

**Minute of the Management Committee meeting
held on **Tuesday 29 June 2021**
by Zoom Conference**

Present: [REDACTED]

In Attendance: Michael Carberry (Director); Kevin Booth* (Alexander Sloan, Auditors); Matthew McDermott* (Finance Agent, Wylie + Bissett) *Item 5 only

- 1) **Apologies**
There were no apologies.
- 2) **Declarations of Interest**
There were no declarations of interest.
- 3) **Adoption of the Previous Minute of 25 May 2021**
The minute of the previous meeting was adopted by [REDACTED] and seconded by [REDACTED].
- 4) **Matters Arising from the Previous Minute of 25 May 2021**
 - a) **Previous Item 4(a) – Annual General Meeting**
Covid 19 pandemic lockdown restrictions are to be lifted on 9 August. It was agreed that the AGM should remain scheduled for 31 August but that the situation will be monitored. The meeting will be moved to 28 September, if necessary
- 5) **Finance**
 - a) **Annual Accounts 2020/2021**
The Auditor presented the Annual Accounts, followed by the Audit Report and the Management Letter. He confirmed that the Association remained in a healthy financial position
 - b) **Loan Portfolio**
The Finance Agent presented the Loan Portfolio. He advised that there was little movement from the previous year, with the main issue being the repayment of capital on the Unity Trust Bank loan beginning January 2021. He confirmed that all banking covenants were being met
 - c) **Five Year Financial Projections**
The Finance Agent presented the projections, advising that these were mainly to provide assurance of the Association's ability to meet its obligations and remain financially stable and viable
- 6) **Employers in Voluntary Housing (EVH)**
 - a) **Housing Services Assistant**
The Director advised that the closing date for applications is 2 July
 - b) **Corporate Services Officer**
The Director advised that the closing date for applications is 2 July
- 7) **Staffing Sub Committee**
The Sub Committee will meet to oversee the recruitment of new staff members.
- 8) **Health & Safety**
The Director advised
 - No change to the Covid 19 Risk Assessment, which is on Committee iPads

- Reopening the office to the public is not likely before 1 September
- Contractors working fairly normally (with PPE, etc)
- Support staff (Maureen McGowan/Geraldine Burgess/Matthew Hornsey) are working from the office and meeting residents face to face
- Heightened anxiety and stress within the community is still reflected in aggressive and unreasonable behaviour, which continues to impact on staff. Recent weeks have been particularly difficult. As the end of lockdown draws closer there is a lack of appreciation of the stress that staff have been under for 15 months

9) Scottish Government/Scottish Housing Regulator

a) Annual Assurance Statement

The Director advised that there was no change to the list of outstanding items for the AAS. The Committee noted the letter from the Regulation advising that the AAS must be submitted by 31 October

10) Tenant Bonus Scheme

The Committee noted that this is on hold until the AGM.

11) National Accommodation Strategy for Sex Offenders (NASSO)

a) NASSO Awareness Group. There will be discussion with the NAG after lockdown has been lifted, before further consideration by Committee on the future of the group

b) Freedom of Information requests:

- **Police Scotland** – sex offender details by post code 2012–2020 are available
- **Glasgow Housing Association** – statistics provided

c) Scottish Government/ Sex Offenders released from prison with no accommodation – Director to meet Graham Robertson, Head of the Public Protection Unit

d) Block Profiling. 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, still to be drafted

12) Royston Strategy Group

The Director advised that the next meeting will be on 23 July. The Committee noted the continuing community consultation and discussion on the future of Royston Road.

13) Internal Audit

Internal Audits will be carried out between January and March 2022: 'Corporate Governance & Risk Management' and 'Long-Term Maintenance Planning'

14) Policy

The Committee noted and approved the addition to the Finance Policy:

'While many eco-investments may be considered socially responsible investments, and vice versa, the two are not mutually inclusive. Socially responsible investing is the practice of investing only in those companies which satisfy certain moral or ethical criteria. This may include companies with an interest in the environment, but also support various other social and religious issues.'

Eco-investing narrows in on the interests of sustainable environmental issues. Specifically, eco-investments focus on companies who work on renewable energy and clean technologies.'

The Association will only invest surplus cash with, or borrow from, institutions that conduct business in an eco-friendly and socially responsible way'.

The Director advised that the new Corporate Services Officer will review all current relationships with financial institutions and report to Committee.

15) Training

There was no report on this item.

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) Housing Services Report

The Director advised that, due to a combination of staffing issues and the COVID 19 lockdown, and their impact on operations, there has not been a Housing Services Report since last year. It is proposed to provide a report on housing management and maintenance issues and performance for 2020/2021 at the next meeting.

The Director advised that there had been complaints about the landscape gardening service, some of which have been exaggerated and unreasonable. Committee members did not feel that the service was poor. One Committee member commented on the work being untidy. The Director confirmed that staff had discussed this with the contractor.

The Director advised that, since opening to applications on line, the number of applications has risen to previously unseen levels. There are more than 300 applicants. The Association owns 291 houses and allocations are, on average, 17 each year. He advised that a revised procedure is required. He proposed that a review should be carried out over the next few months and a further report submitted to Committee. Meantime, new applications would not be accepted until completion of the review. This was agreed by Committee

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