The AM presented the reviewed policy and advised Committee that following the commencement of the new repairs service contract, the policy will be reviewed again which the contractor is in place. Committee raised the following comments / queries <ul style="list-style-type: none"> - Very good policy with a list of who is responsible for what repairs. Committee approved the policy with a follow up review once the new repairs contractor in place.	
	b)	Write-Off Report	
		The CSM presented the report and advised that there are 11 former tenant cases totalling £7,555.91 and one sequestration case at £1,302.31. Committee approved the write office of the arrears totalling £8,858.22	
9.		A.O.C.B.	
	a)	No other business raised.	
		<i>All Staff left the meeting.</i>	
8.		Confidential Items	
		A separate minute issued for the confidential reports.	
10.		Date of Next Management Committee Meeting	
		Thursday, 27 th May 2021 at 6.00 p.m. Location to be confirmed.	