

**Minute of the Management Committee meeting
held on **Tuesday 26 October 2021**
by Zoom Conference***

Present: Manal Eshelli; Martin Forrest; Sakina Masih; Helen McCartney; Michelle Murray-Moore; Catherine Neil; Joan Reuston*; Sheena Stephen; Frances Tierney; John Welsh*. (* attended in office)

In Attendance: Michael Carberry (Director); Patricia Davidson (Corporate Services Officer).

1) Apologies

An apology was received from Kerry McCann. Lazarous Chisela has decided to stay in Zambia to pursue his political career and has resigned as a Committee member. He has sent his heartfelt thanks to everyone in the Blochairn community and to the Committee, in particular, for his time here. Olga Vassiljeva is on Leave of Absence until her work shift pattern changes.

2) Declarations of Interest

There were no declarations of interest.

3) Election of Office Bearers

The Director invited nominations for the position of Chairperson. Joan Reuston was proposed and seconded. There were no other nominations and Joan Reuston was duly elected. The Chairperson asked for nominations for the position of Vice Chairperson. Michelle Murray-Moore was proposed and seconded. There were no other nominations and Michelle Murray-Moore was duly elected. The Chairperson asked for nominations for the position of Secretary. Frances Tierney was proposed and seconded. There were no other nominations and Frances Tierney was duly elected.

4) Election of Sub Committees

a) It was agreed that the Staffing Sub Committee would be renamed 'Health, Safety and Human Resources Sub Committee'. The Office Bearers agreed to serve along with Sakina Masih and John Welsh.

b) It was agreed that the Management Committee would receive reports on housing management and maintenance issues every 3 months rather than form a specific sub-committee. It was noted that this had proved difficult in recent times due to a full agenda and the fact that housing management and maintenance reports were extremely detailed. It was agreed that the statistical information provided should be reviewed with a view to making this more streamlined

c) Details of EVH meetings (1st Monday of each month) will be circulated

d) Details of Royston Strategy Group meetings (Friday mornings, every 2 months) will be circulated

5) Standing Orders and Committee Remits

Standing Orders and remits for both the Management Committee and Health, Safety & Human Resources Sub Committee were considered and approved.

- 6) **Code of Conduct and Register of Interests**
The Code of Conduct was considered and approved. The Corporate Services Officer will arrange for signed declarations to be collected along with a Register of Interests form. There was discussion on why employment details are required and whether these details are confidential. This will be investigated and reported at the next meeting
- 7) **Adoption of the Previous Minute of 31 August 2021**
The minute of the previous meeting was adopted by **Joan Reuston** and seconded by **Frances Tierney**.
- 8) **Matters Arising from the Previous Minute of 31 August 2021**
a) **Previous Item 6(b) – Court Case.** There will be a Proof Hearing on 24 January 2022
b) **Previous Item 6(h) – Kitchen Wrap.** This has worked well and will be tested a further time before being accepted as an option
c) **Previous Item 6(i) – Blochairn Road Recycling Centre.** Bob Doris MSP met (Zoom) with officials in September. Colder weather has lessened the problems. The bin men's strike during COP26 may cause further issues. This will be monitored. A statement from Glasgow City Council about the long-term future is expected early in the New Year
- 9) **Finance**
a) The Finance Agent will present Management Accounts to 30 September 2021 at the next meeting
b) The Corporate Services Officer will gather the necessary, personal information from Committee members to allow a bank account to be opened with the Co-operative Bank
- 10) **Employers in Voluntary Housing (EVH)**
The Committee noted the letter received from EVH earlier in the day regarding salary negotiations for 2022. The Health, Safety & Human Resources Sub Committee will respond by the deadline if a meeting can be organised.
- 11) **Health, Safety & Human Resources Sub Committee**
A Sub Committee will meet in November.
- 12) **Health & Safety**
The Director advised that there is no pattern to other associations opening their offices to the public. After discussion it was agreed that staff could begin to arrange appointments in the office, with the usual safeguards. This will be monitored until the end of the year.
- 13) **Scottish Government/Scottish Housing Regulator (SHR)**
a) **Annual Assurance Statement (AAS).** The Director referred to the papers issued with the agenda. Preparation of the AAS has followed the same format as 2019. In 2020, an Internal audit had confirmed this as a 'strong' format. The main item requiring further action was on Equality and Diversity, including the implementation of Equality Impact Assessments. After discussion the Committee approved the Assurance Statement to the SHR
b) **Affordable v Unaffordable.** The Director referred to emails issued to the Scottish Government and Glasgow City Council about the use of the word 'affordable'. After discussion the Committee agreed that he could continue to pursue this issue

- c) **Lessons from Statutory Intervention.** The Committee noted the SHR report. This can be further considered at the review of the Internal Management Plan
- 14) **Tenant Bonus Scheme**
The Committee noted that the draw would be made on 27 October 2021.
- 15) **National Accommodation Strategy for Sex Offenders (NASSO)**
a) **Jason Graham.** The Committee noted the media information on the crimes committed and the Director's enquiry regarding a significant Case Review
b) **NASSO Awareness Group.** There will be discussion on the future of the group after lockdown has been lifted
c) **Freedom of Information requests:**
• **Police Scotland** – sex offender details by post code 2012–2020 are available
• **Glasgow Housing Association** – statistics provided
d) **Scottish Government/ Sex Offenders released from prison with no accommodation** – Director to meet Graham Robertson, Head of the Public Protection Unit
e) **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
- 16) **Royston Strategy Group**
The Director advised that the next meeting will be on 5 November.
- 17) **Internal Audit**
Internal Audits will be carried out between January and March 2022: 'Corporate Governance & Risk Management' and 'Long-Term Maintenance Planning'
- 18) **Policy**
The revised Allocations Policy will be presented at the next meeting.
- 19) **Training**
a) The Corporate Services Officer advised that she would arrange meetings with each Committee member to allow her to prepare a Training Needs Analysis. In particular, training on Health & Safety issues will be discussed
b) The Committee agreed that the office could be closed for an afternoon for staff training on a regular basis
c) It was agreed that staff should set a date in January for the review of the Internal Management Plan. Health & Safety training will form part of the review
- 20) **Items for Future Agendas**
Committee members were reminded to advise the Chairperson or Director of issues they might want to discuss under future agendas.
- 21) **Any Other Competent Business**
a) **Royston Youth Action.** The Committee noted that there is a documentary showing on STV about the effect of lockdown on young people's mental. RYA is featured. It was agreed that £100 could be donated to RYA's fund to mark the tragic suicide of one of their young members (Peter)

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