

MINUTE OF THE BLENDED MANAGEMENT COMMITTEE MEETING HELD ON TUESDAY, 9 NOVEMBER 2021 AT 7PM

PRESENT

Mr A Scott (Chair)
Mrs R Tinney*
Mrs M Anderson
Mr N Halls*
Mrs C McGuire
Mr J O'Donnell*
Ms A Jenkins
Mrs J Donachy*
Mrs M Hutchison
Mr A Young
Mrs M Smith*

IN ATTENDANCE

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

**Online attendance via Microsoft Teams*

1a. APOLOGIES FOR ABSENCE

Tendered on behalf of Mr J McQuirk and Ms G O'Hara.

1b. DECLARATIONS OF INTEREST

There was none.

1c. RELEVANT BUSINESS ITEMS TO BE ADDED TO AGENDA

There was none.

2. ADOPTION OF MINUTES – 12 OCTOBER 2021

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

2a. MATTERS ARISING FROM MEETING – 12 OCTOBER 2021

There was none.

3. ADOPTION OF MINUTES SPECIAL MEETING – 26 OCTOBER 2021

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

3a. MATTERS ARISING FROM SPECIAL MEETING – 26 OCTOBER 2021

1) Annual Assurance Statement (AAS) 2021 – The Director confirmed that MHA's AAS was uploaded to the SHR's portal within the required timescale.

4. USE OF SEAL

The above report was proposed for approval by Mrs M Hutchison, seconded by Mr A Young and unanimously agreed by the MC.

5. GOVERNANCE ISSUES

a) Note of Committee Briefing Rents 06.10.21 – It was confirmed that Mrs C McGuire attended the above meeting and the minutes will be updated to reflect this.

It was noted that a further discussion on the rental increase will be held at the Committee Workshop (Budget 2022/23 preparations) on 30.11.21.

Following discussion, the minutes from the above meeting were proposed for approval by Mrs M Hutchison, seconded by Mrs R Tinney and unanimously approved by the MC.

b) Review of Whistleblowing Policy – The Depute Director referred to the previously circulated report and confirmed that a comprehensive review of the Whistleblowing Policy was undertaken in March/April 2019, and the document was subsequently externally validated by TC Young Solicitors. Therefore, there are no proposed changes to the Policy at present. Following discussion, the Whistleblowing Policy was proposed for approval by Mr A Young, seconded by Mr N Halls and unanimously approved by the Committee.

c) Review of Openness Confidentiality Policy – The Depute Director referred to the previously circulated report and confirmed that although the Policy has not been subjected to external validation, it underwent a comprehensive review in 2019, and was updated based on revised guidance published by the SHR in 2016 and 2019. In addition, during this review, a comparison with MHA's Policy was made with another 3 Housing Associations and they were extremely similar, which is reassuring.

Following discussion, the Openness and Confidentiality Policy was proposed for approval by Mrs M Hutchison, seconded by Mr J O'Donnell and unanimously approved by the MC.

d) Private & Confidential Minute

e) Monitoring of Complaints Policy

f) Monitoring of GDPR Policy

g) Meeting Schedule 2021

h) KPI's 2021/22

i) SHR Compliance Report

j) GDPR, FOI, NE, Complaints & Compliments

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

6. PRECIS OF BUSINESS SUBSIDIARY COMPANY

1) MCE Board Meeting 18.10.21 – Noted.

7. A.O.C.B

a) Bluevale Community Club (BCC) – Clarification was sought on the Partnership with the BCC. The Director confirmed that MHA have entered into a partnership agreement with BCC, the Bluevale Advisory Group and Include Me 2 club explaining that MHA will provide caretaking services and meet running costs to ensure that services within the Bluevale Hall are available to local residents. During normal working hours (9am-5pm, Monday to Friday) the Hall be used as a

service centre for MHA staff and residents. This means that any daytime activities will reflect such use. MHA will also be responsible for maintaining the building, health and safety and security arrangements.

With regards to activities after 5pm, responsibility for these has been delegated by the Advisory Group to both the BCC and Include Me 2. However, existing agreed Lets have been honoured. Relevant clubs and activities will be delivered and/or supervised by the BCC and Include Me 2 and feedback will be provided on the services provided to the Advisory Group on a monthly basis.

- b) Estates Team – A Member queried why a contractor is now cleaning stairs on weekly basis, instead of MHA’s in-house team. The Director explained MHA employed a contractor to temporarily cover the shortages within the team to prevent the need for recruitment during Covid-19 restrictions.
- c) Leave of Absence – Mr J McGuirk requested that his leave of absence be extended for a further period of 3 months, due to an ongoing illness. The MC unanimously agreed to this request.
- d) CFN: HSE RIDDOR Report – The Director wished to draw to the MCs’ attention an accident at CFN involving the Cook, that was recently reported to the HSE. The RIDDOR Report has been uploaded to the Committee Portal for information. The Director stressed that no follow up action is required and the SHR and Care Inspectorate have been notified of the accident accordingly.
- e) TU Voluntary Recognition Agreement (VRA) – The Director advised that ACAS recently facilitated a TU Membership Audit as part of the discussions with Unite TU on entering into a VRA. MHA assisted with the Unite TU Representative hosting an open day in order to promote the benefits of being a TU Member. Following a ballot, the next step is for ACAS to conduct a confidential postal ballot of all employees within the agreed bargaining unit to determine if they wish to be presented by Unite the Union.
- f) Services Committee Meeting 23.11.21 – The Chairperson tendered his apologies as he is scheduled to attend another meeting on the same night.

8. DATE OF NEXT MEETING:
Tuesday, 7 December 2021 at 7.00pm.



Chair
07.12.21