

**MINUTES OF MEETING OF THE MANAGEMENT COMMITTEE HELD ON TUESDAY 23 JUNE 2020 AT 6.30 P.M. VIA A VIDEO CONFERENCING LINK.**

**ACTION**


**Present:**

Mrs K. Tennant	Chairperson	Elected Member
Miss C. McGarrity	Vice Chairperson	Elected Member
Mr J. Hillhouse	Treasurer	Elected Member
Mr P. Shiach	Secretary	Elected Member (Part)
Mr J. O'Donnell		Elected Member
Ms D. Smith		Elected Member
Mr J. Calderwood		Elected Member
Mrs L. Breeze		Casual vacancy Member
Mr T. McCormack		Casual vacancy Member
Cllr M. McNair		Co-opted Member

**In Attendance:**

Mrs S. Keenan	Chief Executive
Mrs S. Farrell	Communications Officer
	Wylie Bisset

**1. Apologies**

Apologies were received from Cllr J. Mooney. Mrs G. Daly's continuing  was noted. It was noted that a quorum was present to enable the meeting to go ahead.

**2. Chairperson's Remarks**

The Chairperson welcomed everyone for their attendance at the last meeting of the term. The Chairperson suggested that each member mute their device whilst not contributing to the meeting to limit feedback and further enhance the quality of the virtual meetings.

**3. Declaration of Interest**

 declared an interest in Item 13. Development Report.


**4. Business Carried Over from Last Meeting**


There was no business carried over.

**5. Internal Audit Reports\* (Decision/Approval Required)**

The Chairperson welcomed  of Wylie Bisset to the meeting.

**a) Information Technology\* (Decision/Approval Required)**

 referred to the audit report, circulated prior to the meeting, and welcomed questions at any time. It was highlighted that because of the current COVID-19 lockdown certain parts of the review were unable to be performed as detailed in the Executive Summary.

The Management Committee noted the function was categorised as having "substantial" assurance 

  
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<u>ACTION</u>	<p>██████████ summarised the background information contained within the report at pages 4-9 and referred to the recommendations detailed on page 10. The Management Committee noted 5 recommendations ██████████ had been received and had been agreed by the relevant staff members along with timescales for implementation. ██████████ highlighted that generally 2 high grade recommendations were found during similar audits but none had been found.</p>
SK	<p>██████████ highlighted 10 areas of good practice detailed on pages 11-14.</p> <p>There were no questions and the Management Committee agreed with the IT Security internal audit report and the recommendations made. The Management Committee suggested that once the environment is more stable, a small review could be carried out to complete checks unable to be carried out during lockdown.</p> <p><b>b) Annual Report 2019-20* (Decision/Approval Required)</b> ██████████ referred to the Wylie Bisset internal audit annual report 2019/20 which had been circulated prior to the meeting and directed the Management Committee to the Audit Findings, Benchmarking and KPI sections (pages 6-8). ██████████ and ██████████ that one KPI (Draft annual internal audit report to be provided by 30 April each year) had been affected by the lockdown situation/delay of IT Security review.</p> <p>There were no questions and the Management Committee accepted the Annual Report 2019/20 as presented. ██████████ took the opportunity to thank the Management Committee for reappointing Wylie Bisset for the Internal Audit function following the tender process. ██████████ was thanked for his attendance and left the meeting at this point.</p> <p><b>6. Management Committee External Training/Conference Feedback (if applicable)</b> There were no feedback reports from members.</p> <p><b>7. Secretary's Report (Decision/Approval Required)</b> The Secretary provided the following report:</p> <p><b>a) Correspondence</b> No correspondence was received.</p> <p><b>b) Share Membership Applications</b> No applications were received.</p> <p><b>c) MC Applications</b> No applications were received.</p> <p><b>d) AGM update and Election 2020</b></p>

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The Management Committee noted that advice was awaited from the Scottish Housing Regulator and Scottish Government in regards to the option of being able to hold a virtual AGM as the Association's current Rules do not allow for this. The Management Committee was reminded that the AGM is required to be held by 30 September 2020.

