



**Management and Sub Committee  
Register of Decisions and Record of  
Notifiable Events  
2020/21**

## Register of Decisions

### Management Committee Meeting Tuesday 28<sup>th</sup> April 2020 – Not held

### Management Committee Meeting Tuesday 26<sup>th</sup> May 2020 – written decision procedure

Agenda Item	Item requiring decision	Recommendation made by Exec Team	Decision Made	Lead Officer
4.1	Temporary Revision to Standing Orders	Approve addendum to allow meetings to be held virtually due to COVID-19	Approved by 9 Committee	CEO
4.5 (1)	Inviting prospective Committee Members to a virtual meeting	Invite prospective members to observe June meeting	Approved by 6 Committee	CEO
4.5 (2)	Collaborative Governance Review with partner RSL's	Proceed with collaborative Governance Review	Approved by 7 Committee	CEO
6.1	Annual write-offs	Approve the bad debt write-offs	Approved by 8 Committee	CEO
6.2	Home Working Policy	Approve new policy	Approved by 8 Committee	CEO
6.3	Quarterly Return to Scottish Information Commissioner	Approve the report	Approved by 9 Committee	DFCS
6.4	Amendment to IT Policy	Approve minor amendments to the existing policy	Approved by 9 Committee	DFCS
6.5	Revision to RBS covenants	Approve revised RBS covenants	Approved by 9 Committee	DFCS
6.6	Asbestos Management Plan	Approve the plan	Approved by 8 Committee	DMS
6.7	Cyclical Maintenance Programme	Approve the programme	Approved by 9 Committee	DMS
6.8	Legionella Management Plan	Approve the plan	Approved by 8 Committee	DMS
6.9	Planned Maintenance	Approve the policy	Approved by 9 Committee	DMS
6.10	CEO, Chair and Vice Chair to use Delegated Authority to make decisions on procurement of a replacement contractor following Mears terminating the contract	Approve the use of Delegated Authority to pursue options to replace contractor	Approved by 8 Committee	CEO

**Management Committee Meeting Tuesday 30<sup>th</sup> June 2020**

<b>Agenda Item</b>	<b>Item requiring decision</b>	<b>Recommendation made by Exec Team</b>	<b>Proposer</b>	<b>Seconded</b>	<b>Decision Made</b>	<b>Lead Officer</b>
<b>4.1</b>	Introduction of Housing and Maintenance Sub Committee when reviewing Standing Orders	Approve addition of new Sub-committee when reviewing Standing Orders	Martin Costick	Maureen McDonald	Approved	CEO
<b>4.1</b>	Policy Review process	Approve the newly developed Policy process	Martin Costick	Douglas Muir	Approved	CGO
<b>6.1</b>	Audit Planning letter		Douglas Muir	John Kane	Approved	DFCS
<b>6.2</b>	Loan Portfolio	Approve loan portfolio to allow submission to SHR	John Kane	Douglas Muir	Approved	DFCS
<b>6.3</b>	Asbestos Policy	Approve	Martin Costick	Maureen McDonald	Approved	DMS
<b>6.4</b>	Fire Safety Policy	Approve	Maureen McDonald	Martin Costick	Approved	DMS
<b>6.5</b>	Lift Maintenance Policy	Approve	Maureen McDonald	John Kane	Approved	DMS
<b>6.6</b>	Periodic electrical Testing Policy	Approve	Martin Costick	Douglas Muir	Approved	DMS
<b>6.7</b>	Appointing of Turners as the new repairs contractor	Approve the appointment of Turners using methods outlined in CEO report	Martin Costick	John Kane	Approved	CEO
<b>6.7</b>	TC Young writing to Mears about breach of contract	Approval to have solicitor write to Mears about breach of contract	Martin Costick	John Kane	Approved	CEO

**Management Committee Meeting Tuesday 28<sup>th</sup> July 2020**

<b>Agenda Item</b>	<b>Item requiring decision</b>	<b>Recommendation made by Exec Team</b>	<b>Proposer</b>	<b>Seconded</b>	<b>Decision Made</b>	<b>Lead Officer</b>
4.2	Governance Report	Approval of report	Douglas Muir	Martin Costick	Report approved	CEO
6.1	ARC 2019/20 Report	Approval of report	Maureen McDonald	Douglas Muir	Report Approved	CEO
6.2	Committee Expenses Policy	Approval of Report	Douglas Muir	Lindsay Roches	Report Approved. This will be reviewed in 2-3 months' time or when conferences are on again.	CEO

