



NOTICE OF MEETING

The Meeting of the Full Management Committee will be held on Thursday the 1st of October 2020 at 19:00 hrs through the Association's on-line virtual meeting portal.

AGENDA

- 1.0 MANAGEMENT COMMITTEE
  - 1.1 APOLOGIES
  - 1.2 APPOINTMENT OF OFFICE BEARERS & CO-OPTees
    - 1.2.1 Chair
    - 1.2.2 Secretary
    - 1.2.3 Co-options
  - 1.3 REGISTRATION, DECLARATIONS & CODE OF CONDUCT
  - 1.4 PAYMENT AUTHORIZATION SIGNATORIES
  - 1.5 2020/21 MEETING SCHEDULE
  - 1.6 TRAINING
  - 1.7 REGULATORY & STATUTORY RETURNS 2020
  - 1.8 WHISTLEBLOWING, FRAUD & NOTIFIABLE EVENTS REGISTER 2020
  - 1.9 HEALTH & SAFETY MATTERS
- 2.0 SHARE REGISTER
  - 2.1 OPENING OF SHARE REGISTER
  - 2.2 NEW MEMBERSHIP APPLICATIONS
- 3.0 DOCUMENTS FOR SIGNING AND USE OF SEAL
- 4.0 CORRESPONDENCE
- 5.0 MINUTES OF THE FULL MANAGEMENT COMMITTEE MEETING 25.08.20
  - 5.1 APPROVAL OF MINUTES
  - 5.2 MATTERS ARISING
- 6.0 MAINTENANCE & DEVELOPMENT REPORTS
  - 6.1 DEVELOPMENT SCHEME REPORT
- 7.0 HOUSING MANAGEMENT REPORTS
  - 7.1 COVID-19 REPORT
  - 7.2 "NEXT STEPS" PROGRAMME REPORT
- 8.0 FINANCE REPORTS
  - 8.1 POLICY REVIEW REPORT
    - 8.1.1 Treasury Management Policy
- 9.0 CORPORATE GOVERNANCE REPORTS
  - 9.1 RISK MANAGEMENT REPORT
- 10.0 DATE OF NEXT MEETING 29.10.20
- 11.0 A.O.C.B.

Distribution

1. Shields, Graeme (Chairman)	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	6. Fleming, Anne	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	11. Porter, Josephine	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
2. Ballantyne, Mary	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	7. Jarvis, Anna-Maria	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	12. Walker, Catriona	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
3. Busby, Elaine	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	8. Lowe, Thomas	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	13. Wronowska, Agnieszka	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
4. Colvin, Paul	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	9. Parker, Morag	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	14. McKendrick, Mick (Co-optee)	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
5. Donnelly, Lisa-Marie	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	10. Ryan, Isobel	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>		



## MINUTES

Minutes of the Full Management Committee Meeting held on Thursday the 1st of October 2020 at 19:00hrs through the Association's on-line virtual meeting portal.

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### Present

Shields, G (Chair)  
Ballantyne, M  
Busby, E  
Donnelly, L  
Jarvis, A  
McKendrick, M  
Parker, M  
Porter, J  
Walker, C

### In Attendance

Forrest, C J (Director)  
Bryce, L (Senior Property Services Officer)  
Freeman, K (Secretary / Senior Housing Services Officer)

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## 1.0 MANAGEMENT COMMITTEE

### 1.1 APOLOGIES

Apologies were received from I Ryan, P Colvin, A Fleming and T Lowe.

At this point the Director took the Chair.

### 1.2 APPOINTMENT OF OFFICE BEARERS & CO-OPTees

#### 1.2.1 Chair

The Director invited nominations for the office of Chair of the Association.

C Walker proposed the nomination of G Shields as Chair and the nomination was seconded by J Porter. In the absence of any other nominations, G Shields was duly elected as Chairman of the Association.

At this point G Shields took the Chair.

#### 1.2.2 Secretary

G Shields invited nominations for the office of Secretary of the Association.

J Porter proposed that K Freeman continue as Secretary and the nomination was seconded by M Parker. In the absence of any other nominations for Secretary, K Freeman was duly elected as Secretary of the Association.

#### 1.2.3 Co-options

The co-option of M McKendrick was proposed by E Busby, seconded by A Jarvis and unanimously approved by those present.

