

Item 3.1 Minutes

Management Committee meeting held on **20 May 2020**, 6.30pm by video conference call using Microsoft Teams.

Attendance:	Gordon Laurie	Chairperson
	Craig Edward	Committee Member
	Ashley Stockley	Committee Member
	Matthew Reid	Committee Member
	Jack Marshall	Committee Member
	Jordan Henderson	Committee Member
	Loraine Lester	Committee Member
	Melanie Cameron	Committee Member
	Karen Johnson	Committee Member

Staff/Adviser(s) Attendance:	Anne Marie Brown	Chief Executive
	Catherine Lowe	Business Support Consultant (Minute taker)
	Graeme Bruce	Financial Adviser (From Item 6)
	Jill Cronin	Temp Customer Services Team Leader (From Item 6)

In Attendance:	Paul McNeill	HRC Ltd (Item 8.2 only)
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NO.	ITEM	ACTION
	WELCOME AND ORDER OF BUSINESS The Chair welcomed everyone to the first Management Committee meeting held via video conferencing. He reminded everyone that the meeting was being recorded to assist with the Minutes and the recording would be deleted once the minutes were approved. The Chair also asked the meeting to consider an AOCB paper on the allocation of a property to a close relative of a committee member and this was agreed.	
1.0	APOLOGIES Apologies were received from A Simpson, I Lennox, R Murray, and A Williamson.	
2.0	DECLARATIONS OF INTEREST C Lowe declared an interest in item 5.1 and it was agreed that she could stay in the meeting during, but take no part in the discussion on that item.	
3.0	PREVIOUS MINUTES FOR APPROVAL	
3.1	Minutes of Previous Meeting (19/02/20) The minutes were approved on a proposal by K Johnston and seconded by M Reid.	

- 3.2 **Minutes of Previous Meeting (19/02/20) Confidential -**
The minutes were approved on a proposal by L Lester and seconded by K Johnston
- 3.3 **Audit & Risk Sub Committee Meeting (06/05/2020) - Confidential**
See confidential minutes.
- 4.0 **MATTERS ARISING SCHEDULE**
Members noted the matters arising schedule.
- 5.1 **Chief Executive's Update Report - Confidential**
See confidential minutes.
- 6.0 **GOVERNANCE**
- 6.1 **Annual Return on the Charter and ESSH**
J Cronin presented the report highlighting the audit by CD Consulting of our 2019/20 data and the positive progress made by the staff in collating this.
- Following discussion Management Committee:
Noted the contents of the report.
Approved the draft ARC for submission to the Scottish Housing Regulator.
Delegated authority to the Chair and Chief Executive to agree any non-material changes to the results which may be required prior to submission. AMB
Delegated authority to the Chief Executive to sign off the ARC submission on behalf of Management Committee. AMB
- 6.2 **Annual Assurance Statement Proposals**
AM Brown presented the report highlighting that the proposal built on the positive work that had been done last year by the Association.
- J Henderson asked about any areas of likely noncompliance and AM Brown indicated that DPHA is a forward-thinking association and will always look to improve on its performance. She indicated that she thought it unlikely there would be any areas of material noncompliance, but that there was still work to be done in relation to a human rights policy and procedures. She also advised that most RSLs were in the same position as we are awaiting guidance from Scottish Government/SFHA on this particular aspect.
- Following consideration, Management Committee:
Noted the contents of this report.
Approved the self-assurance proposals for this year's Annual Assurance Statement and self-assurance process as outlined above in sections 3.8.1 to 3.8.6 of the report.
- 6.3 **Risk Register Update**
C Lowe presented this report and highlighted that as COVID-19 has had such a major impact on the business of the association a separate risk analysis had been prepared and set out in Appendix 1 of the report.
- The main risk register at Appendix 2 has been updated with three mitigated risks increasing from moderate to significant. Two of the risks relate to income and one to

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reducing levels of tenant satisfaction because we are not carrying out repairs or improvement work at present.

K Johnston asked about the risk associated with non-completion of gas safety checks and it was agreed to move this risk in Appendix 1 to the Health & Safety heading.

Following consideration, Management Committee:

Reviewed and approved the COVID-19 Risks at Appendix 1 to the report, with the change to gas safety check reference and the updated Risk Register as attached in Appendix 2 to the report.

