

**Minute of the Management Committee meeting
held on Tuesday 27 October 2020
by Zoom Conference**

Present: [REDACTED]

In Attendance: Michael Carberry (Director), Matthew McDermott (Finance Agent) *Item 5; Scott McCready (Internal Auditor) *Item 13.

- 1) Apologies**
There were no apologies.
- 2) Declarations of Interest**
There were no declarations of interest.
- 3) Adoption of the Previous Minute of 29 September 2020**
The minute of the previous meeting was adopted by [REDACTED] and seconded by [REDACTED].
- 4) Matters Arising from the Previous Minute of 29 September 2020**
 - a) Previous Item 8(a) - Close Doors**
The Director provided an update and confirmed that the Contract Administrator will be asked to advise on the formal dispute procedure
 - b) Previous Item 21(c) – Bulk Uplift**
The Director advised that a contractor had been engaged to remove bulk on a weekly basis. Cost of an uplift for Blochairn Place, required due to volume and the ongoing concern about rat infestation, was shared with owners, 3 of whom have queried their £2.04 bill. The cost of a second uplift for the whole area was not shared with owners. Indications are that the Council service will not be reinstated without charges. It was agreed that this should be reviewed at the next meeting
- 5) Finance**
 - a) Management Accounts to 30 September 2020**
The Finance Agent presented the accounts issued with the agenda and highlighted variations from the Budget, which are mainly due to the Covid 19 lockdown. With assets in excess of £1m the Association is in a healthy financial position. Banking covenants are comfortably met and will continue to be met after January, when capital payments begin on the Unity Trust Bank loan
 - b) Annual Financial Return**
The Finance Agent presented the AFS that had been issued with the agenda. He advised that this largely mirrors the annual accounts that had been presented to the Annual General Meeting. The AFS was approved for submission to the Scottish Housing Regulator
 - c) Buy Backs**
The Director advised that the offer to buy a 3-bed house had not been accepted

6) Employers in Voluntary Housing (EVH)

a) New Staff Member

The Director advised discussions had not yet resumed

b) Salary Negotiations

The Committee considered the invitation to contribute to the salary negotiations required if CPI is below 1.5% in October. After discussion it was agreed that the Association would accept the outcome of negotiations and the majority view of EVH members

7) Staffing Sub Committee

The Sub Committee met on 13 October and reviewed Sub Committee discussions over the past 12 months, including the Notifiable Event.

8) Health & Safety

Since the agenda and papers were issued, 3 staff have tested POSITIVE for Covid 19 and the 4th has symptoms. Staff must isolate until 5 November. A deep clean and fogging for the office is arranged for 6 November. Staff will return to the office on Monday 9 November. Phones have been diverted and laptops provided to enable working from home.

- A Risk Assessment is posted on Committee iPads
- Reopening the office is unlikely before 1 January
- Reception will be reconfigured and an incremental approach will be used when reopening
- Staggered 45-minute lunch breaks are helping to manage use of kitchen facilities
- Contractors are working normally, with social distancing measures
- Heightened anxiety and stress within the community continues to result in increased aggressive and unreasonable behaviour, impacting staff
- Support staff (Welfare Benefits and Financial Capability), seeing residents face to face in the Committee room, has been suspended

9) Scottish Government/Scottish Housing Regulator

a) Annual Assurance Statement (AAS)

The Director advised that the Internal Audit had found that the AAS 2019 process was 'Strong'. The AAS 2020 will be presented in the same format at the next meeting for submission by 30 November

b) Notifiable Events

The Committee noted that discussions over the past 12 months were now being reviewed by the Staffing Sub Committee

10) Tenant Bonus Scheme

The Committee confirmed that the monthly prize draw would be held at the next meeting to cover all outstanding months. It was agreed that, in view of the impact of the Covid 19 pandemic lockdown, the Christmas Bonus will be given to every tenant. A cash payment will also be made to every pensioners and Young Person under 16, in lieu of a Christmas gift

11) National Accommodation Strategy for Sex Offenders (NASSO)

- a) NASSO Awareness Group.** After lockdown there will be further discussion with the NAG before further consideration by Committee on the

future of the NAG. The Director advised Easthall Park HA Director, John McMorro, is moving to Melville HA in Edinburgh. This will significantly weaken the NAG

b) Freedom of Information requests:

- **Police Scotland** – location of registered sex offenders within all Glasgow post codes has been added to the spreadsheet 2012 - 2020
- **Glasgow Housing Association** – an appeal has been lodged following refusal to provide a breakdown of the location of registered sex offenders within Glasgow Housing Association houses
- **Scottish Government** - The MSP and appropriate Minister have not been asked to comment on why the Scottish Government does not hold figures for Scotland on
 1. Sex offenders released from prison without having anywhere to live, and
 2. The risk category of sex offenders released from prison without having anywhere to live

c) Block Profiling. The Director advised of the new guidance that acknowledges the need to take account of the presence of a sex offender when making an allocation. The allocation will require Police or Social Work approval

12) Royston Strategy Group

The Director reported on the meeting held on 23 October. The Council Strategy for the North East was presented by Planning Officer, Jim Corbett, who has previous experience of working in Royston.

13) Internal Audit

The Internal Auditor presented the findings of two recent audits. The 'Review of the Annual Assurance Statement 2019/2020' delivered a 'Strong' overall conclusion. Two minor recommendations will be implemented for the 2020 Statement. The 'IT Systems' review found a 'Weak' overall conclusion. Several recommendations to strengthen IT security have already been implemented. They were known in advance of the audit and would have been implemented in any case. A Model Communication Policy will be presented at the next meeting.

14) Policy

a) Allocations Policy

The Committee noted the letter from the Housing Minister urging associations to allocate houses to homeless applicants

15) Training

- a) The Committee noted that the SHARE bulletin for September – December has been posted on Committee iPads
- b) EVH have offered training in Health & Safety for Committee members. It has previously been agreed that two or three volunteers could undertake this. It was agreed that this could be considered after lockdown is lifted. Ewa Wojcik advised that she already has a qualification

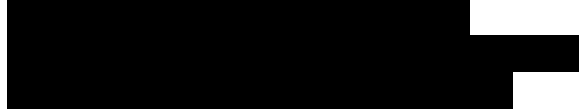
16) Items for Future Agendas

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

17) Any Other Competent Business

a) Membership Applications

The Committee noted and approved Membership Applications from



b) Confidential Papers

The Director advised that confidential papers can be disposed of in the office, where they are confidentially shredded

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