### 1.3 REGISTRATION, DECLARATIONS & CODE OF CONDUCT

The Director confirmed that he had received duly signed registration and declaration forms as well as a signed Code of Conduct from all committee members with the exception of P Colvin, E Busby and J Porter. E Busby and J Porter then demonstrated to the meeting that they had signed the registration and declaration forms as well as the Code of Conduct. They agreed to forward the original copies to the meeting.

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**1.0 MANAGEMENT COMMITTEE (Continued)****1.3 REGISTRATION, DECLARATIONS & CODE OF CONDUCT (Continued)**

The Director then intimated the decision of P Colvin to resign from the Management Committee as he no longer felt able to fully participate in terms of the training requirements or his meeting attendance.

All those expressed their disappointment at losing P Colvin from the Management Committee and registered their thanks for the contribution he had made over the last few years. They wished him best wishes for the future.

The Director reminded those present that P Colvin's departure would create a casual vacancy at the next meeting.

**1.4 PAYMENT AUTHORIZATION SIGNATORIES**

G Shields referred to the currently authorized signatories and those present noted that only A Fleming and M Parker were Management Committee payment authorization signatories. An invite for three new payment authorization signatories to be added was extended to those present and M Ballantyne, A Wronowska and C Walker were unanimously approved as additional payment authorization signatories.

**1.5 2020/21 MEETING SCHEDULE**

G Shields referred to the schedule and those present approved the schedule of meetings for the next year.

**1.6 TRAINING**

The Director explained that the committee appraisal interviews scheduled for the 21st, 22nd and 23rd of September 2020 and been deferred for a short time but that O Gaffney would be attending the next scheduled meeting to discuss the appraisal forms and agree arrangements for individual appraisal interviews.

Referring to the training monitoring schedule G Shields noted that P McNeill had completed the training session on treasury management on the 10th of September 2020.

The Director confirmed that the schedule would be updated to reflect more recent courses attended by A Wronowska and M Ballantyne.

The Director also confirmed that induction training for L Donnelly and T Lowe would be carried out during the months of October and November. He invited any interested on a refresher course to notify him and he would provide the relevant details.

**1.7 REGULATORY & STATUTORY RETURNS 2020**

G Shields referred to the report and noted that the schedule had been expanded to include confirmation that the Association was fulfilling regulatory requirements to make minutes and various other organisational details publicly available or up-to-date on the Scottish Housing Regulator's Landlord Portal.

He also noted that all Regulatory and Statutory Returns had been submitted and were up-to-date with only the Annual Assurance Statement still to be approved for submission.

A Wronowska asked if the monthly Covid-19 Return to the Scottish Housing Regulator should be included on the Return Schedule and what the nature of the information requested was.

The Director provided those present with a review of the latest Covid-19 Return and agreed to include this in the Returns Schedule going forward.

The report was then noted by those present.



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1.0 MANAGEMENT COMMITTEE (Continued)

1.8 WHISTLEBLOWING, FRAUD & NOTIFIABLE EVENTS REGISTER 2020 / 21

G Shields referred to the report and noted that the Register had been updated to reflect the Notifiable Event relating to Covid-19 but that there were no other Notifications or entries to be recorded on the Whistleblowing, Fraud or Notifiable Events Register.

The report was then noted by those present.

1.9 HEALTH & SAFETY MATTERS

G Shields asked if there were any health and safety matters to be raised and the Director confirmed that there were no health and safety matters to bring to Committee attention at this time.

2.0 SHARE REGISTER

2.1 OPENING OF SHARE REGISTER

K Freeman in his capacity as Secretary formally confirmed the Share Register formally open for the acceptance of new membership applications following the conclusion of the business of the Annual General Meeting.

At this point M McKendrick declared an interest and agreed not to participate in the next Agenda Item – those present did not consider it necessary for him to leave the meeting.

2.2 NEW MEMBERSHIP APPLICATIONS

There were two new membership applications from bona fide applicants as follows:

<u>Share Certificate No.</u>	<u>Name</u>	<u>Address</u>
1229	[REDACTED]	[REDACTED]
1230	[REDACTED]	[REDACTED]

Approval of these membership applications was proposed by A Wronowska, seconded by C Walker and unanimously agreed by those present.

3.0 DOCUMENTS FOR SIGNING AND USE OF SEAL

There were no documents for signing or use of seal.