6.4 **Governance and Financial Management Improvement Plan 2019/20 and Update - Confidential**

See confidential minutes.

7.0 **STRATEGY**

7.1 **Year 3 Business Plan 2019-20 Final - Confidential**

See confidential minute

7.2 **Presentation of the new 3-year Business Plan Timetable**

AM Brown presented this report outlining the plan to develop the next 3-year business plan. She highlighted that a discussion was required with the SHR on the requirement for an option appraisal and how they would like to see this carried out as part of the business plan development. It was noted that the timetable included a Committee Strategy Day in October/November 2020, if feasible at that time.

Following consideration of the report and timetable Management Committee:

Noted all the contents of this report and Appendix 1 to the report.

8.0 **FINANCE**

8.1 **Management Accounts Quarter 4 2019/20**

G Bruce presented the management accounts for the year to 31 March 2020 highlighting the greater than budgeted surplus at the end of the financial year. The main variations that had resulted in the surplus and the reasons for this were highlighted in the appendix of the report.

Following consideration of the report Management Committee:

Noted the report contents.

Approved the Management Accounts for the year to 31 March 2020.

8.2 **Treasury Management – New Borrowing Options - Confidential**

See Confidential Minute

8.3 **Agreed to suspend Standing Orders at 8.30pm and continue meeting.**

Tender Report: Window and Door Replacement – 4 Year Framework Confidential -

See confidential minute

8.4 **Value for money**

G Bruce presented his report demonstrating value for money in the budget setting process for 2020/21.

CL

Following consideration Management Committee:
Noted the contents of the report.

9.0 STAFFING

There were no reports.

10.0 OPERATIONS

10.1 Q4 Performance Report 2019/20 - Confidential

See confidential minute.

10.2 Owners Handbook

G Bruce presented this report and thanked members of the PRWG for the comments they provided while this was a draft document.

L Lester asked that the Americanisation spelling be amended before publication and this was agreed.

Following consideration, Management Committee:

Noted the content of the report.

Approved the draft Owners Handbook as contained in **Appendix 1** to the report (noting there will be some minor changes to design and spelling).

Agreed to review the Owners Handbook in 5 years' time in line with the recommendation from Wylie & Bisset's Internal Audit (January 2019).

10.3 Universal Credit Report - Updated

J Cronin presented this report and highlighted the increasing number of tenants in receipt of Universal Credit following the impact of COVID-19.

C Edward asked about the available support to tenants at this time with UC applications and financial hardship. JC advised that the local CAB were still operating a telephone call service and that Customer Services staff were providing as much support as they could on the phone. Additionally, there is good information being widely publicised by the Scottish Government and WDC and we have these links on our website as well.

Following consideration, Management Committee:

Noted the contents of the report and **agreed** to receive Universal Credit updates as part of the quarterly performance report in future.

11.0 HEALTH AND SAFETY

Annual Health & Safety Policy Statement

AM Brown presented this report and the updates.

Following consideration Management Committee:

Noted the contents of the report.

Noted the updates in the Health and Safety Manual.

Agreed to sign the updated Policy Statement.

GB

12.0 AOCB

12.1 Correspondence

There was no correspondence to report.

12.2 Updated Committee Work Plan

C Lowe presented the workplan.

Management Committee noted the updates.

12.3 Property Allocation to a Relative of a Management Committee Member -

Confidential

See confidential minute.

Closing Remarks

In closing the meeting, and on behalf of Management Committee, G Laurie thanked the staff team for all the work that had been undertaken to react and respond so rapidly to the impact of COVID-19 and maintaining services to customers.

Management Committee appreciated the weekly updates and the work involved to get “business as normal” management committee papers out for this meeting. He asked that this be passed on to all the staff.

AMB

13.0 DATE OF NEXT MEETINGS

17 June 2020 @ 6.30pm Management Committee **tbc**

2 or 3 June 2020@ 6.30pm Beardmore Trust/Management Committee **tbc**

29 July 2020 @ 5.30pm Audit & Risk Sub Committee **tbc**

The meeting closed at 9pm.

Signed _____ Date _____

(Chairperson)