

**MINUTE OF THE MANAGEMENT COMMITTEE MEETING HELD ON  
TUESDAY, 10 NOVEMBER 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\*  
Ms M Smith\*  
Mrs C McGuire  
Mrs A Jenkins  
Mrs L Williams  
Ms G O'Hara  
Mrs J Donachy\*

(\* attendance via online video conference)

**IN ATTENDANCE**

Mr A Benson (Director)  
Mrs L Sichi (Depute Director)  
Mr J Harvey (JH Consulting)\* Item 1a only  
Miss C Anderson (Depute HR Manager)\*

**1a. APOLOGIES FOR ABSENCE**

Apologies for absence were tendered on behalf of Mr A Young.

**1b. DECLARATIONS OF INTEREST**

Declarations of Interest were confirmed by Mr A Benson and Mrs L Sichi respectively in terms of item 1d; Presentation of the Draft Succession Planning Strategy 2020/23.

**1c. RELEVANT BUSINESS ITEMS TO BE ADDED TO AGENDA**

There was none.

**1d. PRESENTATION – DRAFT SUCCESSION PLANNING STRATEGY**

*Mr A Benson and Mrs L Sichi declared an interest in the above item and left the meeting at this point.*

The Chair introduced Mr Harvey and welcomed him to the meeting. Mr Harvey confirmed that following his two workshops with MC members, his presentation to the Governance Sub-Committee and subsequent discussions with MHA's Management Team, he will present the draft Succession Planning Strategy 2020/23 to the Management Committee.

The discussion with regards to the Draft Succession Planning Policy is subject to a confidential report.

*Mr J Harvey left the meeting and Mr A Benson and Mrs L Sichi returned at this point.*

Following the above presentation, the Management Committee unanimously agreed to adopt the revised Succession Plan Strategy and regular updates will be presented to the Governance Sub-Committee.

**2. ADOPTION OF MINUTES – 13 OCTOBER 2020**

The above minutes were proposed for approval by Mrs M Hutchison, seconded by Mr J McGuirk and unanimously agreed by the MC.

**3. MATTERS ARISING FROM MEETING – 13 OCTOBER 2020**

In addition to the updates noted on the previously circulated report, the undernoted was discussed:

1) Finance Manager – Gordon Kerr will commence employment with MHA on 14.12.20. Gordon is currently employed by Wellhouse Housing Association as the Finance and Corporate Services Manager.

2) Asset Management Scrutiny Group – Eight MC members expressed an interest in joining the above. In addition, a few Members asked about the Housing Services Scrutiny Group. The Depute Director will inform the relevant Manager's and arrangements will be made to schedule these meetings.

3) Scaffolding at 170 Roebank St – The scaffolding has now been removed. A Member stated that the erection of the scaffolding and the lack of understanding as to why it was built would have been known had regular inspections of the stock been carried out. The Depute Director explained that both Housing Services and Asset Management staff were aware of the scaffolding's presence before she contacted them following the last MC meeting and confirmed that they had already sought to identify who instructed the scaffolding to be erected and paid for. However, despite numerous avenues explored, no details could be provided. On this basis, MHA made the decision to remove and store the scaffolding.

**4. USE OF SEAL**

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

**5. GOVERNANCE ISSUES**

a) Coronavirus Transition Back to Work Plan – The previously circulated report was updated with the MC being advised that MHA recently received a letter from the Scottish Government confirming that housing associations are deemed as providing essential services and, as such, can continue to operate throughout the pandemic as long as the appropriate control measures in place. The letter also clarified that tradesmen can share vehicles for work related purposes.

MHA continue to operate an appointments based system and, to date, appointments at the office have been minimal and residents are continuing to access services over the telephone. The routine repairs service has resumed and the backlog of non-essential repairs has now been attended to.

The MC were informed that following the Scottish Government's recent announcement confirming that the Job Retention Scheme has been extended to March 2021, 2 employees have been placed on Furlough as their jobs aren't available at present. The Management Team will continue to review this situation.

- b) Note of Future of SA Briefing Session 27.10.20 – Following discussions at the abovementioned Briefing Session, the MC agreed to explore options 3 and 4 of the proposals presented. The Housing Services Manager continues to liaise with a range of partner organisations in an attempt to seek clarification on the format of the Homeless Alliance and its relationship with MHA. The MC will be kept updated on this.
- c) Note of Rent Strategy Briefing 03.11.20 – The MC noted that JH Consulting has agreed to undertake a comprehensive rent re-structuring exercise, in order to meet the Business Plan Objective, around June/July 2021. A Brief, outlining the necessary requirements for the restructure, will be issued in advance of this commencing. It was also noted that the Covid-19 Survey, to gauge the financial impact of the pandemic on MHA residents, has been circulated. The feedback will be used to inform the rent consultation questions.
- d) Committee Skills Audits 2020 Report – The MC Members were thanked for taking part in the above. The Committee Skills Audits report covered a range of personal and professional attributes of MC Members and demonstrates how dedicated and experienced MHA's MC is as a whole. From the learning and development needs identified during the Skills Auditing process, an Action Plan 2020/21 has been drafted which will assist to inform the Committee Meetings schedule for 2021. Following discussion, the Committee Skills Audit Policy and subsequent Action Plan, was proposed for approval by Mr A Scott, seconded by Mr N Halls and unanimously approved by the Management Committee.
- e) SHR Landlord Report 2019/20 – The above report was noted by the MC. The highlighted the areas where MHA's performance was *better* and *lower* than the Scottish average during 2019/20 was also noted. The MC were informed that generally, this Report is circulated to all Members within the AGM Papers. However, the report was received later this year as a result of Covid-19 therefore, this could not happen. A copy will be circulated with the winter edition of the Milnbank Messenger, will be uploaded onto MHA's website and displayed in the office reception.
- f) Half Yearly Review of Business Plan Priorities Performance – The above was presented and it was confirmed that there are no areas of concern to raise as the key objectives continue to be worked through. In relation to the KPI's derived from each individual functions work plans, for those areas that have achieved less than 50% of their objectives, the Depute Director has addressed this matter with the relevant line manager.
- g) Update on Governance Action Plan

- h) SHR Compliance Report
  - i) Committee Schedule 2020
  - j) GDPR & Freedom of Information Requests
- Items 5g – 5j, were duly noted by the Management Committee.*

**6. PRECIS OF BUSINESS SUBSIDIARY COMPANIES**

- a) MCE Board Meeting 19.10.20 – The MC noted the contents of the previously circulated report.

**7. A.O.C.B.**

- 1) MHA Bulk Uplift Service – A Member wished to record their appreciation for MHA's Bulk Team and commended them for the excellent service they provide within the Community.
- 2) The Management Committee were reminded that Mr Jim Kearns (GCC), will be attending the Services Committee meeting on 24.11.20, to provide an update on the future of GCC's bulk uplift/cleansing service.

**8. DATE OF NEXT MEETING:**

Tuesday, 8 December 2020 at 7.00pm.