

MINUTES OF MANAGEMENT COMMITTEE MEETING

HELD ON TUESDAY, 26 MAY 2020 AT 6.00PM

VIA ZOOM VIDEO CONFERENCING

Present: Jackie Lorimer (Chair) Brenda Cameron (Secretary)
 Marion Benson (Member) Thomas McGowan (Member)
 Mandy White (Member) Audrey Murphy (Member)

In Attendance: Lindsay Gemmill, Interim Director
 Janette Meechan, Housing Manager
 Stuart McQueen, Maintenance Officer
 Pat Long, FMD (part)
 Teresa Jones, Housing Officer (Minute Taker)

	Introductions	Action
1.	<p>Apologies</p> <p>Apologies were received from Anne Culley, Allen Mullen and John Anderson.</p>	
2.	<p>Declaration of Interest</p> <p><u>Item 12 - Correspondence</u></p> <p>One Member declared an interest in this item.</p> <p style="text-align: right;"><i>Noted</i></p>	
3.	<p>Minutes of previous Management Committee Meeting 3 March 2020</p> <p>The minutes of the previous meeting were reviewed and approval sought from Members.</p> <p>It was noted that one staff member (Stuart McQueen, Maintenance Officer) had been omitted from the minute. Amendment to be carried out as required.</p> <p>Members approved the matters as described. Committee approved the minute as a true record.</p> <p style="text-align: right;"><i>Approved</i></p>	

4.	Matters Arising from Previous Minutes	Action
5.	<p data-bbox="225 230 536 264"><u>Planned Maintenance</u></p> <p data-bbox="225 304 895 338"><u>Fascia, Soffit and Gutter Replacement Phase 4</u></p> <p data-bbox="225 378 1321 591">Lindsay Gemmill, Interim Director advised Members that the Association still needs to clarify the costs stated in the successful contractors tender submission as appropriate to the works. Arrangements which were made between staff, QS and contractor to inspect the site could not be kept due to Covid 19 and both investigation and works will require to wait until it is safe to undertake this kind of external works</p> <p data-bbox="225 631 1321 701">A further report will be provided to Members at the earliest appropriate occasion once restrictions are lessened</p> <p data-bbox="1230 707 1321 741" style="text-align: right;"><u>Noted</u></p>	<p data-bbox="1347 423 1433 488">SMcQ LG</p>
6.	<p data-bbox="225 1827 727 1861">Quarterly Management Accounts</p> <p data-bbox="225 1901 1321 1971">Pat Long, FMD briefed Members with regard to the Association's Management Accounts as at 31 March 2020.</p>	

