

MINUTE OF THE MANAGEMENT COMMITTEE MEETING HELD ON TUESDAY, 11 MAY 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
Ms G O'Hara
Mrs L Williams
Mr J McGuirk
Mr J O'Donnell
Mr A Young
Mrs M Anderson
Councillor E McDougall
Mrs A Jenkins

IN ATTENDANCE

Mr A Benson (Director)
Mrs L Sichi (Depute Director)
Mr J Scott (Business Relations Manager)
Miss C Anderson (CS Manager)

1a. APOLOGIES FOR ABSENCE

Mrs J Donachy.

1b. DECLARATIONS OF INTEREST

There was none.

1c. RELEVANT BUSINESS ITEMS TO BE ADDED TO AGENDA

Control of Payments & Benefits Policy, will be discussed under Item 7;

1d. HEALTH & SOCIAL CARE PARTNERSHIP ATTENDANCE

The representative from GCC, scheduled to attend the meeting to discuss the implementation of the Local Letting Plan (LLP) 2021/22, failed to attend. Following discussion, it was agreed for the Director to contact GCC and invite the representative to attend a Committee Meeting on 1 June 2021, specifically focusing on this matter.

Mr J Scott left the meeting at this point.

2. ADOPTION OF MINUTES – 13 APRIL 2021

The above was proposed for approval by Mrs R Tinney, seconded by Mrs M Smith and unanimously agreed by the Management Committee.

3. MATTERS ARISING FROM MEETING – 13 APRIL 2021

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

4. USE OF SEAL

The above report was proposed for approval by Mr A Young, seconded by Mrs R Tinney and unanimously agreed by the Management Committee.

5. GOVERNANCE ISSUES

a) Regulation Update – Confidential Report.

- b) Review Gifts, Hospitality and Donations Policy – The Depute Director referred to the above informing the MC that due to the time lapse from the last Policy review, the Policy has been re-drafted to reflect current guidance. Following discussion, the review of the above Policy was proposed for approval by Mr A Scott, seconded by Mr N Halls and unanimously approved by the MC.
- c) Revised Meeting Schedule 2021 – The Depute Director referred to the above which has been altered to reflect recent changes. Following discussion, the revised meeting schedule for 2021 was unanimously approved by the MC.
- d) CFN Update – The Director referred to the above regarding the closure of CFN following an outbreak of Covid-19 amongst staff members and children within the Nursery.

As a result of the outbreak, MHA duly informed the Care Inspectorate and H&S Executive and also submitted a Notifiable Event to the SHR. The MC were advised that CFN re-opened on 01.04.21 and the actions taken by MHA have been to the satisfaction of the relevant Statutory Bodies. A copy of the Investigation Report has been sent to the SHR and in order to close off the Notifiable Event, they have requested a copy of the minute from tonight's meeting confirming that the Committee have remained abreast of all matters relating to the outbreak at CFN.

Following discussion, the Management Committee acknowledged the contents of the Investigation Report. The Director will update the SHR accordingly.

A Member queried if CFN are testing themselves for Covid-19, twice per week, using lateral flow testing kits. The Members were advised that the staff who tested positive for Covid-19 in March 2021, cannot test using lateral flow kits for a period of 90 days. However, the staff who tested negative, are routinely testing themselves at home.

Another Member suggested that MHA ask all staff within the Organisation to take a weekly test. The Depute Director confirmed that this matter has been discussed with MHA's Employment Advisors who advised that staff cannot be *instructed* to test themselves; this is merely a personal choice. However, staff will be reminded that they are eligible to order lateral flow testing kits, free of charge online, from the Government's website.

Care Inspection (CFN) – The MC were informed that the Care Inspectorate completed an unannounced inspection at CFN week beginning 3 May 2021. The verbal feedback received was generally positive and did not present any major concerns. A copy of the Report will be circulated to the MC once published.

- e) Coronavirus Plan Update
- f) SHR Compliance Report
- g) GDPR, FOI, Complaints & Compliments

The abovementioned items 5e – 5g, were duly noted by the MC.

6. PRECIS OF BUSINESS SUBSIDIARY COMPANY

- 1) MCE Board Meeting 19.04.21 – Following a recommendation from the MCE Board at the above meeting, the MC unanimously agreed for MHA to reimburse part of the SLA fee to MCE (£6,700) for 2020/21.

7. A.O.C.B

- a) Control of Payments & Benefits; Allocation – Made in accordance with the Allocations Policy and scrutinised by two MC Members:
The above allocation was proposed for approval by Mr A Scott, seconded by Mr N Halls and unanimously approved by the MC. This allocation will be duly recorded in MHA's Register.
- b) Control of Payments & Benefits; Offer of Employment – Made in accordance with MHA's Recruitment & Selection Policy. The above offer of employment was proposed for approval by Mr A Scott, seconded by Mrs R Tinney and unanimously approved by the Management Committee. This will be duly recorded in MHA's Register.

8. DATE OF NEXT MEETING:

Tuesday, 8 June 2021 at 7.00pm.