

## MANAGEMENT COMMITTEE MEETING

Wednesday, 12 August 2020 at 6.30pm via video call on Microsoft Teams

### MINUTE RECORD

**Attendance:**

**Committee Members:** G Laurie (Chair), C Edwards, A Williamson, K Johnson, L Lester,

**Staff/Advisor(s):** AM Brown, Chief Executive, C Lowe, Business Support Consultant, G Bruce, Finance Agent, A Dickson, Care Services Manager L Gillespie, Senior Corporate Services Officer, (Minutes)

ITEM	NOTE	ACTION
	<b>WELCOME AND ORDER OF BUSINESS</b>	
<b>1.</b>	<b>APOLOGIES</b> Apologies were received from J Marshall, A Simpson, M Reid, I Lennox, A Stockley, M Cameron, R Murray, J Henderson, J Cronin.	
<b>2.</b>	<b>DECLARATIONS OF INTEREST</b> There were no interests declared.	
<b>3.1</b>	<b>Minutes of Previous Meeting (17 June 2020)</b> The minutes were <b>approved</b> on a proposal by A Williamson and seconded by K Johnson.	
<b>3.2</b>	<b>Confidential Minutes of Previous Meeting (17 June 2020)</b> <i>See confidential minutes</i>	
<b>3.3</b>	<b>Confidential</b> Minute of Audit & Risk Sub Committee Meeting, 29 July 2020 <i>See confidential minutes</i>	
<b>4.</b>	<b>MATTERS ARISING SCHEDULE</b> Members acknowledged that all actions were complete and <b>noted</b> the matters arising schedule.	
<b>5.0</b>	<b>CHIEF EXECUTIVE PROGRESS UPDATE – Confidential</b> <i>See confidential minutes</i>	
<b>6.</b>	<b>GOVERNANCE</b>	
<b>6.4</b>	<b>Shareholder Membership</b>	
<b>Report Summary</b>	The Chair suggested taking item 6.4 from the Agenda at this point.	

Decision	<p>L Gillespie presented the report asking Management Committee to approve new applications to the Association to become a Shareholder and removal of Shareholders who no longer meet the requirements to be one.</p> <p>She also requested that post AGM the shares of any members under Rule 11.1.3 who have not attended, submitted apologies, exercised a postal vote or appointed a representative to attend and vote on their behalf for 5 AGMs in a row be cancelled.</p> <p>Following consideration, the Management Committee:  <b>Approved</b> the proposed new memberships at para 3.1.  <b>Noted</b> the summary of Shareholders at para 5.1.  <b>Approved</b> the removal of 10 shareholders identified at para 4.1.  <b>Approved</b> the removal of the shareholders at para 4.2 who have already missed four AGM's if they do not attend, submit apologies, exercise a postal vote or appointed a representative to attend and vote at the next AGM on 9 September 2020.</p>	LG
6.1	<b>AGM Preparation and Secretary's Rule Compliance Report</b>	
Report Summary	<p>L Gillespie updated members on the proposed format for the 2020 virtual AGM arrangements and presented the draft Agenda. She confirmed those members standing for election and presented the Management Committee Succession Plan for 2020-21.</p> <p>With regards to the Secretary's duties, L Gillespie advised that the Secretary had confirmed compliance with the requirements within the Association's Rules as per the Schedule of Registers 2020-21.</p> <p>L Gillespie noted the new Committee Meeting Schedule for 2020-21 was still draft and the final version would be presented at the post AGM Committee meeting on the 9 September.</p>	
Discussion	<p>The Chair advised of his intention to stand down as chair at AGM and that the election of new Office Bearers will be agreed at the Post AGM meeting on the 9 September.</p>	
Decision	<p>Following consideration, the Management Committee:  <b>Noted</b> the AGM Draft Agenda at <b>Appendix 1</b> to the report  <b>Noted</b> the Management Committee Succession Plan at <b>Appendix 2</b> to the report  <b>Noted</b> the updated arrangements for the virtual Annual General Meeting at section 3.1.  <b>Noted</b> that 108 shareholders will be invited to the AGM and a quorum of 11 is required  <b>Approved</b> E Howat and M Donnelly's membership applications (both have completed their forms and paid their £1) and their nominations for election to the Management Committee.  <b>Noted</b> total number seeking election at the AGM at section 3.8.2  <b>Noted</b> the compliance statement at section 3.10 in accordance with Rule 68 and  <b>Agreed</b> that this be recorded in the minutes of this Management Committee</p>	LG