The Chief Executive provided a recap for any members not present at the previous meeting that the following members were required to stand for re-election although it was confirmed all can serve in the interim until the AGM is held:

- Mr J. Calderwood
- Ms D. Smith
- Ms G. Daly

**e) Updated Model Rules - SFHA Charitable Model Rules (Scotland) 2020\* (Decision/Approval Required)**

The Chief Executive referred the Management Committee to the above report and apologised for the delayed circulation. The enclosure containing tracked changes to our current 2013 Model Rules required to bring in line with the new 2020 Model was also referred to.

The Chief Executive read over the changes in the update as detailed. At the third point, optional provisions, the Chief Executive apologised that these had been omitted from the report and these were discussed as follows:

- Places on the Committee could be reserved for appointed members, for example, 2 positions within the 15 available. Appointees would have the same rights as co-optees
- Staff members could be appointed to the Management Committee
- Management Committee members who are related to each other could be prohibited
- Payments could be allowed to Management Committee members

The Chief Executive highlighted that optional clauses 2-4 above were rejected by the Management Committee at the last rule change in 2013.



The Chief Executive referred to section 2.0 of the report where key changes and potential risks identified had been listed in a table to provide transparency.

Significant discussion ensued on the tangible benefits that would be achieved by adopting the optional provisions. It was highlighted that appointed members would not require to be shareholders and there was debate over a position being kept for a professional appointed member now the Association is undertaking significant development versus the input and advice of paid professionals.

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<u>ACTION</u>	<p>On conclusion, the Management Committee was satisfied that any changes could be made if required in the future but in this instance no optional provisions would be included and the 2020 Rules with tracked changes document was approved for presentation to shareholders at a special general meeting to be held to coincide with the Annual General Meeting.</p>
SK/LL	<p>8. <b>Approval of Minutes &amp; Actions Notes</b>  <b>a) Management Committee – 26 May 2020* (For approval)</b>  There were no errors or omissions noted and the Minute was proposed by Mrs L. Breeze, seconded by Mr J. O'Donnell and unanimously approved by the Management Committee. Progress against action notes from the meeting were also noted.</p> <p><b>b) Management Committee – 16 June 2020* (For approval)</b>  There were no errors or omissions noted and the Minute was proposed by Mr J. Hillhouse, seconded by Cllr M. McNair and unanimously approved by the Management Committee.</p> <p>9. <b>Business Arising From Minutes</b>  There was no business arising from the minutes.</p> <p>10. <b>Ratification of all Minutes (Approval Required)</b>  Ratification of the Management Committee Minute was proposed by Mr J. Hillhouse, seconded by Mrs K. Tennant and unanimously approved by the Management Committee.</p> <p>11. <b>Emergency decisions since last meeting* (For information)</b>  The Chief Executive referred to the above report circulated prior to the meeting which detailed 5 decisions which had been approved by members since the last meeting. The contents of the report were noted by the Management Committee.</p> <p>12. <b>Staffing Report including office refurbishment* (Decision/Approval Required)</b>  The Chief Executive referred the Management Committee to the above report circulated prior to the meeting. The updates within the report were noted and the following agreed: -</p> <p>1. <b>Long-term Absence and temporary cover –</b>  – the Management Committee noted the update provided within the report.</p> <p>2. <b>Part-time Welfare Rights Officer</b> – the Management Committee noted the update provided within the report. The Management Committee enquired whether the Association continues to work in partnership with the Independent Resource Centre in the interim. The Chief Executive confirmed that these services continue to be procured on</p>

