

**Minute of the Management Committee meeting  
held on Tuesday 24 November 2020  
by Zoom Conference**

**Present:** [REDACTED]  
[REDACTED]

**In Attendance:** Michael Carberry (Director)

**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 27 October 2020**

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

**4) Matters Arising from the Previous Minute of 27 October 2020**

**a) Previous Item 8(a) - Close Doors**

The Contract Administrator has raised a formal dispute with the contractor

**b) Previous Item 21(c) – Bulk Uplift**

Two invoices for uplifts in October were £[REDACTED] and £[REDACTED]. Glasgow City Council will not return to a free bulk uplift service as this is not a statutory service, i.e. not required by law. It was agreed that the uplifts should continue until the end of January

**5) Annual Assurance Statement**

The Director presented the AAS and the supporting information that had been issued with the agenda. This followed the same format as last year. The recent Internal Audit found that the process used last year, and the follow up information to Committee, showed a 'Strong' performance. After discussion the Statement was approved by the Committee

**6) Employers in Voluntary Housing (EVH)**

**a) New Staff Member**

The Director advised that discussions had not yet resumed

**7) Staffing Sub Committee**

The Committee noted that the Sub Committee would meet in December to continue its review of the past 12 months, including the Notifiable Event.

**8) Health & Safety**

**a) Covid 19**

- Staff returned to the office on 9 November following isolation after testing Positive. Perhaps not fully fit yet, they are coping
- A Risk Assessment is on Committee iPads
- Reopening the office is not likely before 1 January

- Reception will be reopened gradually, including using appointments
- Staggered lunch breaks are helping manage use of the kitchen
- Contractors are working normally, with social distancing measures
- Heightened anxiety and stress within the community and more aggressive and unreasonable behaviour, continues to impact on staff
- Support staff are using the Committee room

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

### a) **Notifiable Events**

The Committee noted that discussions over the past 12 months are still under review by the Staffing Sub Committee

## 10) **Tenant Bonus Scheme**

The Director advised that the monthly prize draw for March to December had been held earlier in the day. Winners were:

- |             |                       |                   |
|-------------|-----------------------|-------------------|
| • March     | Michael Rice          | Samantha Meharry  |
| • April     | Tracey McLeish        | James Mills       |
| • May       | Ewa Wojcik            | Anne Hally        |
| • June      | David McKechnie       | Annie Smith       |
| • July      | Jane Storrie          | Lynne Edgar       |
| • August    | Ashleigh Campbell     | Walter McKay      |
| • September | Eugenija Zembinskiene | Lorraine Lowe     |
| • October   | Sandra Wood           | Alexander Fury    |
| • November  | Charles Forbes        | Roisin Kane       |
| • December  | Donika Kaptelli       | Robert Groszewski |

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

■ **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 that Easthall Park HA Director, John McMorrow, is moving to Melville HA in Edinburgh. ■  
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### 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** – the appeal following refusal to provide a breakdown of the location of registered sex offenders within Glasgow Housing Association houses, was dismissed. This has now been appealed to the FOI Commissioner
- **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 Committee agreed that the Director should draft letters to the Scottish Housing Regulator, MSP's and Councilors asking for comment on the system that requires allocations to be approved by Police or Social Work

**12) Royston Strategy Group**

The Director advised that Rosemount Development Trust had received funding to employ a Community Development Officer. RDT will now engage Kevin Murray Associates to review the Royston Vision and Strategy document. The Council's Strategy for the North East was presented by Planning Officer, Jim Corbett, who has previous experience of working in Royston. There will be a renewed focus on how to improve Royston Road.

**13) Internal Audit**

The programme for 2021 will include Corporate Governance & Risk Management and Long-Term Maintenance Planning.

**14) Policy**

a) **Allocations Policy**

This will be reviewed after lockdown is lifted

b) **Communication Policy**

The Director presented the draft Communications Policy, which is based on the EVH model. After discussion this was approved by the Committee

**15) Training**

The Committee noted that the SHARE bulletin for September – December is on Committee iPads

**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) **Confidential Papers**

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

END