4.0 CORRESPONDENCE

Scottish Housing News

Those present noted that following the publication of the Association's revised Engagement Plan and the response published on the Association's website, an article had appeared in the Scottish Housing News.

There were no other items of correspondence.



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### 5.0 MINUTES OF THE FULL MANAGEMENT COMMITTEE MEETING 25.08.20

#### 5.1 APPROVAL OF MINUTES

The Minutes were proposed by M Ballantyne, seconded by M Parker and unanimously approved by those present.

#### 5.2 MATTERS ARISING

There were no matters arising.

### 6.0 MAINTENANCE & DEVELOPMENT REPORTS

#### 6.1 DEVELOPMENT SCHEME REPORT

##### Yoker Primary School Site

G Shields referred to the report and asked for an update on the funding position in the light of the latest funding announcement from the Scottish Government.

The Senior Property Services Officer confirmed that no "Block B" funding approvals would be given before the end of the current financial year and that this would include the Association's proposed development of the Yoker Primary School site. However she went on to confirm that Glasgow City Council (GCC) had agreed to fund the project up to full building warrant and planning permission stages in order to ensure that the project could commence immediately following any future funding approval.

Notwithstanding, it was unanimously agreed that the Association would not proceed with the acquisition of the site until an acceptable funding approval was received from GCC. It was agreed that the Association notify City Property of the current position and that the Association was not likely to be able to proceed with the acquisition before the end of March 2021 as previously planned.

##### Private Development Scheme Acquisition

A proposal for the acquisition of eleven properties as part of a privately owned development was discussed by those present.

A Wronowska enquired as to the condition of the building and to the status of the twelfth property within the block. It was confirmed that one of the twelve properties within the block was owner-occupied and that while the property seemed to be in good condition, it would be subject to a detailed survey before any offer to buy was considered.

The Director recommended that no acquisition be contemplated unless it obtained grant funding support. He also recommended that a building survey be carried out if funding support was available and that the survey establish both the condition of the property and the level of investment required to meet SHQS and EESSH standards.

G Shields reminded those present of the recent treasury management training and the possibility of zero or even negative interest rates. In these circumstances he suggested that the Association would be better off reducing cash balances through property acquisitions than being charged for holding large cash balances on deposit. He also suggested that the delay in the Yoker Primary School project and the reduction in the number of units being proposed for that project would release significant cash resources for investment elsewhere.

Following further debate and discussion it was agreed that the Senior Property Services Officer approach GCC with a view to obtaining a view on the availability of funding. Assuming funding was available then a detailed survey should be carried out and the outcome reported back prior to preparing financial projections and a final decision being taken regarding the acquisition.

The report was then noted by those present.

At this point the Senior Property Services Officer left the meeting.



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### 7.0 HOUSING MANAGEMENT REPORTS

#### 7.1 COVID-19 REPORT

G Shields referred to the report and noted that the terms of the report were very much in line with those reported in previous months. He asked the Senior Housing Services Officer if he had anything further to add to the report by way of an update.

The Senior Housing Services Officer explained that all of the properties that were void at the end of the previous month had now been allocated and that six of the seven properties reported as vacant at the time of preparing the report had now been allocated.

In response to a question from G Shields, the Senior Property Services Officer confirmed that there had been a significant increase in the number of Universal Credit claimants. However as these represented a relatively small number compared to current Housing Benefit claimants, the total level of direct housing payments received had not increased by a similar amount.

M Ballantyne raised the issue of risk management in the context of a prolonged "lock down" and the Director confirmed that this would be addressed under Agenda item No. 9.1.

#### 7.2 "NEXT STEPS" PROGRAMME REPORT

G Shields referred to the final draft tenant participation and engagement plan that had been provided by the Tenants Information Service (TIS) following conclusion of the consultation process that had involved tenants, committee members and staff.

The Senior Housing Services Officer explained that the final draft had been amended from the draft previously considered by those present. It now reflected more realistic timescales in the light of current circumstances, reduced use of social media and reduced direct involvement in the budget setting processes.

He went on to explain that the main piece of work over the next few months would be in relation to the tenant participation strategy review which he hoped to have completed by the end of the current financial year. He suggested that implementation of a number of aspects of the plan would however be dependent upon the situation with Covid-19. Despite these constraints, he reminded those present that the Association already complied with most of the indicators on the plan.

