

**MINUTE OF THE MANAGEMENT COMMITTEE MEETING HELD ON
TUESDAY, 13 APRIL 2021 AT 7PM ONLINE VIA MICROSOFT TEAMS**

PRESENT

Mr A Scott
Mrs R Tinney
Mrs M Hutchison
Mr N Halls
Mrs M Smith
Mrs C McGuire
Mrs L Williams
Mr J McGuirk
Mr J O'Donnell
Mr A Young
Ms G O'Hara
Councillor E McDougall

IN ATTENDANCE

Mr A Benson (Director)
Mrs L Sichi (Depute Director)
Miss C Anderson (CS Manager)

1a. APOLOGIES FOR ABSENCE

Mrs J Donachy, Mrs M Anderson and Mrs A Jenkins.

1b. DECLARATIONS OF INTEREST

Mrs L Williams, Councillor E McDougall and the Director, in terms of item 5(c). The MC agreed to delay the discussion of this agenda item to the end of the meeting.

1c. RELEVANT BUSINESS ITEMS TO BE ADDED TO AGENDA

The Director informed the Committee that an update will be provided on the ongoing works at the La Cala Bar, under item 7; AOCB.

2. ADOPTION OF MINUTES – 9 MARCH 2021

Proposed for approval by Mr A Scott, seconded by Mrs R Tinney and unanimously agreed by the MC.

2a. MATTERS ARISING FROM MEETING – 9 MARCH 2021

The items noted in the report were acknowledged by the MC.

3. ADOPTION OF MINUTES SPECIAL MEETING – 23 MARCH 2021

A Member wished to record that they did not raise concerns regarding the "level of fees from CFN" as stated in the minute and requested that the records be updated to reflect that concerns were raised surrounding a projected deficit for CFN, as noted within the 2021/22 Budget projections. This was acknowledged and the minutes will be updated accordingly. With this amendment, minutes were proposed for approval by Mr N Halls, seconded by Mrs M Hutchison and unanimously agreed by the MC.

3a. MATTERS ARISING FROM SPECIAL MEETING – 23 MARCH 2021

The Director confirmed that further discussions have been held with Police Scotland regarding the terms noted within their Service Level Agreement (SLA) and they have assured that MHA staff will be issued with a direct contact number for the local Police Station to report non-emergency crime, rather than phoning the control room on 101. The revised SLA will

be presented to the Services Committee for approval and thereafter, ongoing reviews of the service will be undertaken on a quarterly basis.

4. USE OF SEAL

Report was proposed for approval by Mrs M Hutchison, seconded by Mr A Young and unanimously agreed by the Management Committee.

5. GOVERNANCE ISSUES

a) Regulation Update – Confidential report.

b) Note of Governance Sub-Committee Meeting 05.03.21 – Confidential report.

Mrs L Williams, Councillor E McDougall and the Director declared an interest in the undernoted agenda item (c) and left the meeting at this point. NOTE: This matter was discussed at the end of the meeting.

c) Note of Governance Sub-Committee Meeting 07.04.21 – Confidential Report.

d) Review of MHA's Communication Strategy – The Depute Director referred to the above advising that as it was some time since the last review, it has been completely re-written to reflect MHA's current position. The MC proceeded going through each section of the Strategy and noted that MHA supports various methods of Communication, however, face-to-face Communication remains a priority and will resume once Government Guidelines are eased. Furthermore, to reduce paper and postage costs, staff are being encouraged to email correspondence to residents where possible. The Home Master system lends itself to this and the use of the system will be monitored on a regular basis to ensure its being used to its full potential.

Social Media - A discussion took place surrounding MHA's use of various social media platforms. The MC confirmed they are committed to exploring the possibility of MHA establishing a Facebook page. MC Members who have a personal Facebook account, agreed to be part of the planning group, whereby the advantages and disadvantages of social media will be discussed. The Depute Director confirmed the Head of IT will lead on this and the action points will be included within the IT Work plan 2021/22.

Following discussion, the Communications Strategy was proposed for approval by Mrs R Tinney, seconded by Mr N Halls and unanimously approved by the Management Committee.

e) Note of Audit & Risk Sub-Committee 16.03.21 (IA) – Alexander Sloan commenced the Internal Audit programme, initially focusing on Risk Management and Business Continuity. The Depute Director and Compliance Officer have an update meeting arranged for 15.04.21.

Following discussion, the revised Internal Audit Strategy was unanimously approved and formally adopted by the MC.

- f) Note of Asset Management Strategy Briefing Session 30.03.21 – The Director referred to the above and advised that Brown and Wallace have extended the existing Contractors Framework for a period of one year; all Contractors will be notified accordingly. Furthermore, a copy of the Strategy has been sent to JH Consulting and HRC Ltd to ensure that the narrative links back to MHA’s Business Plan 2020/23 and the Strategy will be further updated to reflect this feedback. Following discussion, the Asset Management Strategy was unanimously approved and formally adopted by the MC.
- g) Delegated Authority Amendment – Following discussion, the proposal to increase the Asset Management Assistants limit for invoice authorisation from £250 to £500, was proposed for approval by Mr A Scott, seconded by Mrs R Tinney and unanimously approved by the Management Committee.
- h) Buildings Insurance Premium 2021/22 – The Director referred to the above. In relation to the Buildings Insurance premium for 2021/22, the MC is asked to approve the following:
 - 1) Approve the arrangements for factored owners:
 - Excess to remain at £100.
 - The BI recharge would remain the same cost as 2020/21 with any increase due for 2021/22 being recharged in April 2022.
 - 2) In line with MHA Delegated Authorities, approve the invoices received for the following premiums:
 - Social Housing Cover: £282,063
 - Fleet Related Commercial Motor: £20,860
 - Commercial Combined: £11,282

The above were proposed for approval by Mrs L Williams, seconded by Mr N Halls and unanimously approved by the MC.

- i) Schedule of Meetings 2021 – The Committee unanimously approved the revised Schedule which has been altered to reflect Government restrictions and meet MHA business needs.

The undernoted items 5j – 5p, were duly noted by the MC.

- j) Business Plan 2020/23 Year 1 Review
- k) Coronavirus Plan Update
- l) Self-Assessment of Regulatory Standards
- m) Feedback from SHARE Annual Conference
- n) Housing to 2040 Report
- o) SHR Compliance Report
- p) GDPR & Freedom of Information Requests

6. PRECIS OF BUSINESS SUBSIDIARY COMPANY

- 1) MCE Board Meeting 15.03.21 – Report noted.

Food Pantry – Following a discussion it was agreed for a report to be produced on the future of the Food Pantry service to the MCE Board on 19.04.21.

Window Cleaner – Following discussion around the window cleaner's workload as well as the cost of the service, it was agreed for a report be presented at the April MCE Board meeting.

7. A.O.C.B

- a) La Cala Bar – The Director advised that a local resident recently brought to his attention a notice placed outside the above which states that the Bar has applied to the Licencing Committee for a variation of their licence; establish an outdoor seating area for approximately 127 people. Following discussion, the MC unanimously agreed for the Director, on behalf of MHA, to send a letter to the Licencing Committee, objecting to the Bars variation of licence on the grounds of "public nuisance". Furthermore, as the Licencing Committee procedures state that any objections to the variation must be submitted individually, rather than collectively, the Director will support any local residents with printing facilities should they require assistance with their objection letter.
- b) Stair Cleaning Service – The standard of aspects of the stair cleaning service was raised. The Director confirmed he will address these concerns and encouraged all MC Members to report any service issues to relevant staff from the office.

8. DATE OF NEXT MEETING:

Tuesday, 11 May 2021 at 7.00pm.