	<p>meeting.</p> <p><b>Noted</b> the Management Committee Succession plan at <b>Appendix 3</b> to the report.</p> <p><b>Recommended</b> the approval of the new Committee Meeting Schedule for 2020-21 at <b>Appendix 4</b> to the report to the Management Committee meeting being held on 9 September 2020.</p>	LG
<b>6.2</b>	<b>Annual Assurance Statement &amp; Self-Assurance Update</b>	
<b>Report Summary</b>	AM Brown presented the report which was previously discussed and approved by the Audit & Risk Sub Committee at its meeting held on 29 July 2020 but was now being presented to Management Committee for information. She advised that the final Annual Assurance Statement will be presented to Management Committee at the October Management Committee meeting.	
<b>Decision</b>	Following consideration, the Management Committee: <b>Noted</b> the contents of this report.	
<b>6.3</b>	<b>Governance and Financial Management Improvement Plan 2020/21</b>	
<b>Report Summary</b>	<p>C Lowe presented the update of the Governance &amp; Financial Management Improvement Plan (GFMIP) for 2020/21 which provides Committee with oversight of planned improvement activity to ensure DPHA maintains its position of full compliance with the Scottish Housing Regulator's (SHR) Regulatory Standards.</p> <p>C Lowe noted that the Customer Services Team restructure was now completed, the Customer Services Team Leader had now been appointed and new roles were advertised. She also highlighted that meeting EESSH by December 2020 may be a challenge with the COVID-19 situation and some internal works may not complete due to access issues therefore some abeyances may be required.</p>	
<b>Discussion</b>	Members were advised that the EESSH returns were currently at 92%.	
<b>Decision</b>	Following consideration, the Management Committee: <b>Noted</b> and comment on the new GFMIP for 2020/21 at <b>Appendix 1</b> to the report. <b>Noted</b> progress on delivering the Acton Plan at <b>Appendix 2</b> to the report on the three remaining major tasks of strengthening governance, ensuring strong leadership and restructuring the staff team to support delivery of the Business Plan and future ambitions.	
<b>7.</b>	<b>STRATEGY</b>	
	There were no reports for consideration.	
<b>8.</b>	<b>FINANCE</b>	
	The Chair suggested to take item 8.2 from the Agenda at this point.	
<b>8.2</b>	<b>Annual Internal Financial Assurance Report</b>	
<b>Report Summary</b>	G Bruce presented the Management Committee with the report which gives Management Committee the assurance that they can sign the Statement of	

	Internal Controls contained within the Statutory Accounts for 2019/20.
<b>Discussion</b>	Members were assured that the issue whereby an invoice error previously identified had been investigated and procedures have been modified/changed to ensure this does not reoccur.
<b>Decision</b>	Following consideration, the Management Committee: 5.1.1 <b>Noted</b> the contents of the report 5.1.2 <b>Approved</b> the Annual Assurance report for 2019/20 at <b>Appendix 1</b> of the report.
<b>8.1</b>	<b>Financial Statements for the Year Ended 31 March 2020 Confidential</b> See confidential minutes
<b>8.3</b>	<b>Management Accounts to 30 June 2020</b>
<b>Report Summary</b>	G Bruce presented the Management Accounts for the three-month period ended 30 June 2020 for consideration.
<b>Discussion</b>	G Bruce explained that the Association’s finances had been affected by the COVID-19 pandemic and subsequent lockdown, this was reflected in the surplus generated at the end of the quarter. Income had fallen mainly due to the closure of DOSCG and expenditure had decreased due to less reactive repairs being carried out as well as the suspension of the planned maintenance programme.
<b>Decision</b>	Following consideration, the Management Committee: <b>Noted</b> the report contents. <b>Approved</b> the Management Accounts for the three-month period to 30 June 2020.
<b>8.4</b>	<b>COVID19 Budget Review 2020-21 Confidential</b> See confidential minutes
<b>8.5</b>	<b>Revised 30-year financial projections Confidential</b> See confidential minutes
<b>8.6</b>	<b>Five Year Financial Projections for Submission to SHR</b>
<b>Report Summary</b>	G Bruce presented the Five-Year Financial Projections 2020 – 2025 and requested the Management Committee to approve these for submission to the Scottish Housing Regulator.
<b>Decision</b>	Following consideration, the Management Committee: <b>Noted</b> the report contents. <b>Approved</b> the Five-Year Financial Projections 2020 – 2025 for submission to SHR. <b>Noted</b> the Chief Executive will make these approved returns on behalf of the Association.
<b>9.</b>	<b>STAFFING</b> There were no reports for consideration.
<b>10.</b>	<b>OPERATIONS</b>