G Shields asked if the Association was looking into other methods of consultation such as the holding of a tenant consultation group through Zoom or the forming of a tenant consultative body through Zoom – rather than simply saying that nothing can be done because of the pandemic.

The Senior Property Services Officer suggested that the Association would be expected to investigate such an approach and that he would look into adopting such methods of consultation – particularly if the current situation was likely to continue for some time to come. However in the first instance he felt that consultation would have to be through direct mailings to ensure that all tenants were being reached and given an opportunity to participate.

The report was then noted by those present.

### 8.0 FINANCE REPORTS

#### 8.1 POLICY REVIEW REPORT

##### 8.1.1 Treasury Management Policy

G Shields referred to the report and noted the various updates to the policy.

The Director confirmed that the updates had been made to reflect some of the issues raised following the recent treasury management training and discussion.

Following a brief debate on the amendments, the policy as drafted was proposed by M Ballantyne, seconded by C Walker and unanimously approved by those present.



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### 9.0 CORPORATE GOVERNANCE REPORTS

#### 9.1 RISK MANAGEMENT REPORT

G Shields referred to the report and the Director confirmed that the overall risk register had been reviewed and updated by all senior staff. He then referred to the Key Risk Register and invited comment on whether any of those present felt that there was a need to introduce additional risks for review.

With respect to Covid-19, the Director explained that he had reviewed the main risk headings within the overall risk register and assessed the impact of Covid-19 against each of these areas. He explained that he had created a separate register of key risks impacted by Covid-19 that reflected key risk areas that should continue to be monitored in order to minimise the impact of Covid-19 on the Association.

It was accepted by those present that the impact of Covid-19 had been significantly mitigated by the use of information technology which enabled the Association to continue to maintain good levels of communication and access to information.

J Porter felt that the Association was simply doing the same as everyone else who found themselves having to deal with the current circumstances including homeworking arrangements. However it was agreed that while the technology did not always work well for some organisations, the Association had maintained good systems for working from day one of the pandemic and had resources available to deal with any weaknesses as they materialised.

Following a review of the Covid-19 related risks it was agreed that certain risks remained unacceptable as there was a limit to the extent to which controlling actions could be taken by the Association to mitigate these risks.

J Porter suggested that rent arrears was one such area as she expected that there would be increasing cases of tenants moving on to Universal Credit as the economic impact of the pandemic started to be felt. It was agreed that the Association would not be able to mitigate the risk of increasing Universal Credit claimants and the associated rent arrears. For this reason rent arrears remained an area of risk that required on-going monitoring.

In reviewing anti-social behaviour, it was recognised that this was a potential area of increasing risk particularly as the "lock down" period extended into the winter months and mental health issues became more prevalent. The Senior Housing Services Officer explained that this had not been as great an issue as had been expected to date but agreed with M McKendrick that this was likely to become more of a risk the longer the "lock down" restrictions went on.

The areas of high residual risk were then reviewed by those present and it was agreed that these areas be kept under review while the current Covid-19 environmental restrictions were prevalent.

Those present considered the residual risk associated with "strategic and operational planning" was graded higher than necessary as the Management Committee continued to be able to operate very effectively through the pandemic. It was therefore unanimously agreed that this risk be removed from the Key Risk Register.

E Busby expressed concern over the risks associated with allocating properties and in particular the arrangements for viewings. The Senior Housing Services officer provided a detailed overview of the sign-up and viewing processes and the protocols that had been put in place to mitigate the risk to prospective tenants as well as staff. It was agreed that these protocols reduced the risk of infection and transmission of Covid-19 to acceptable levels while ensuring that the Association continued to meet the needs of housing applicants.

G Shields raised the issue of monitoring of risks and following discussion it was unanimously agreed that these continue to be monitored on a quarterly rather than monthly basis.

At this point M Ballantyne gave her apologies and left the meeting.



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**10.0 DATE OF NEXT MEETING 29.10.20**

Following discussion, it was agreed that the next meeting be scheduled for Thursday the 29th of October 2020.

**11.0 A.O.C.B.**

There being no other competent business the meeting closed at 20:50 hrs.

Proposed By \_\_\_\_\_

Seconded By \_\_\_\_\_