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SK	<p>a monthly basis. The Management Committee also noted the close working relationship with [REDACTED]. </p> <p><b>3. Temporary staffing requirements – Housing Services Department</b> – the Management Committee noted the update provided within the report.</p> <p><b>4. Temporary (Grade 2) staffing requirements – Data Entry for new Housing System (Decision/Approval Required)</b> – the Management Committee noted the recommendation within the report to [REDACTED]  to carry out c. 170 hours of work, approximately 2 days per week. The Management Committee enquired as to their previous days worked and the Chief Executive confirmed it had been 2.5 days per week pre-lockdown. The Management Committee unanimously agreed the recommendation.</p> <p><b>5. Staff Appraisal summary report</b> – the Management Committee noted the update provided within the report.</p> <p><b>6. Proposed PATH Trainee</b> – the Management Committee noted the update provided within the report.</p> <p><b>7. Estate Management Service – Proposed Working4U apprenticeship</b> – the Management Committee noted the addition to the update contained within the report. It was noted that initial enquiries to WDC had been made to ascertain the process, potential candidates for the post and availability of apprenticeship grants and qualifications and the information received would be presented to the Management Committee in August.</p> <p><b>8. Investors in Young People</b> – the Management Committee noted the update provided within the report.</p> <p><b>9. Staff position as at today's date</b> – the Management Committee noted the update provided within the report. The Chief Executive highlighted that all 3 members of staff currently furloughed (1 [REDACTED] and 2 permanent staff) had been contacted and are happy to be recalled to work on 01 July 2020. The Management Committee noted this can be reviewed as any issues or risks arise and the option to re-furlough could be considered. The Management Committee enquired regarding risk assessments. The Chief Executive confirmed there are standard risk assessments for all roles in service delivery and per department which are being/have been further developed by staff in all roles identifying additional risks in relation to Covid-19.</p> <p><b>10. Office Refurbishment</b> – the Management Committee noted the update provided within the report.</p> <p><b>13. Development Report* (Decision/Approval Required)</b></p>

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The Chief Executive referred to the above report circulated prior to the meeting and reiterated the purpose of the report.

**a) General****Memorandum of Understanding – [REDACTED] (Update)**

The Management Committee noted the update contained within the report. The Chief Executive confirmed that she will attend a programming meeting on Thursday with the Scottish Government and West Dunbartonshire Council and will raise both outstanding items [REDACTED]

[REDACTED]. The Chief Executive invited any further questions to be raised at the meeting. There were none.

**b) Queens's Quay Development (37 units) (Update)**


**Site mobilisation** – The Management Committee noted the update contained within the report regarding the progress of testing new systems during preliminary works on the site and that a revised programme will be available in due course. It was noted activity could be seen on site.

**Private Finance** – The Management Committee noted the update provided within the report regarding the progress towards financial close.

**Contracts Register** – The Management Committee noted the update provided within Appendix 1 of the report.

**c) Dumbarton Road, Dalmuir – [REDACTED] (50+ units) (Update)**

The Management Committee noted the update contained within the report that the company will firstly focus on getting current sites back to full operational mode before embarking on any new projects and will be in contact thereafter. The Chief Executive confirmed that this would be discussed at the programming meeting on Thursday.

[REDACTED]  declared an interest in the following item and did not take part in discussions.

**d) Former St Cuthbert's Church – Linnvale (Update)**

The Management Committee noted the thorough update on all matters and the following was highlighted:

**Draft Programme** – The Chief Executive indicated that the programme in Appendix 2 had not been updated but would be provided in the coming weeks as discussions commence with the contractor.

**Funding** – The Management Committee noted the detailed information contained in the report regarding the funding provision and breakdown of funding and total costs.

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The Chief Executive confirmed that the formal offer of grant had not yet been received from the Scottish Government/Allia as discussions are still ongoing with the contractor in relation to the contract cost. The Management Committee noted that they would be updated when received.

**Private Finance** – The Management Committee noted the update contained within the report regarding gauging interest/requesting private finance quotes in the coming weeks.

**Acquisition** – the Management Committee noted the update within the report in regards to the additional land purchase [REDACTED] 

**Design for Planning** – the Management Committee noted the update contained within the report in regards to the successful Planning Committee approval achieved for the site and the conditions as detailed. It was noted that the only objection to the development was in regard to the positioning of the site entrance and otherwise the objector was fully supportive of the affordable housing development. It had been explained that due to various reasons including ground levels and significant additional costs, moving the position would not have been feasible. ■

[REDACTED]  
[REDACTED].

**Contractor Selection** – the Management Committee noted the update contained within the report regarding the progress of contractor appointment.

[REDACTED] – [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED].

