

NORTH VIEW Housing Association

North View is a registered Scottish charity – charity registration number SC032963

Minutes of the Management Committee Meeting held in the Office of North View Housing Association at 29A Stravanan Road, Castlemilk, GLASGOW at 6.15pm on Wednesday 11th September 2019

1.0 Present

Josephine Deacon
Christine Devine
Jim Dougherty
Diana Hamilton
Audrey Laird
Wilma McCubbin

In Attendance:-

Euan Anderson (Director)

2.0 Apologies

- 2.1 Apologies were received from Alex Bruce, William Hamilton, Iris Robertson, and Ken Robertson.

3.0 Declaration of Interest

- 3.1 It was noted that Christine Devine is Secretary of the Management Committee of the Birgidale Complex, Chair of Castlemilk Community Council and a Committee Member of Castlemilk Timebank; and that Audrey Laird is a member of the Management Committee of the Birgidale Complex, and a member of Castlemilk Community Council.

4.0 Policies

Settlement Agreements

- 4.1 The paper 'Settlement Agreements Policy' was circulated to all Committee Members prior to the Meeting.
- 4.2 The Director explained that the Scottish Housing Regulator's 'Standards of Governance and Financial Management' require us to have a policy in place covering Settlement Agreements.
- 4.3 The Director stated that the draft Policy had been derived from EVH's model policy.
- 4.4 The Director stated that the internal auditor advised that we obtain legal opinion on the content of the policy prior to its adoption.

The Director subsequently he contacted Tony McGrade (of McGrade Solicitors) for advice. The Director circulated to Committee a copy of the email that he received in response from the solicitor (in which he suggested changes to item 3.2 of the policy).

Action

It was noted that the suggested change would remove the requirement to restrict payment to the level that the person would be entitled to if they were made redundant. The reasons for the solicitor's suggestion were discussed.

- 4.5 After due consideration Josephine Deacon proposed that the Policy be adopted subject to inclusion of the solicitor's wording for item 3.2. Audrey Laird seconded the motion and it was unanimously approved by Committee.

The Director tabled the Equality Impact Assessment (EIA) that he had carried out in relation to the draft policy. Committee noted the content of the EIA.

The Director will update the Policy Bank accordingly.

Dir

Committee Members: Recruitment and Succession

- 4.6 The paper '*Committee Members: Recruitment and Succession Strategy*' was distributed to all Committee Members prior to the Meeting.

- 4.7 It was noted that the Strategy has been derived from the Succession Planning session that Linda Ewart delivered to Committee on 12th April 2019. The Director stated that Linda Ewart prepared the core of the policy, with him augmenting it slightly.

- 4.8 After lengthy discussion and due consideration Christine Devine proposed the draft for Committee approval. Wilma McCubbin seconded the motion and it was unanimously passed by Committee.

The Director tabled the EIA that he had carried out in relation to the draft policy. The Director discussed the content of the EIA; Committee noted his explanation.

The Director will update the Policy Bank accordingly.

Dir

Learning & Development Plan

- 4.9 The paper '*Learning & Development Plan – September 2019*' was circulated to all Committee Members prior to the Meeting.

- 4.10 The content of the paper was discussed at length, after which the following was agreed:-
- The topics to be covered will be as listed in item 3.0.
 - That topics be delivered by a mix of in house and external trainers.
 - That the programme be set out in blocks of three months.
 - That the sessions be held on the evening of the second Wednesday of the month.

- 4.11 It was agreed that i) the first session will be on Re-lets and Void Management, ii) it be held in the Office at 6.15pm on Wednesday 9th October 2019, and iii) it be delivered by our Housing Manager and Finance Manager.

The Director tabled the EIA that he had carried out in relation to the draft policy. The Director explained that the content of the EIA is the same as that for the 'Management Committee: Recruitment and Succession Policy' because it potentially applies to the same group of people.

5.0 Self-Assessment

- 5.1 It was noted that the Management Committee must assure itself of the Association's level of compliance against four components before being able to sign its Assurance Statement, and that it must have viewed and considered relevant evidence to justify the level of assurance depicted in the statement.
- 5.2 The Director explained that he and the Corporate Services Officer have used a variety of sources in preparation of an evidence base. It was noted that this has included JH Consulting's appraisal of the Self-Assessment (against the Standards of Governance and Financial Management) exercise that the Association undertook in 2017, use of the Scottish Housing Network's self-assessment toolkit, use of the SFHA/GWSF's Self-Assurance Toolkit, and input from our Internal Auditor; the Director stated that the Internal Auditor has still to issue his report on our 'Governance' and 'Regulatory Standards Self-Assessment' but he verbally confirmed his opinion that we met the Standards of Governance and Financial Management in all areas except in three areas that we had identified (which related to do with severance payments, succession planning, and training and development plan for Committee).
- 5.3 The Director tabled the self-assessment analysis papers 'Self Assessment:- Regulatory Requirements set out in Chapter 3 of the Regulatory Framework – 9/9/19', 'Self Assessment:- Standards of Governance and Financial Management – 9/9/19', 'Self Assessment:- Scottish Social Housing Charter – 9/9/19', and 'Self Assessment:- Compliance With Legislation – 10/9/19'.
- 5.4 The Director explained the background to each of the papers, their purpose, and their evidential format, highlighting that the self-assessment papers record the document (or action) that that we propose to use as evidence of complying with each standard, but that the documentary evidence will be presented at next week's Committee Meeting.
- 5.5 The content of each of the papers was discussed at length, and the following noted.

Regulatory Requirements set out in Chapter 3 of the Regulatory Framework

5.6 Page 5, re “Comply with, and submit information to us in accordance with, our guidance on:, financial viability of RSLs information requirements, determination of accounting requirements, preparation of financial statements”:- the Director will discuss these matters with the Finance Manager and report back to Committee at next week’s Meeting.

Dir

5.7 Page 5, re “Make publicly available, including online, up to date details of:, minutes of governing body meetings”:- it was agreed that the minutes of all Management Committee Meetings from 30th July 2019 be published on the Association’s website immediately. The Director will oversee arrangements.

Dir

Standards of Governance and Financial Management

5.8 Re item 1.1:- the Director will add the ‘30 year financial projections’ to the ‘Documentary Evidence’.

Dir

5.9 Re item 1.2:- the Director will add his Job Description and the Housing Manager’s Job Description to the ‘Documentary Evidence’.

Dir

5.10 Re item 1.3:- the Director will oversee the publishing of the Minutes of Management Committee Meetings to the Association’s website.

Dir

5.11 Re items 5.7 and 5.8:- the Director will add the Settlement Agreements Policy to the ‘Documentary Evidence’.

Dir

Scottish Social Housing Charter

5.12 Page 2, re ‘Quality of Housing’:- Director to include plans to comply with EESSH in ‘Documentary Evidence’.

Dir

Compliance With Legislation

5.13 Page 2, re Finance:- the Director will liaise with the Finance Manager regarding what ‘Finance Legislation’ to include.

Dir

6.0 Assurance Statement

6.1 A draft of our Assurance Statement was distributed for Committee consideration. It was noted that the Statement will be considered for approval at next week’s Committee Meeting.

7.0 Any other competent business.

7.1 There was no other competent business.

7.2 The Meeting ended at 7.40pm.

Signed (Chairperson)

Date