10.1	<b>Performance Report – 1st quarter Confidential</b> See confidential minutes	
10.2	<b>Homologation of Tender Approval - Kitchen and Bathroom 4 Year Framework Confidential</b> See confidential minutes	
10.3	<b>COVID19 - Office Recovery Plans</b>	
<b>Report Summary</b>	<p>L Gillespie advised that the purpose of this report was to advise Management Committee of the plans to resume working from Beardmore House and other sites and to agree a definition of essential services to be delivered from Beardmore House.</p> <p>A Dickson advised that the common rooms at Sheltered Housing were still closed and they would take the lead from the Care Inspectorate and Government with regards to opening this service up.</p> <p>With regards to DOSCG, A Dickson advised that they were following similar guidance to schools with regards to distancing and hygiene and children had been allocated bubbles according to each school.</p>	
<b>Discussion</b>	<p>Members asked with regards to the various WDC staff entering our Sheltered properties how this was being managed with track and trace should anyone contract COVID-19. A Dickson advised that her staff were taking details of anyone entering the complexes for track and trace purposes and were following distancing and hygiene guidance, however explained that WDC were responsible for managing this with their staff.</p>	
<b>Decision</b>	<p>Following consideration, the Management Committee:</p> <p><b>Noted</b> the general content of this report.</p> <p><b>Noted</b> the earliest Beardmore House will reopen will be 14 September 2020 and this will be subject to further guidance from the Scottish Government.</p> <p><b>Noted</b> appropriate measures are being taken within our offices and workplaces to ensure the safety of staff, customers, visitors and service users and our compliance with Government guidance.</p> <p><b>Noted</b> further staff Wellbeing Surveys will be carried out.</p> <p><b>Approved</b> the definition of essential services that we deliver from Beardmore House to include the following:</p> <ul style="list-style-type: none"><li>• Letting activity.</li><li>• Tenancy sustainment and homelessness prevention work with existing tenants, including arrears related work and welfare rights work.</li><li>• Dealing with Anti-Social Behaviour.</li><li>• Delivering the investment programme.</li><li>• Dealing with the backlog of routine repairs.</li><li>• Estate Management.</li><li>• Processing payroll and payment runs.</li><li>• Any other service that we may deem from time to time as essential in terms of ensuring business continuity.</li></ul>	

10.4	<b>Renewal of Sheltered Housing Warden Call System Confidential</b> See confidential minutes
12.1	<b>Correspondence – EVH PAY AWARD APRIL 2021</b>
<b>Report Summary</b>	L Gillespie read the letter received from EVH on 5 August 2020 regarding the EVH pay award April 2021.
<b>Decision</b>	Following consideration, the Management Committee: <b>Noted</b> the letter received from EVH.
12.3	<b>Updated Committee Workplan 2019/20</b>
<b>Report Summary</b>	AM Brown presented the workplan for 2019-/20.
<b>Decision</b>	Following consideration, the Management Committee: <b>Note</b> the contents of the report and the next steps to improve performance.
13.	<b>DATE OF NEXT MEETING (S)</b> PRWG: 29 August 2020 AGM 9 September 2020 @ 6.30pm Management Committee: 9 September 2020 after the AGM SAGM –on 23 September 2020  <i>The meeting closed at 8.48pm</i>

Signed \_\_\_\_\_ Date \_\_\_\_\_

(Chairperson)