<p>Pat informed Members that this is the first draft of the Management Accounts for the year's end.</p> <p>A final set of audited accounts will be presented to Members for approval and signing later in the year. These will take into account any additional transactions costs being identified in late invoice; bad debts will be finalised once lockdown has been lifted.</p> <p>The Management Accounts will also reflect any impact with regard to the CV and Members will be kept up to date with any developments.</p> <p>It was noted that the Association's rental income is in line with the budget.</p> <p>The operating costs are lower than anticipated and the net surplus for the year is considerably higher at £496,108.00.</p> <p>The Association's adaptations spend was considerably lower than the £20,000 budget. A Member queried why the spend was so low, Stuart McQueen, Maintenance Officer advised that this was due to fact that West Dunbartonshire Council does not accept referrals from Associations now. All referrals must be made via the Occupational Therapy Department, this has drastically cut the number of adaptations being carried out.</p> <p>It was noted that the Association's management costs were lower than expected. This was due to the Director resigning at the end of the financial year and also a new Member of staff commencing employment later in the year than anticipated.</p> <p>A Member queried why the Major Repairs and Cyclical Budgets were underspent. It was noted that this was due to the Phase 1 Kitchen Contract being pushed back and also the delay in the Fascia, Soffit and Gutter Replacement of Phase 4.</p> <p>A Member requested clarification with regard to the payment of major repairs, would these be paid via loan draw down or cash reserve. Pat, FMD confirmed that the major repairs would be paid via cash reserves.</p> <p>A Member also queried if the new kitchen units were being stored by the contractor or by the Association. Stuart McQueen, Maintenance Officer advised that the contractor Select is storing the units and the Association is not responsible financially for this.</p> <p>It was noted that the rent arrears compared to last year has increased to £77,516.</p> <p>The Housing Manager alluded to Covid 19 situation at this point ,and her intention to elaborate on this at Item 13.</p> <p>Pat advised Members that as at 31 March 2020, the Association is able to comply with all financial covenants.</p>	<p>Action</p>
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	<p>It was noted that the Association's cash balance at 31 March 2020 is currently £1,491,392. Pat recommended that the Association consider looking at other bank accounts to maximise additional interest.</p> <p>The Management Accounts were approved by Members.</p> <p style="text-align: right;"><u>Approved</u></p>	
7.	<p>Housing Management Policies</p> <p>7.1 <u>Allocation Policy Consultation Report</u></p> <p>Janette Meechan, Housing Manager advised Members that the Consultation Exercise with regard to the Allocation Policy has now been completed. All tenants, housing list applicants, committee Members, staff Members and local organisations were invited to be involved in the consultation.</p> <p>Janette advised Members that the Allocation Policy has been drafted to take account of West Dunbartonshire Council's Local Housing Strategy.</p> <p>Staff will now look at the operational aspects of implementing the new Allocation Policy.</p> <p>After consideration Members approved the Consultation Report.</p> <p style="text-align: right;"><u>Approved</u></p> <p>7.2 <u>Homeswapper Mutual Exchange Policy</u></p> <p>After consideration, this Policy was approved by Members.</p> <p style="text-align: right;"><u>Approved</u></p> <p>7.3 <u>Draft Nominations Agreement – Joint Working</u></p> <p>Janette advised Members that this Nominations Agreement has been reviewed by the Association and West Dunbartonshire Council and is now presented for approval by Members.</p> <p>It was noted that the Nominations Agreement runs parallel with the Section 5 process and that the target of 50% lets encompasses both referral routes (Nominations and Section 5 Homeless Referrals) as stated in the Association's Allocation Policy.</p> <p>This Agreement was approved by Members.</p> <p style="text-align: right;"><u>Approved</u></p> <p>7.4 <u>Section 5 Protocol Referrals – Joint Working</u></p> <p>After consideration, this Protocol was approved by Members.</p> <p style="text-align: right;"><u>Approved</u></p>	Action

		Action
<p>8. Corporate Policies</p> <p>8.1 <u>Donations Policy / Account</u></p> <p>Further to the previous meeting held on 3 March 2020, a Donations Policy has now been circulated for discussion and for any amendments to be considered.</p> <p>Janette advised that the Association does not have a Donations Budget. She has checked with FMD and donations are included in the Wider Role Budget of £7,000.</p> <p>Janette asked Members if they wished any amendments to be made to the Donations Policy.</p> <p>After some discussion, Members agreed that the Donations Policy requires to be more defined.</p> <p>It was proposed that limits should be agreed with regard to individual requests for donations.</p> <p>It was also suggested that the Association should consider if Donations, Wider Role and Tenant Participation should have separate budgets.</p> <p>Member, Audrey Murphy advised she would be happy to assist with research on donations and provide Members with more information at a future meeting.</p> <p>Members agreed and approval was postponed until Members have discussed this further.</p> <p>8.2 <u>Continuation of Welfare Rights Services – Independent Resource Centre (IRC)</u></p> <p>Members were advised that the IRC currently provides an outreach service one half day a week to assist local residents. Members were updated on the cost of the service and advised that it now due for an annual review.</p> <p>Janette advised Members that this service is invaluable to the Association and tenants. In total, for the period December 2019 – February 2020, the IRC secured a total of £85,228.93 unclaimed benefits for 27 clients.</p> <p>After consideration, Members approved that this service continue and approved the cost of service.</p> <p style="text-align: right;"><u>Approved</u></p>	<p style="text-align: right;">JM</p>	