After lengthy discussion, and in consideration of the fact that the Association had secured planning permission, the following outstanding matters in relation to the development, were discussed by the Management Committee: -

- Scottish Government Offer of Grant
- Confirmation of the price from the contractor (linked to Offer of Grant)
- Purchase of small piece of land from [REDACTED]

After discussion, the Management Committee unanimously agreed that the Association should, if the above had not been resolved by 30 June, ■

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]. It was agreed that the risk to the



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<u>ACTION</u>	
SK	<ul style="list-style-type: none"> <li>Indicator C11 (Anticipated exemptions from the EESSH) properties exempt from the EESSH – <b>61</b> (down from 64)</li> <li>Indicator C12 (Energy Performance Certificates) number of properties with a valid EPC – <b>1,106</b> (down from 1,123) and number of EPCs lodged in the year – <b>262</b> (down from 272)</li> </ul> <p>The Management Committee noted the proposed amendments and reasons provided and unanimously approved their inclusion to allow the ARC to be submitted to the Regulator subject to any changes identified at the ARC Audit due at the beginning of July. The Management Committee noted any changes following the audit would be provided by email for information/approval.</p>
	<p><b>15. SHR Loan Portfolio Annual Return 2019/20* (Decision/Approval Required)</b></p> <p>The Chief Executive referred to the Head of Finance and Corporate Services' report and Return circulated prior to the meeting, which sets out details of loan obligations as at 31 March 2020 and which tie up with the Association's annual accounts for the same period. It was noted two new interest free loans were incorporated for the year 2019/20.</p> <p>The Chief Executive highlighted that the Association has a mixture of [REDACTED] of fixed rate loans, [REDACTED] of interest-free loans and [REDACTED] of variable rate loans [REDACTED].</p>
	<p>LL</p> <p>The Chairperson invited questions. There were none and the Management Committee approved the Return for submission to the SHR and authorised the Chairperson to sign.</p> <p><b>16. SHR Loan Portfolio In-year Return* (Decision/Approval Required)</b></p> <p>The Chief Executive referred to the Head of Finance and Corporate Services' report and In-Year Return circulated prior to the meeting, which is required in addition to the Annual Return to 31 March 2020 as two [REDACTED] variable loans totalling [REDACTED] were repaid within the year.</p>
	<p>LL</p> <p>The Chairperson invited questions. There were none and the Management Committee approved the Return for submission to the SHR as soon as the In-year returns portal re-opens.</p> <p><b>17. Expense Claims – May 2020* (Decision/Approval Required)</b></p> <p>The Chief Executive referred to the report, which had been circulated prior to the meeting. Following review, the Management Committee unanimously approved the expenses as submitted and the Chairperson approved the payments accordingly for signing at a later date.</p>

