

MINUTE OF THE MANAGEMENT COMMITTEE MEETING HELD ON TUESDAY, 19 JANUARY 2021 AT 7PM VIA 3CX VIDEO CONFERENCING SYSTEM

PRESENT

Mrs L Williams (Chair)
Mrs R Tinney
Mrs M Hutchison
Mr A Scott
Mr J O'Donnell
Mrs M Anderson
Mr N Halls
Ms M Smith
Mrs C McGuire
Ms A Jenkins
Ms G O'Hara
Mrs J Donachy
Councillor E McDougall

IN ATTENDANCE

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

1a. APOLOGIES FOR ABSENCE

Mr A Young and Mr J McGuirk.

1b. DECLARATIONS OF INTEREST

There was none.

1c. RELEVANT BUSINESS ITEMS TO BE ADDED TO AGENDA

There was none.

2. ADOPTION OF MINUTES – 8 DECEMBER 2020

The Minutes of the meeting held on Tuesday, 8 December 2020 were proposed for approval by Mrs R Tinney, seconded by Mrs J Donachy and unanimously agreed by the Management Committee.

2a. MATTERS ARISING FROM MEETING – 8 DECEMBER 2020

In addition to the updates noted on the previously circulated report, the Depute Director informed the Committee of the following:

1) Homeless Alliance Update – The Housing Services (HS) Manager has yet to receive a copy of the Service Level Agreement or any other contractual documentation from the Alliance, as promised at their last meeting on 09.12.20. The HS Manager has been informed that the Director of the Alliance position is currently being recruited, Glasgow Commissioning Team and the Alliance are in discussion to take the transfer of support services forward. The Management Committee will remain updated accordingly.

2) Spaces for People Initiative – Following the update at the last meeting, Councillor McDougall confirmed as the changes to the road layouts in Dennistoun, as part of the above initiative, are purely temporary, GCC are not obliged to consult with local residents or businesses.

3. ADOPTION OF MINUTES SPECIAL MEETING – 12 JANUARY 2021

The Minutes of the above were proposed for approval by Mrs R Tinney, seconded by Mr N Halls and unanimously agreed by the Management Committee.

3a. MATTERS ARISING FROM SPECIAL MEETING – 12 JANUARY 2021

The Depute Director queried if the Briefing Session arranged for 26 January 2021, to discuss the rent consultation/budget update, can be deferred until 2 February 2021. The Committee unanimously agreed to this arrangement. Subsequently, the Director confirmed he will identify cost savings to offset the consequences of a rent freeze and present this to the Committee at the above meeting.

4. USE OF SEAL

The above report was proposed for approval by Mrs M Hutchison, seconded by Mrs R Tinney and unanimously agreed by the Management Committee. It was confirmed that Mrs M Hutchison and Mrs R Tinney will attend MHAs' office to sign the Share Certificates.

5. GOVERNANCE ISSUES

a) Review of MHA Internal Governance Strategy 2021 – The Depute Director referred to the previously circulated report for approval by the Management Committee. The undernoted salient points were discussed and/or agreed:

- Although decisions made at Services Committee meetings are binding, Committee attendance at these meetings will not count towards the 4 meeting attendance rule.
- In relation to the Committee Meetings Schedule 2021, some workshops have been planned throughout the year. However, due to the current situation surrounding Covid-19 whereby gatherings are prohibited, in circumstances where it is not feasible for the workshop to go ahead, a Briefing Session will be arranged instead.
- The SHARE Annual Conference 2021, will be held online via Zoom this year. It was confirmed that Mr A Scott and Mr N Halls will be attending a meeting to discuss the format of the Conference on 20.01.21.
- If it's not possible to hold the Committee/Management Team Away Day at the Millennium Hotel in April 2021, the session will be held within the Bluevale Hall to comply with Social Distancing guidelines if permitted. The Committee were informed that Mr J Harvey, from JH Consulting, will be in attendance to facilitate the session.
- The proposal to retain the Services Committee Meetings to 5 per year, with the view of reducing the frequency of the meetings next year, if the Housing Services and Asset Management Scrutiny Groups are successful, was agreed.
- In relation to MPS Board Meetings, the Committee were not in favour of attending these meetings immediately prior to Management Committee meetings on a Tuesday night and asked

that these revert back to a Monday night at 7pm. However, it was agreed to reduce the frequency from 3 to 2 meetings per year. The Depute Director will update the Committee Meetings Schedule accordingly.

- In accordance with the Succession Planning Strategy, the Depute Director will draft a Special Messenger, dedicated to promoting Committee Membership. The Messenger will also provide residents with information relating to the various ways they can become involved with MHA.
- For the Internal Audit Services, a total of 4 tenders were returned. Each tenderer will be interviewed on 4 February 2021.

Following discussion, the Policy Development Review and Committee Meetings Schedules for 2021 were proposed for approval by Mr N Halls, seconded by Mrs R Tinney and unanimously approved by the Committee.

- b) Annual Assurance Statement 2020 – The Director referred to correspondence received from the SHR in December 2020, claiming that MHA’s Annual Assurance Statement does not comply with the SHR’s guidance. However, Members are aware that MHA’s Statement was developed in accordance with revised Covid-19 related guidance issued by the SHR on 31 August 2020.

Following discussion, the Committee reviewed the correspondence received from the SHR and confirmed they are of the view that MHA complies with relevant Regulatory Guidance. It was unanimously agreed for the Annual Assurance Statement 2020 to be updated confirming that the Management Committee have appropriate assurance that MHA complies with:

- All relevant regulatory requirements set out in section 3 of the Regulatory Framework
- All relevant standards and outcomes of the Scottish Social Housing Charter
- All relevant legislative duties
- The Standards of Governance and Financial Management.

- c) Coronavirus Plan Update
- d) Update on Governance Action Plan
- e) KPI’s at 31.12.20
- f) SHR Compliance Report
- g) GDPR & Freedom of Information Requests

Items 5c – 5g, were duly noted by the Management Committee.

6. A.O.C.B.

- 1) **Office 365** – The Committee were informed that Office 365 will be installed on their laptops by the end of February 2021. The IT Co-ordinator will shortly be contacting members to arrange individual training sessions on the system, this will include the procedure for accessing Microsoft Teams in order to join online Committee meetings.

2) **Shop unit at 55 Harcourt Drive** – The Depute Director confirmed that an update on the above lease will be provided at the MCE Board Meeting in February 2021.

7. DATE OF NEXT MEETING:
Tuesday, 9 February 2021 at 7.00pm.