

MINUTE OF THE BLENDED (ONLINE & IN OFFICE) MANAGEMENT COMMITTEE MEETING HELD ON TUESDAY, 12 OCTOBER 2021 AT 7PM

PRESENT

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

**Online attendance via Microsoft Teams*

IN ATTENDANCE

Mr A Benson (Director)
Mrs L Sichi (Depute Director)
Mrs M Davis (BTO Solicitors) Item 5a only

1a. APOLOGIES FOR ABSENCE

Mrs M Hutchison and Ms G O'Hara.

1b. DECLARATIONS OF INTEREST

There was none.

1c. RELEVANT BUSINESS ITEMS TO BE ADDED TO AGENDA

There was none.

5a. REVIEW OF CONTROL OF PAYMENTS & BENEFITS POLICY

The MC agreed to cover this agenda item at the beginning of the meeting. Prior to the presentation, the Director reminded Members that it had been previously agreed to review the above policy at the first MC meeting after approval of the new Rules at the SGM.

Mrs M Davis, BTO Solicitors was welcomed to the meeting. The following is a summary of the presentation on the proposed revision to the Control of Payments and Benefits Policy:

- The policy and appendices comply with charity law and, other than a few exceptions, the SFHA Model Rules.
- Each proposed change to the policy and appendices was explained in detail with the emphasis being to highlight the parts that have been changed, removed or were additional to the current policy. These were illustrated with examples.
- The links to the new Rules were also explained.
- Future updates on the policy will include the Contractors Framework scheduled for review in April 2022 following a procurement process and a review of the subsidiary companies Memorandum and Articles.

Following a lengthy discussion, the revised Control of Payments & Benefits Policy and appendices were approved for adoption by Mr A Young, seconded by Mrs R Tinney and unanimously agreed by the MC.

The Chair thanked Mrs Davis for her presentation and advice and left the meeting at this point.

2. ADOPTION OF MINUTES – 14 SEPTEMBER 2021

The above minutes were proposed for approval by Mrs J Donachy, seconded by Mr A Young and unanimously agreed by the MC.

2a. MATTERS ARISING FROM MEETING – 14 SEPTEMBER 2021

The MC noted the updates from the above meeting.

3. ADOPTION OF MINUTES SPECIAL MEETING – 28 SEPTEMBER 2021

Prior to approving the minute, the Director confirmed that Mrs L Williams followed up her verbal resignation from the MC in writing. The above minutes were proposed for approval by Mr A Young, seconded by Mrs M Anderson and unanimously agreed by the MC.

3a. MATTERS ARISING FROM SPECIAL MEETING – 28 SEPTEMBER 2021

There was none.

4. USE OF SEAL

The above report was proposed for approval by Mr A Young, seconded by Mrs A Jenkins and unanimously agreed by the Management Committee.

5. GOVERNANCE ISSUES

- a) Sub-Committee/Boards Members – Following the previously circulated report, the above to be updated as follows:
 - Add Mrs J Donachy and Mrs M Smith to the Governance Sub-Committee.
 - Add Mrs M Smith to the MCE Board
 - Add Mrs J Donachy to the MPS Board
- b) Review of MHA Committee Members Charter – The Charter has been updated to reflect the new Rules and blended committee meetings. This was proposed for approval by Mr A Young, seconded by Mr H Halls and unanimously agreed by the Management Committee.
- c) Business Plan 2020/23, Year 2 Update – A presentation on Year 2 of the BP was given. The main focus was the update the main priorities for 2021/22 and this was achieved using: the current (Year 1) as a base, feedback from the MC/MT Planning Away Day, KPI's from the 2021/22 functional work plans, the impact of the pandemic and to focus on Building back Better. The updated BP will be uploaded onto the MC portal, circulated to staff and a summary placed on the website. It was noted that it might be necessary to review the financial chapter prior to the next financial year due to the ongoing climate. The updated BP was proposed for approval by Mr N Halls, seconded by Mrs M Smith and unanimously agreed by the Management Committee.
- d) Note of Briefing Session Allocations 21.09.21 – The note of this session was unanimously approved by the MC.

- e) Note of Briefing Session H&S 05.10.21 - The note of this session was unanimously approved by the MC. It was agreed to include that "Every Person" has a responsibility for H&S in a future newsletter in order to safeguard MHA.
- f) Meeting Schedule 2021
- g) KPI's 2021/22
- h) Committee Members Handbook
- i) SHR Compliance Report
- j) GDPR, FOI, NE, Complaints & Compliments

The abovementioned items 5f- 5j, were noted by the MC.

6. AOCB

- a) Kennyhill Nursing Home – The Director confirmed that a social media posting, which suggests that MHA are building homes on this site, has been removed.
- b) Letter to owners re ventilation inspections – Following discussion, the Director explained the reason behind the letters, apologised for those owners who should not have received a letter and confirmed that he would ensure our database is updated.
- c) Financial Conduct Authority – The MC noted the annual return to the Financial Conduct Authority (FCA), which was signed by the Secretary on behalf of MHA.
- d) Control of Payments & Benefit – An allocation was made in accordance with MHA policy and procedure. This was proposed by Mrs J Donachy and seconded by Mr N Halls.

7) DATE OF NEXT MEETING:

Tuesday, 09 November 2021 at 7.00pm.