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<u>ACTION</u>	<p><b>18. Policy Review – Attendance &amp; Absence Management* (Decision/Approval Required)</b>  The Chief Executive referred the Management Committee to the above draft Policy which was circulated prior to the meeting and highlighted that it was an existing Policy which was last reviewed in 2018 and proposed changes to reflect decisions made by the Management Committee in March were highlighted in red. It was noted the footer would be corrected throughout to reflect the correct review date.</p> <p>The Chief Executive invited questions and there were none. The Management Committee unanimously approved the Policy as presented and noted that a clean/non-tracked version would be posted on the Intranet for future reference.</p> <p><b>19. Policy Review – Flexi-time/Time off in Lieu* (Decision/Approval Required)</b>  The Chief Executive referred the Management Committee to the above draft Policy which was circulated prior to the meeting and highlighted that it was an existing Policy which was last reviewed in 2015 and proposed changes to reflect the new updated EVH model policy were highlighted in red.</p> <p>The Chief Executive invited questions and there were none. The Management Committee unanimously approved the Policy as presented and noted that a clean/non-tracked version would be posted on the Intranet for future reference.</p> <p><b>20. Declaration of Interest/Entitlements, Payments &amp; Benefits/Gifts &amp; Hospitality Report 2019/20* (For information)</b>  The Chief Executive referred to the Secretary's annual report which was circulated prior to the meeting. The Management Committee noted that all entries in the gifts section were in line with the Association's Policy, except for 2 which were approved by the Committee separately, with each entry being signed off by the Secretary.</p> <p>The Chief Executive read over all staff and Management Committee publicly available Declarations of Interest held by the Association. It was noted that the staff member granted the tenancy should have read Rae Carruthers not Rae [REDACTED] </p> <p>The Management Committee noted and accepted the contents of the report.</p> <p><b>21. GDPR Action Plan Update* (For information)</b>  The Chief Executive referred to the Data Protection and Compliance Officer's report on the above circulated prior to the meeting. The Management Committee noted [REDACTED]  [REDACTED]. The Chief Executive stated that this update</p>
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<u>ACTION</u>	<p>would be brought to the Management Committee on a monthly basis to track progress.</p> <p><b>22. Maintenance Report* (Decision/Approval Required)</b> The Chief Executive referred to the Housing Services Manager's report on the above, circulated prior to the meeting.</p> <p><b>a) First time central Heating - [REDACTED] (Decision/Approval Required)</b> The Management Committee noted that this item had previously been brought for Committee approval in January 2020 primarily in regards to alleviating fuel poverty for tenants. The proposal agreed was to install [REDACTED] properties with gas central heating at a cost to the Association of [REDACTED], supported by Energy Company Obligation (ECO) funding. The Management Committee noted however, that while finalising details regarding the ECO funding an additional [REDACTED] properties were identified as now being applicable for funding but the funding amount per property had been significantly reduced resulting in a cost now to the Association of [REDACTED] as demonstrated within the table.</p> <p>The Management Committee was directed to the 3 detailed options to address the issue going forward. Significant discussion ensued taking into account fuel poverty, upcoming anticipated environmental targets within EESSH 2 regulations, lower ongoing service costs, longevity of the system and the potential availability of [REDACTED].</p> <p>The Chief Executive confirmed that while this work was not currently identified within our Life Cycle Costing/major repairs plans nor included in the budget/cash flow, it could be accommodated.</p> <p>Following discussion, the Management Committee agreed the recommendation to explore option 3, to proceed with works [REDACTED] [REDACTED]. It was further agreed that if the requested information was not available [REDACTED] then option 2 should be undertaken, to proceed with gas heating upgrades to properties at [REDACTED] only at a cost of [REDACTED] and to continue to [REDACTED].</p> <p><b>b) Appointment of Clerk of Works Services – Electrical Contracts (Decision/Approval Required)</b> The Management Committee noted the significant electrical work that was about to commence and that in order to ensure that the Association's interests are represented throughout the contracts, it was recommended that a Clerk of Works be appointed. The Management Committee unanimously agreed to request a Quick Quote from the 3 companies recommended by the Associations Development Consultants as follows:</p> <ul style="list-style-type: none"><li>• [REDACTED]</li></ul>
JD/JF	
JD/JF	

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<u>ACTION</u>	<ul style="list-style-type: none"> <li>• [REDACTED]</li> <li>• [REDACTED]</li> </ul> <p><b>c) Extension to [REDACTED] contract (Decision/Approval Required)</b>  The Management Committee noted the update provided within the report regarding the progress of the [REDACTED] procurement process. The Chief Executive referred the Management Committee to the request for approval to extend the ongoing contract with [REDACTED] for an additional one month period to 31/07/20. The Management Committee unanimously approved the extension.</p> <p>At this juncture, the Chief Executive asked the Chairperson for permission to add on an agenda item at 22d. This was agreed.</p> <p><b>d) Procurement of Procurement Consultant for Painter work contract (Decision/Approval Required)</b>  The Chief Executive informed the Management Committee of the forthcoming procurement and contract management required for a 5-year painter work contract. The Chief Executive confirmed that this work would require a significant amount of time and staff resources and therefore it was proposed that consideration be given to the procurement of a Procurement Consultant and Quantity Surveyor.</p> <p><b>Procurement Consultant</b>  The Management Committee noted that two quotations for this work had been received for consideration:</p> <p>[REDACTED]  [REDACTED]</p> <p>Discussion ensued and consideration was given to both previous experience in working with the company and price. The Management Committee unanimously approved the price from [REDACTED]  [REDACTED]  [REDACTED].</p> <p><b>Quantity Surveyor</b>  The Management Committee noted that two quotations for this work were awaited from [REDACTED] and approval by email would be required when received. This was noted.</p> <p><b>23. Communications Report* (For information)</b>  The Communications Officer referred to the above report circulated prior to the meeting and welcomed questions or improvements.</p> <p>The Management Committee noted the updates provided within the report which help us meet the Customer/Landlord Relationship outcomes of the Scottish Social Housing Charter and Tenant Participation legislation.</p>
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In particular, the Communications Officer highlighted the following:

- At 1. Feedback the general dissatisfaction expressed in the 3 complaints handling satisfaction forms returned over the last 2 quarters, which, as it is unusual, have been responded to see if residents would like to discuss further to help us improve our service Reassuringly all said they were dealt with courteously by staff
- At 3. La Scala Tenants Association (LSTA) it was pleasing to note the group have had some recent activity and welcomed new members. Their first newsletter contribution had been included in the June newsletter
- At 4. Owner Satisfaction Surveys the detailed 4-page information feature for the June ChitChat was discussed. It is hoped the information addresses the issues and concerns raised during the survey. Also at Repairs and Maintenance, the positive result for satisfaction with service is 91.36% up from 90.52% last year which will be entered into the ARC as discussed earlier
- At 6. Publications/Design it was noted that the Association had been acknowledged as a contributing landlord to Scottish Government Guidance on cleaning and hygiene advice for multi-storeys regarding Covid-19

The Communications Officer invited questions. There were none and the report was noted by the Management Committee.

**24. Centre81 Report\* (Update)**

The Chief Executive referred to the Centre81 Co-ordinator's report on the above circulated prior to the meeting and the following was highlighted:

- [REDACTED] has been instructed to carry out a full Covid19 Risk Assessment for the Centre given the complexities of movements in the Centre even now including the Foodbank and Wellbeing Fund project, and going forward as tenants return and eventually activities resume
- [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED].

At this juncture [REDACTED] wished to congratulate the Centre on the Scottish Government Wellbeing Fund project progress and this was echoed by the Management Committee. It was noted [REDACTED] was doing great work volunteering for the project. The Chief Executive invited questions. There were none and the report was noted by the Management Committee.

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<b>SK</b>	<p><b>25. SHR Covid19 Return – May 2020* (For information)</b>  The Chief Executive referred to the above report circulated prior to the meeting and confirmed it is a useful indicator for both the Scottish Housing Regulator and the Association to closely monitor the effects of Covid-19 on key business areas including staffing and arrears and take action as required. The Management Committee was hopeful the arrears figure would decrease once delayed Universal Credit claims would be processed.</p> <p>The Chief Executive invited questions. There were none and the report was noted by the Management Committee.</p> <p><b>26. Health and Safety Report – June* (For information)</b>  The Chief Executive referred to the Housing Services Manager's report circulated prior to the meeting and in particular highlighted the update of the fire risk assessment at Leven View at 3.2 Fire Safety.</p> <p>The Management Committee enquired to the use of Goggles in terms of Personal Protective Equipment (PPE) and the Chief Executive would have clarified in the next report.</p> <p>The Chief Executive invited questions. There were none and the report was noted by the Management Committee.</p> <p><b>27. Health and Safety Compliance Report* (For information)</b>  The Chief Executive referred to the Maintenance Officer's report on the above covering all 6 key areas of Landlord Health and Safety compliance - fire safety, asbestos management, water systems management, electrical safety, gas safety and lift safety. The Management Committee noted it was a summary as at 19 June 2020 and that it is provided to the Scottish Housing Regulator should there be any significant changes.</p> <p>The Management Committee noted the [REDACTED] date, detailed at point 2, and significant discussion ensued on the process for gas services to be carried out, up to and including a forced entry, given the serious potential risk. The Chief Executive confirmed that [REDACTED] had since been carried out and confirmed that a new procedure was in place. The Chief Executive explained that the Association's usual strict procedures, resulting in 100% completion in 2019/20, were unable to be carried out as the Police had not been accepting keys after forced entries during lockdown. The Management Committee, however, noted that this practice had recommenced and a successful forced entry and gas service was carried out in the previous week. It was confirmed tenants are recharged for the forced entry.</p> <p>The Communications Officer confirmed an article had been included in the recent ChitChat newsletter detailing the Association's legal obligation to carry out this work and to provide reassurance that engineers are trained in safe working practices and have PPE and for tenants to contact the Association should they have any concerns.</p>



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SK	<p>The Chief Executive highlighted at point 3 that progress with [REDACTED] is back on track.</p>
	<p>The Secretary left the meeting at this point.</p>
	<p><b>28. Focus on Governance/Risk – Self-Assurance (Decision/Approval Required)</b></p>
	<p><b>a) Self-Assurance Action Plan update 2019*</b></p>
	<p>The Chief Executive referred to the above report circulated prior to the meeting. The Management Committee noted the updates on the improvements action plan identified during the Association's self-assurance process 2019.</p>



## MINUTES OF MEETING OF THE MANAGEMENT COMMITTEE HELD ON TUESDAY 23 JUNE 2020 AT 6.30 P.M. VIA A VIDEO CONFERENCING LINK.

