

MINUTE OF THE BLENDED MANAGEMENT COMMITTEE MEETING HELD ON TUESDAY, 18 JANUARY 2022 AT 7PM

PRESENT

Mr A Scott
Mrs R Tinney*
Mrs M Anderson*
Mr N Halls*
Mrs A Jenkins *
Mr J O'Donnell*
Mrs C McGuire
Mrs M Smith*
Mrs M Hutchison*

IN ATTENDANCE

Mr A Benson (Director)
Mrs L Sichi (Depute Director)
Miss C Anderson (CS Manager) *
Mr P McNeill (HR Consulting) * - Item 1c

**Online attendance via Microsoft Teams*

1a. APOLOGIES FOR ABSENCE

Ms G O'Hara, Mr J McGuirk and Mrs J Donachy.

1b. DECLARATIONS OF INTEREST

There was none.

1c. RELEVANT BUSINESS ITEMS TO BE ADDED TO AGENDA

There was none.

2. ADOPTION OF MINUTES – 7 DECEMBER 2021

The above minutes were proposed for approval by Mr J O'Donnell, seconded by Mrs R Tinney and unanimously agreed by the MC.

3. MATTERS ARISING FROM MEETING – 7 DECEMBER 2021

The MC noted the following update from the previous minute:

- 1) 7a, Covid Update – It was confirmed that the few staff working from home will return to the office from week beginning 31.01.22.

4. USE OF SEAL

The above report was proposed for approval by Mr A Scott, seconded by Mrs C McGuire and unanimously agreed by the MC.

5. GOVERNANCE ISSUES

- a) SHR Engagement – Confidential report.
- b) Model Rules Update – Confidential report.

Mr P McNeill joined the meeting online at this point.

- c) Transition from Libor to Sonia – The Chair welcomed and introduced Mr P McNeill to the meeting. Mr P McNeill confirmed that the purpose of the report is to provide the MC with an update on the Amendment Agreement to the current Nationwide Building Society (NBS) Loan (initially provided by the Dunfermline Building Society) as discussed at the Audit and Risk Sub-Committee meeting in November 2021, and for the MC to consider and, if thought fit, approve MHA entering into the Amendment Agreement and all related matters thereto.

Mr P McNeill confirmed that MHA had been requested to enter into an Agreement (Amendment Agreement) with NBS to amend the terms of MHA's existing facility agreement with the Society to document the mechanics for the change in floating rate interest basis from LIBOR to the Sterling Overnight Interest Average (SONIA).

MHA currently has 3 loans: 2 with GBSH and one with NBS. The NBS loan is the only one which references LIBOR and affected by the transition. The current NBS loan document allows for MHA to elect for an interest rate that is linked to LIBOR, Bank of England Base Rate, or a fixed rate. MHA currently has a fixed rate deal with the NBS that runs until 2036. Once the amendment agreement is signed, MHA can elect for an interest rate linked to SONIA, Bank of England Base Rate or a fixed rate deal. MHA has no plans to move away from the current fixed rate deal and signing the amendment agreement will not alter the current pricing. It will merely mean that when the current fix ends in 2036, MHA will have the choice of moving to either SONIA, Bank Base Rate or enter another fix.

Mr P McNeill reassured the MC that TC Young Solicitors have reviewed the Amendment Agreement and the Assurance Statements provided by the Building Society and concluded that these documents provide sufficient comfort to enable the documentation to be signed.

In view of this, the undernoted documentation was proposed for approval by Mr N Halls, seconded by Mrs R Tinney and unanimously approved by the MC:

- Amendment Agreement Letter
- Assurance Statement
- The draft minute as provided by TC Young Solicitors
- Updated Authorised Signatory Mandate

Mr P McNeill left the meeting.

- d) Internal Governance Review 2022 – The Depute Director referred to the previously circulated documentation for approval by the MC. The undernoted points were discussed and agreed:
- Blended Committee meetings will continue throughout 2022.
 - Draft Agendas will continue under current arrangement.
 - Agreed to reduce the frequency of the Services Committee Meetings from 5 to 4 per year. This is to reflect the scrutiny sessions that have been scheduled.
 - Agreed to reduce the frequency of Audit & Risk Sub-Committee meetings from 6 to 5 per year. Also, rather than holding two separate meetings dedicated to reviewing the Internal Audit Strategy and the Risk Management Strategy, the MC agreed to combine these into one meeting.
 - For the Governance Sub-Committee meetings, it was agreed to change the start time of these meetings from 2pm to 3pm to accommodate the working commitments of Office Bearers.
 - Those MC Members who are not currently appointed to either the MCE or MPS Board, were asked to consider joining one.

- It was agreed to invite residents who have expressed an interest in joining the MC as observers to forthcoming meetings. Two observers will be invited along to the February 2022 meeting and any private and confidential discussions will take place at the end, with the Observers being asked to leave beforehand.

Following discussion, the Policy Development Review and Committee Meetings Schedules for 2022 were proposed for approval by Mr N Halls, seconded by Mr J O'Donnell and unanimously approved by the MC.

- e) Business Plan Year 2 Priorities Review Update
 - f) KPI's 2021/22
 - g) SHR Compliance Update
 - h) GDPR, FOI, NE, Complaints & Compliments
- The abovementioned items 5e – 5h, were noted by the MC.*

6. A.O.C.B

- 1) Leave of Absence Request – The MC were informed that Ms G O'Hara has requested a leave of absence for a period of 3 months, because of her personal circumstances. This request was proposed for approval by Mrs M Smith, seconded by Mr N Halls and unanimously approved by the MC.

- 2) Letter of Resignation – The MC were advised that Joanne Leggat, Head of IT, intention to take early retirement in March. The Depute Director advised that Joanne was asked to reflect on her decision and was offered the possibility of reducing her working hours. However, upon reflection, Joanne confirmed that her wish to retire remains. With a heavy heart, the MC accepted Joanne's resignation and wished to formally record their appreciation for her length of service, hard work, outstanding commitment, and much valued contributions she has made to MHA over the last 34 years. The Chair will arrange to send Joanne a letter of appreciation on behalf of all Staff and Committee at MHA. Joanne will complete key tasks including the full migration of Office 365 and the development of Home Master prior to her departure. In terms of a replacement for Joanne's position going forward, the Directorate will discuss an exit strategy with Joanne and M2 and update the MC accordingly on how they see the IT service within MHA operating in the future.

- 3) SHQS Surveys – Approximately 50% of the SHQS surveys have been completed. To date, the Surveyors have yet to present any major issues or concerns within the stock which is encouraging. Once all properties have been assessed and the surveys are complete, Grant/Murray Architects will present the findings to the MC at the beginning of May.

7. DATE OF NEXT MEETING:

Tuesday, 8 February at 7.00pm.



Chair, 08.02.22