

**Minute of the Management Committee meeting  
held on **Tuesday 26 May 2020** by Zoom Conference**

**Present:** [REDACTED]

**In Attendance:** Michael Carberry (Director); Carol Niven\* (Finance Assistant); Matthew McDermott\* (Wylie + Bisset, Finance Agent) \*Item 5 only

- 1) **Apologies**  
Apologies were received from and [REDACTED]. The meeting was chaired by [REDACTED].
- 2) **Declarations of Interest**  
There were no declarations of interest.
- 3) **Adoption of the Previous Minute of 25 February 2020**  
The minute of the previous meeting was adopted by [REDACTED] and seconded by [REDACTED].
- 4) **Matters Arising from the Previous Minute of 25 February 2020**
  - a) **Previous Item 4(b) - IT Review.** The introduction of iPads is of benefit
  - b) **Previous Item 4(c) - New Close Doors.** The sub-contractor will reglaze damaged doors with a higher specification after lockdown
  - c) **Previous Item 4(d) – Committee Appraisal.** EVH will finalise the appraisal process before the next meeting
  - d) **Previous Item 4(e) - Buy Back.** The purchase will conclude after lockdown
- 5) **Finance**
  - a) **Management Accounts to 31 March 2020**  
The Finance Agent presented the accounts and summarised variances from the budget. He confirmed that the Association had ended the financial year in a healthy financial position
- 6) **Employers in Voluntary Housing (EVH)**  
The Director advised that discussions with EVH on the role and grade for a 5<sup>th</sup> member of staff had been suspended but would resume within the next few weeks.
- 7) **Staffing Sub Committee**  
The Director advised that the Sub Committee has not met since 14 January 2020.
- 8) **Health & Safety**  
The Director provided an update on Covid 19
  - The Scottish Government 'Routemap' out of lockdown shows the office in Phase 3, which suggests that the earliest it can open is Monday 13 July
  - It is not clear when contractors will be allowed to work in occupied houses. Non-emergency repairs will remain suspended.
  - Staff continue to work with the Royston Coronavirus Response Group to support vulnerable residents
  - Generally, there is heightened anxiety and stress which is impacting upon staff working in the office

**9) Scottish Government/Scottish Housing Regulator**

**a) Annual Assurance Statement (AAS)**

The Committee noted the paper issued with the agenda.

It had been agreed that gas heating engineers, James Frew, would be appointed to install new fire safety equipment, following the specification and costs successful in the formal tender by [REDACTED] and [REDACTED]. The Director advised that [REDACTED] have recommended equipment with a higher specification. This would increase cost from approximately £[REDACTED] per house to £[REDACTED] per house but the guarantee would be 10 years rather than 5 years. The alarms have been viewed and the higher specification looks better and more robust. After discussion it was agreed that [REDACTED] should be instructed to install the higher specification.

Between 1 April 2019 and 31 March 2020 there were 4 formal complaints:

- 1 was settled by 'Frontline Resolution' and was Upheld. A contractor had dirtied a car whilst carrying out work and agreed to have it cleaned
- 3 were passed for further 'Investigation'
- 1 was Upheld. Gardeners had left a garden untidy and an apology was given
- 2 were not Upheld. 1 was about how a housing application was dealt with and 1 was about a tree surgeon carrying out a survey

The tender for External Financial Audit services from 2021 – 2024 was advertised in Scottish Housing News from 4 February to 6 March. There were two enquiries (one from England) and one submission received, from current auditor, Alexander Sloan. The cost will be £[REDACTED] per year and the current budget is £[REDACTED]. Aside from Blochairn's own experience, excellent references have been received. After discussion it was agreed that Alexander Sloan Ltd. is reappointed as the Association's Auditor.

**b) Notifiable Events**

The Committee noted that there had been no recent discussions

**10) Tenant Bonus Scheme**

The monthly prize draw has been suspended. Several draws would be made at the first meeting in the office after lockdown has ended.

**11) National Accommodation Strategy for Sex Offenders (NASSO)**

- a) The Director advised that the 16 Significant Case Reviews had not established common themes, in relation to sex offenders. Common themes included poverty, chaotic lifestyle, addiction to drugs and/or alcohol, mental ill health and that support/social services are under too much strain with limited resources
- b) A review of the latest NASSO revealed several concerns that have been outstanding for years and have been reported to the Government, the Council and the SHR. After lockdown there will be further discussion with the NAG on how or whether to pursue these issues before further consideration by Committee

**12) Royston Strategy Group**

The minute of the meeting on Friday 6 March has been posted on Committee iPads.

**13) Policy**

The Association's solicitor has reviewed the policy and made several comments and suggestions. On the 'local connection' issue, similar to before, there is almost a suggestion of 'wait and see' whether the policy is challenged. A fuller report will be prepared after the return to normal working.

**14) Training**

There was no report on this item.

**15) Items for Future Agendas**

Committee members were reminded to advise the Chairperson or Director of issues they might want to discuss under future agendas.

**16) Internal Auditor**

There was no report on this item.

**17) Any Other Competent Business**

a) **Meetings**

It was agreed that Committee meetings and an AGM will be held in the office as soon as Scottish Government advice allows

b) **Play Park**

In the response to a question the Director will find out when the toddlers' play park can reopen

END