

**Minute of the Management Committee meeting
held on **Tuesday 30 November 2021**
by Zoom Conference***

Present: [REDACTED]

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

(* attended in office)

1) Apologies

An apology was received from [REDACTED] and [REDACTED]. Olga Vassiljeva is on Leave of Absence until her work shift pattern changes.

2) Declarations of Interest

There were no declarations of interest.

3) Adoption of the Previous Minute of **26 October 2021**

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

4) Matters Arising from the Previous Minute of **26 October 2021**

a) Previous Item 6 - Code of Conduct and Register of Interests

The Director advised that there appears to be no requirement for information on employment. This may have been added in past just for general information. It has been removed from the form. The Corporate Services Officer (CSO) will contact Committee members to gather signed forms

5) Finance

a) Management Accounts to 30 September 2021

The Director advised that the [REDACTED] is on sick leave and the Management Accounts to 30 September 2021 have not yet been finalised

6) Employers in Voluntary Housing (EVH)

a) Salaries 2022/2023

The Committee noted that October Consumer Price Index (CPI) is 4.2%, which is above the 2.5% ceiling in current pay settlement. A recent survey of associations favoured delaying further negotiations until late January

7) Health, Safety & Human Resources Sub Committee

The Committee noted that the Sub Committee met on 16 November. [REDACTED]

[REDACTED] was elected as Chairperson. Agenda items included:

- **Staffing issues**
- **Policy** – draft policies on Staff Expenses and on Staff Development & Performance Management
- **Health & Safety** - due to ongoing uncertainty about COVID 19 infection rates and restrictions, and that the Housing Services Officer is on annual leave until 6 December, it was agreed that arrangements to open the office to the public should be reviewed in January
- **Equality, Diversity & Inclusion** - The CSO advised on progress with Equality Impact Assessments and presented the draft Equality Monitoring Form

- **Items for Future Agendas** – agreed as GDPR; Flexi Time; Special Leave; Disciplinary Procedures; Employment Law Advice
- 8) **Health & Safety**
 - a) **Covid 19**

The Committee noted that a Risk Assessment is on Committee iPads. Opening the office to the public to be considered in January
 - 9) **Scottish Government/Scottish Housing Regulator (SHR)**
 - a) **Annual Assurance Statement (AAS)**. The Committee noted the list of actions required
 - b) **Affordable v Unaffordable**. The Director advised that several articles in the Scottish Housing News had been questioned about the use of the word 'affordable'. Among message of support was one from Kate Forbes MSP, who agreed that the term was too broad
 - 10) **Tenant Bonus Scheme**
 - a) **Christmas Bonus**. Survey letters are due by 3 December with a view to making payments in week beginning 6 December
 - b) **Monthly Draw**. Will be made for November and December
 - c) **Christmas Gifts**. It was agreed that, like in 2020, Christmas gifts could no be delivered. Instead, £10 will be deposited in each pensioner's account and £5 in under 15's account (in their parent's account)
 - 11) **National Accommodation Strategy for Sex Offenders (NASSO)**
 - a) **NASSO Awareness Group**. The Director will try to arrange a meeting before Christmas
 - b) **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. A Freedom of Information enquiry will be made to GHA
 - 12) **Royston Strategy Group**

The Director advised that the next meeting will be in January.
 - 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**
 - a) **Allocations Policy**. The revised allocations policy is still being prepared
 - b) **Resident Participation Strategy**. The CSO gave a presentation on the Resident Participation Strategy. This will be further discussed as part of the Internal Management Plan review in late January
 - 15) **Training**

The Corporate Services Officer will contact Committee members to ensure that they are registered with SHARE for training courses
 - 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 Application.** The Committee noted and approved the Membership Application from [REDACTED]
- b) **City Building.** The Committee noted the letter from City Building regarding a 15% price increase. The Director advised that City Building provide an emergency call out service. However, there are few emergencies. In addition, the depot is in Darnick Street, half a mile from Blochairn, which usually results in a very quick response time

END