

**Minute of the Management Committee meeting
held on Tuesday 30 June 2020 by Zoom Conference**

Present: [REDACTED]

In Attendance: Michael Carberry (Director); Carol Niven* (Finance Assistant), item 5 only; Philip Morrice (Alexander Sloan, Auditor), item 5 only; Eamonn Connolly (Employers in Voluntary Housing). Item 6 only.

1) Apologies

Apologies were received from [REDACTED] and [REDACTED].

2) Declarations of Interest

There were no declarations of interest.

3) Adoption of the Previous Minute of 26 May 2020

The minute of the previous meeting was adopted by [REDACTED] and seconded by [REDACTED].

4) Matters Arising from the Previous Minute of 26 May 2020

a) Previous Item 4(b) - New Close Doors. The Director is still liaising with the main contractor

b) Previous Item 4(d) – Buy Back. The purchase concluded on 26 June. It was agreed that the rents to be charged for 'buy backs' should be considered at the next meeting

5) Finance

a) Annual Accounts to 31 March 2020

The Auditor presented the accounts and advised that the Association had ended the financial year and in a healthy financial position. In response to a question on investment strategy by the SHAPS Pension Scheme it was agreed that this could be reported at the next meeting

6) Employers in Voluntary Housing (EVH)

a) Committee Appraisal

Eamonn Connolly presented a summary of the Committee Appraisal process. Overall this was a very positive exercise and showed that the leadership and governance within the Association is sound. Eamonn advised that he had attended several Committee meetings and that he did not need to do so again as part of the appraisal process. It was agreed that, after 'lockdown', a further exercise could look at training needs and consider how best to hold a strategy session

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 will announce on 9 July when 'non-essential' offices can open to the public. This is unlikely to be before 23 July
- Contractors are returning to work gradually. Some non-emergency repairs are beginning to be carried out

- Staff will continue to liaise with the Royston Coronavirus Response Group to support vulnerable residents. This is likely to continue for, at least, a couple of months
- Generally, there remains a heightened anxiety and stress within the community which impacts on staff
- Working with 2 staff in the office each day for the past 16 weeks has really taken its toll. A return to a full staffing compliment in the office as quickly as possible, is really important. [REDACTED]
- A risk assessment has been carried out, based on the template provided by EVH. Risks have been identified as 'Standard' – we are aware of them but they are manageable. For example, in an office that can accommodate 8, there should be no issues with 4 staff working. When support workers return they can operate in the other side of the office in the Committee room, which has separate facilities. The reception area can be arranged to have a one-way system with social distancing

9) Scottish Government/Scottish Housing Regulator

a) Annual Assurance Statement (AAS)

The Committee noted the paper issued with the agenda. It was agreed that, given the number of formal complaints there is no need for an elaborate form of reporting. The Annual Report and the report to Committee can be expanded

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)

- After lockdown there will be further discussion with the NASSO Awareness Group (NAG) before further consideration by Committee
- There was a 'sting' operation by 'Child Protectors Scotland' (CPS) on 10 June at Charles Street flats. [REDACTED] was fooled into thinking he was communicating on line with a 14 year old girl. CPS arrived at his door and Police were called. More than 100 residents gathered as Police tried to remove Thomson from the flats
- This month marks the 16th anniversary of the death of Mark Cummings. The authorities have a much better understanding of what they are doing, in terms of, working together. But the public, the communities most affected, remain outside the decision making process

12) Royston Strategy Group

The minute of the meeting on Friday 3 July has been posted on Committee iPads.

13) Policy

The review of the Allocation Policy will be considered after lockdown is lifted.

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

It is likely that the Internal Audit programme will be reviewed after lockdown.

17) Any Other Competent Business

a) Annual General Meeting

It was noted that the AGM is unlikely to be held on 30 June as planned. An alternative date will be agreed in due course.

END