

**MINUTE OF THE MANAGEMENT COMMITTEE MEETING HELD ON
TUESDAY, 11 AUGUST 2020 AT 7PM AT 53 BALLINDALLOCH DRIVE**

PRESENT

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

IN ATTENDANCE

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

(* attendance via online video conference)

1a. APOLOGIES FOR ABSENCE

Apologies were tendered on behalf of Mr A Young and Mrs J Donachy.

1b. DECLARATIONS OF INTEREST

Confirmed by Councillor E McDougall for item 5b, AGM arrangements.

1c. RELEVANT BUSINESS ITEMS TO BE ADDED TO AGENDA

There was none.

2. ADOPTION OF MINUTES – 30 JUNE 2020

The above were proposed for adoption by Mr J McGuirk, seconded by Mrs M Hutchison and unanimously agreed by the Management Committee.

3. MATTERS ARISING FROM MEETING – 30 JUNE 2020

Agenda Item 1d) – GBSH Loan Agreement – The Management Committee noted that the deal was concluded and cash deposited into MHA's bank account on 06.08.20. Furthermore, the Director notified the SHR of the loan payment received. Albeit, this is not a notifiable event however, it is good practice to keep the SHR informed.

Agenda Item 3.1 – CFN Roof Works – It is likely that the roof works will be completed without the need for CFN to relocate to another building. Definite confirmation of this arrangement will be sought at the forthcoming pre-start meeting on 12.08.20.

4. USE OF SEAL

The Report was proposed for approval by Mrs M Hutchison, seconded by Mr N Halls and unanimously agreed by the Management Committee.

5. GOVERNANCE ISSUES

a) Coronavirus Transition Back to Work Plan – The Depute Director referred to the previously circulated report, highlighting that MHA is continuing to follow the Scottish Government Route Map which states

that home working should remain the default position and non-essential offices should not re-open until 14.09.20 at the earliest. The Committee were assured that MHA are continuing to provide the best service possible given the current circumstances and the resources available at present.

Community Wellbeing Service – MHA are awaiting formal feedback on the use of this service to update the Committee. A couple of employees have informed HR that they have accessed the service, during lockdown, and the feedback received has been positive.

The Coronavirus Transition Back to Work Plan was unanimously approved by the Management Committee.

b) AGM 2020 Arrangements

Councillor E McDougall declared an interest in this agenda item and left the meeting at this point.

The Depute Director referred to the previously circulated report. The undernoted items were unanimously approved by the Committee:

1) AGM – Hold a virtual AGM on Thursday, 17.09.20 using the 3CX video conferencing system. Members will be encouraged to submit a proxy appointment forms as these count towards the quorum as long as the relevant documentation is completed.

2) Model Rule Change – Adoption of the new edition of the SFHA Charitable Model Rules will be postponed until the 2021 AGM when it is deemed safe to hold a face-to-face SGM with Members rather than holding this meeting virtually.

3) Composition of the Committee – The Depute Director referred to Rule 37.1.2 “Up to one Committee Member may be a local Councillor proposed by GCC and co-opted by the Committee of Management” and reminded the Members that they have to approve this Rule each year prior to the AGM. The decision to grant one place on the 2020/21 Management Committee to a GCC representative was proposed for approval by Mr N Halls, seconded by Mrs R Tinney and unanimously approved by the Committee.

4) Electing Committee Members – In terms of the Rules, the 4 Members standing down at the 2020 AGM are Mrs C McGuire, Mrs J Donachy, Mr A Young and Mr A Scott. All 4 Members wish to stand for re-election. This means that there are no vacancies for the Management Committee.

The Management Committee noted the remaining items, 5 – 7, of the report.

Councillor E McDougall returned to the meeting.

- c) SHR Engagement Plan – The Management Committee unanimously agreed to send the requested information to the SHR, as per their email of 27.07.20.
- d) Consultation on SHR Regulatory Framework – The Director referred to the previously circulated report confirming that the SHR are requesting feedback on their proposals to adjust their regulatory approach in response to the Covid-19 pandemic. Feedback is being requested on: Submission dates for the Annual Assurance Statement, The ARC and Updated Engagement Plans.

Subsequently, the Management Committee reviewed the proposed response drafted by MHA's Management Team. Following discussion, this was proposed for approval by Mrs R Tinney, seconded by Mr J McGuirk and unanimously approved by the Management Committee.

- e) Workshop on the Fixed Factoring Service on 04.08.20 – The Director referred to the previously circulated report. The note from the above session was unanimously approved by the Management Committee.
- f) Revised Meeting Schedule 2020 – The Depute Director referred to the previously circulated report for approval. A Member encouraged all Committee Members to attend the training session on Notifiable Events scheduled for 25.08.20, given the importance of this topic. The revised meeting schedule for 2020 was proposed for approval by Mr N Halls, seconded by Mrs R Tinney and unanimously approved by the Management Committee.
- g) Note of GWSF & SHR Meeting – Report duly noted.
- h) GDPR & Freedom of Information Requests – Report duly noted.

6. A.O.C.B.

- 1) Food Pantry – In partnership with Fairshare, MHA's Food Pantry will open on 12.08.20 from 2-5pm at the Sports Hub every Wednesday. The Committee were informed that the publicity for the Food Pantry will increase over the coming weeks and they will be updated accordingly with its success.
- 2) Bluevale Boxing Club – The Director informed the Committee that the DRS has offered the above the lease for the gym space at 1 Finlay Drive. To provide initial support to the Club, MHA's Asset Management team will undertake a Health and Safety inspection of the venue to ensure all is in order prior to the lease being signed. This means that the Club will no longer operate from Bluevale Hall.

7. DATE OF NEXT MEETING:

The next meeting of the Management Committee has been arranged for Tuesday, 8 September 2020 at 7.00pm.

