

NORTH VIEW Housing Association

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

Reports from Sub-Committee Meetings – October 2019

1.0 Introduction

- 1.1 In this paper, we provide a summary report on the issues discussed, and decisions taken, at the Sub-Committee Meetings held since the Management Committee Meeting on 25th September 2019, and we record a decision taken by the Office Bearers Group.

2.0 Office Bearers Group

2.1.1 *Background*

The nephew of the Vice Chairperson's deceased partner accepted the provisional offer of a property from the Association. However, in accordance with our Code of Conduct, and Entitlements, Payments and Benefits Policy, the offer must first be approved by the Management Committee. Given the impracticalities of delaying the offer until the October Committee Meeting (in that the delay would adversely affect our re-let times and we would lose rent on the property), the Office Bearers determined the matter on behalf of the Management Committee.

2.1.2 *Outcome*

On Friday 4th October 2019, the Director contacted the three other Office Bearers by telephone. He explained the situation to each of them, and all three approved the decision, in light of which the offer was formalised, and the matter recorded in the 'Register of Interests'.

3.0 General Purposes Sub-Committee Meeting of 9th October 2019

3.1 *Purpose of the Meeting*

- 3.1.1 The meeting was scheduled for Members to assess and score the 'Tender Quality Questionnaires' received from the Contractors – *names of the Contractors redacted on grounds of commercial sensitivity* – tendering for appointment for the Windlaw Lodge project.

3.2 *Present*

- 3.2.1 The Meeting was attended by Josephine Deacon, Jim Dougherty, Diana Hamilton, and Ken Robertson. Euan Anderson (Director) and Tom Atkinson of Atkinson Partnerships were in attendance.

3.3 *Matters discussed and decisions taken*

- 3.3.1 Tom Atkinson and the Director explained the background to the process and the context within which the assessment will be carried out (in relation to the 60:40 price:quality weighting).
- 3.3.2 *Information on the Contractors has been redacted on grounds of commercial sensitivity.*

3.3.3 *Information on the Contractors has been redacted on grounds of commercial sensitivity.*

3.3.4 The General Purposes Sub-Committee discussed the content Quality Questionnaires and confirmed its assessment as illustrated in the table below:-

Item	<i>Name of Contractor redacted on grounds of commercial sensitivity</i>	<i>Name of Contractor redacted on grounds of commercial sensitivity</i>	<i>Name of Contractor redacted on grounds of commercial sensitivity</i>
Community Benefits (max score 35)	21/35	28/35	26.25/35
Personnel involved in project (5)	4/5	4/5	4/5
Site issues, constraints etc. (30)	18/30	24/30	21/30
Considerate contractors (20)	12/20	16/20	16/20
Sustainable pricing (10)	6/10	8/10	7/10
Total	61/100	80/100	74.25/100

These scores will be taken forward and used in the price:quality scoring assessment, which will be carried out after the finalisation of the priced tenders i.e. after the Quantity Surveyor checks the tenders.

4.0 Health & Safety Sub-Committee Meeting of Wednesday 16th October 2019

4.1 Purpose of Meeting

4.1.1 This was the biannual Meeting of the Health & Safety Sub-Committee.

4.2 Present

4.2.1 The Meeting was attended by Josephine Deacon, Diana Hamilton, and Wilma McCubbin. Ady Tester (Maintenance Manager) and Julie Roy (Health & Safety Administrator) were in attendance.

4.3 Matters discussed and decisions taken

4.3.1 The Maintenance Manager and the Health & Safety Administrator outlined the content of the ACS Health and Safety Audit Report which had been circulated to all Committee members prior to the Meeting. It was highlighted that there was one non-conformance in that the Association was unable to provide evidence that company vehicle check sheets were completed. The Maintenance Manager and Health & Safety Administrator assured the Sub-Committee that steps have been taken steps to rectify this going forward Staff will receive refresher training on this and the check sheet is to be redrafted.

4.3.2 The Health & Safety Administrator informed the Sub-Committee that the following

July 2019 updates from EVH had been made:

- (i) A section on Hand & Arm Vibration had been added.
- (ii) Section 3.9 on Display Screen Equipment (DSE) had been updated to make it clearer that the Association is required to contribute towards the cost of DSE users corrective eyewear, and not reimburse the full cost.
- (iii) Section 3.22 had been updated to advise that vehicle drivers do not wear lanyards when driving.

The Health & Safety Administrator has updated the Manual accordingly.

- 4.3.3 The Health & Safety Administrator listed the two accidents which had occurred since the last Meeting of the Health & Safety Sub-Committee. In accordance with current legislation, the Health and Safety Executive was informed of one accident as the employee was off work for more than seven days as a result of the injury.
- 4.3.4 The Health & Safety Administrator outlined the refresher training courses which will be carried out in 2020. It was also noted that a number of staff will receive PASMA training and will renew their CSCS cards.

The Health & Safety Administrator informed the Sub-Committee that the Hepatitis B immunisation programme should be completed by the end of 2019/the start of 2020.

<i>End</i>