		Action
9.	<p>Contractor Selection – Cyber Crime Security</p> <p>Further to the Meeting held on 3 March 2020, Janette advised that as approved, contact was made with the following 3 companies and costs were provided.</p> <p>The Association’s current IT provider Lugo IT was also contacted with regard to providing Cyber Essentials Plus accreditation.</p> <p>Barrier Networks, Waterstones, Secarma and Lugo IT</p> <p>It was noted that the Association’s current IT support provider, Lugo IT can also facilitate the Cyber Essentials Plus accreditation and can assist in completing the required questionnaire.</p> <p>Lugo IT confirmed that they would use a separate specialist IT consultant Aggress to carry out the cyber security accreditation to ensure transparency.</p> <p>Lindsay advised Members that the staff are receiving ongoing cyber security training as recommended by the Scottish Business Resilience Centre (SBRC) affiliated to the national cyber security council.</p> <p>Lindsay advised Members that due to limited experience of Cyber Essential Plus accreditation, she had taken advice from the Regulator who facilitated support from Lewis McGregor IT & Digital Services Director at Wheatley Group who was positive about this course of action.</p> <p>Lindsay advised that cyber security training is also available for Members. arrangements are to be made for SBRC to train Members, who advised that they would be interested in attending this.</p> <p>After consideration, it was agreed by Members to award this contract to Lugo IT in partnership with Aggress.</p> <p style="text-align: right;"><u>Approved</u></p>	<p>LG</p> <p>LG</p>
10.	<p><u>New Member Applications</u></p> <p>Janette advised Members that an application was received from Mr John Mallinson. This application was approved by Members.</p> <p>Lindsay will write to Mr Mallinson to confirm acceptance.</p> <p style="text-align: right;"><u>Approved</u></p>	<p>LG</p>
	<p><i>At this point Lindsay asked Members if they wished to finish the meeting after Item 12 Correspondence as the meeting was nearing 2 hours in duration, a further meeting could be arranged for 9 June 2020 to finish remaining Agenda Items.</i></p> <p><i>Members agreed to this course of action.</i></p> <p><u>Noted</u></p>	

<p>11.</p>	<p><u>Freedom of Information</u></p> <p>No Freedom of Information requests were received by the Association for Quarter 2 (1 January 2020 – 31 March 2020).</p> <p>The FOI Commissioners Office received a formal return on 6 May 2020.</p> <p><u>Noted</u></p>	<p>Action</p>
<p>12.</p>	<p><u>Correspondence</u></p> <p><u>Letter from Parent Council Requesting Donation</u></p> <p>Further to the previous Meeting on 3 March 2020, a letter was provided detailing the reasons for the donation request. The donation was a request for assistance from the Edinbarnet Primary School Parent Council in setting up an Outdoor Learning Project for children. The donation will enable the Parent Council to buy waterproof suits and wellington boots to enable the children to go on nature walks in the area.</p> <p>After some discussion, it was agreed by Members that we should advise the Parent Council that we will make a donation but that the amount will have to be clarified at the next Committee Meeting once the Donations Policy has been agreed.</p> <p>A Member suggested that we ask the Parent Council for an estimate of the cost involved to enable the Members to agree a comparative donation.</p> <p>This course of action was agreed by Members.</p> <p style="text-align: right;"><u>Noted</u></p>	<p>JM</p>
	<p><i>7.50pm - Meeting was concluded due to timescales and a further meeting was agreed for Tuesday, 9 June 2020 at 6.00pm to discuss the remaining items on the Agenda.</i></p>	

Chairperson Signature..... Date.....