ACTION

SK

The Management Committee acknowledged that minutes were unable to be signed at present and noted that minutes will be distributed to applicable members for signing after the Coronavirus lockdown has ceased.

**31. Date and Time of Next Meeting/Training Session**

As per the new schedule to be issued in advance of August.

The Chief Executive and Chairperson thanked everyone for their contribution through the term and wished members a pleasant summer recess.

Meeting closed.

Checked by: \_\_\_\_\_

Date: \_\_\_\_\_

APPROVED .....

PROPOSED .....

SECONDED .....

**SK/SF**

\* Indicates report issued with agenda

**MINUTES OF MEETING OF THE MANAGEMENT COMMITTEE HELD ON TUESDAY 23 JUNE 2020 AT 6.30 P.M. VIA A VIDEO CONFERENCING LINK.****ACTION****Clydebank Housing Association Ltd  
Management Committee (Governing Body) Review 23 June 2020**

To comply with the Scottish Housing Regulator Regulatory Standards of Governance and Financial Management Standard 6, in addition to the individual appraisal system, the MC is required to discuss its performance as a Committee. It's important that there is full discussion on each question and our minute taker will record responses at the meeting. The record of responses will be provided as evidence if required and form part of our self-assessment processes.

There is no need to complete this form in advance of the meeting but it may be good to note down any comments you wish to make in advance.

Completed at meeting on 23 June 2020 – Item 28f on the Agenda

**As a MC, do we have a clear idea of where the Association is going and how it will get there?**

Comments:

[REDACTED]

**As a MC, do we know what risks face the association and we've agreed how they will be managed?**

Comments:

[REDACTED]

**Do we understand the finances of the organisation?**

Comments:

[REDACTED]

**Is our specialist knowledge: strong/ reasonable/ not as good as it could be?**

Comments:

MINUTES OF MEETING OF THE MANAGEMENT COMMITTEE HELD ON TUESDAY 23 JUNE 2020 AT 6.30 P.M. VIA A VIDEO CONFERENCING LINK.

ACTION

[REDACTED]

**Are there particular gaps in knowledge and skills on our Board: (e.g. housing management, maintenance, development, legislation, finance, development, equalities)**

Comments:

[REDACTED]

**Is our business knowledge: strong/ reasonable/ not as good as it could be?**

Comments:

[REDACTED]

**Are there particular gaps in knowledge and skills on our Board in relation to strategic or business planning, employment, risk assessment, health and safety, performance monitoring, financial planning, compliance?**

Comments:

[REDACTED]

**As a MC, do we apply our knowledge: effectively/ reasonably/ not as well as we could?**

Comments:

[REDACTED]

**When we attend committee meetings, do we all participate/contribute to discussions and are we: well prepared/ reasonably prepared/ not prepared?**

Comments:

[REDACTED]

MINUTES OF MEETING OF THE MANAGEMENT COMMITTEE HELD ON TUESDAY 23 JUNE 2020 AT 6.30 P.M. VIA A VIDEO CONFERENCING LINK.

ACTION

**Are we clear about what the committee is expected to do and what the role of staff is?**

Comments:

[REDACTED]

**As a MC, do we strike the right balance between the big picture and the local situation?**

Comments:

[REDACTED]

**As a MC, do we act as leaders?**

Comments:

[REDACTED]

**Do we ask the right questions and monitor performance well?**

Comments:

[REDACTED]

**Do we plan ahead?**

Comments:

[REDACTED]

**Do we have an effective relationship with staff?**

Comments:

[REDACTED]

**Do we have effective Office Bearers?**

Comments:

[REDACTED]

MINUTES OF MEETING OF THE MANAGEMENT COMMITTEE HELD ON TUESDAY 23 JUNE 2020 AT 6.30 P.M. VIA A VIDEO CONFERENCING LINK.

ACTION

**Do we share responsibility as a MC?**

Comments:

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

**Any other general comments:**

[REDACTED]  
[REDACTED]  
[REDACTED]

**Date discussed:** Management Committee meeting - 23 June 2020