**Finance and Audit Sub-committee Tuesday 4<sup>th</sup> August 2020**

<b>Agenda Item</b>	<b>Item requiring decision</b>	<b>Recommendation made by Exec Team</b>	<b>Proposer</b>	<b>Seconded</b>	<b>Decision Made</b>	<b>Lead Officer</b>
5.1	Management Accounts Report	Approval of report	Maureen McDonald	John Kane	Approved	DFCS
5.2	Risk Report Register	Approval of report	Maureen McDonald	John Kane	Approved	CGO
6.1	SHR Assumptions report	Approval of report	Maureen McDonald	John Kane	Approved	DFCS

### Management Committee Meeting Tuesday 25<sup>th</sup> August 2020

Agenda Item	Item requiring decision	Recommendation made by Exec Team	Proposer	Seconded	Decision Made	Lead Officer
4.1	Annual Assurance Framework – Standard 4 and Organisational and Constitutional Requirements	Approve Self Assessment and Action Plan for Standard 4 and Organisational and Constitutional Requirements	Martin Costick	John Kane	Approved	CGO
4.1	Share applications	Approve membership applications for Debbie McCabe and Lisa Gordon	Douglas Martin	Allan Bell	Approved	CEO

### Special General Meeting Wednesday 23<sup>rd</sup> September 2020

Agenda Item	Item requiring decision	Recommendation made by Exec Team	Proposer	Seconded	Decision Made	Lead Officer
1.	Approval to adopt the new Association's rules was sought from the members present.	Committee to approve new rules based on the new regulation and the model Charitable Rules 2020.	N/A	N/A	Collectively Approved	DFCS

### Annual General Meeting Wednesday 23<sup>rd</sup> September 2020

Agenda Item	Item requiring decision	Recommendation made by Exec Team	Proposer	Seconded	Decision Made	Lead Officer
1.	Approval sought for minutes from previous AGM 27 <sup>th</sup> June 2020	Approval of minutes from previous AGM	Douglas Muir	Lindsay Roches	Approved	CEO
7.	Re-appointment of Auditors	Approval to re-appoint current auditors; French Duncan	Douglas Muir	Elsbeth Millen	Approved	DFCS

## Management Committee Meeting Tuesday 29<sup>th</sup> September 2020 – Meeting Cancelled

### Management Committee Meeting Tuesday 27<sup>th</sup> October 2020

Agenda Item	Item requiring decision	Recommendation made by Exec Team	Proposer	Seconder	Decision Made	Lead Officer
3.1	Previous Minutes Approved	Approve previous minutes	Maureen McDonald	John Kane	Approved	CEO
3.2	Previous Minutes from Additional meeting following AGM to elect Office Bearers	Approve previous minute from additional meeting	Martin Costick	Maureen McDonald	Approved	CEO
4.2	Governance Report	Approve Governance report	Martin Costick	Maureen McDonald	Approved	CEO
4.3	Assurance Report	Approve Assurance report	Martin Costick	Allan Bell	Approved	
6.1	Internal Audit Report	Approve internal audit report	Martin Costick	Douglas Muir	Approved	DFCS
6.2	Allocation Policy Update	Approved allocation policy update	Allan Bell	John Kane	Approved	DHS
6.3	Scheme of Delegation	Approve details outline within the scheme of delegation	Martin Costick	Douglas Muir	Approved	DFCS
6.4	Standing Orders Policy	Approve standing orders policy	Martin Costick	Douglas Muir	Approved	CEO
6.5	Membership Policy	Approve membership policy	Martin Costick	Lindsay Roches	Approved	CEO
7.0	CEO Report – Partial Return to Office	Approve partial return to office during pandemic	Maureen McDonald	Douglas Muir	Approved	CEO
7.0	CEO Report	Approve appointment of external consultant to assist with Business Plan 2021	Maureen McDonald	Martin Costick	Approved	CEO
7.0	CEO Report	Approve CEO Report	Maureen McDonald	Douglas Muir	Approved	CEO

### Finance and Audit Sub-committee Meeting Tuesday 17<sup>th</sup> November 2020

Agenda Item	Item requiring decision	Recommendation made by Exec Team	Proposer	Second	Decision Made	Lead Officer
5.1	Management Accounts	Approve accounts	John Kane	Ann McEachan	Approved	DFCS
5.2	Treasury Management Annual Review	Approve Treasury Management Report	John Kane	Maureen McDonald	Approved	DFCS
5.3	Risk Register	Approve updates to Risk Register	John Kane	Maureen McDonald	Approved	CGO

### Management Committee Meeting Tuesday 24<sup>th</sup> November 2020

Agenda Item	Item requiring decision	Recommendation made by Exec Team	Proposer	Second	Decision Made	Lead Officer
3.1	Previous minutes	Approval of minutes from previous meeting	Douglas Muir	Ann McEachan	Approved	CEO
3.2	Approve Co-optees shareholder applications	To approve shareholder applications for Janice Shields and Kirsty Wilson.	John Kane	Douglas Muir	Approved	CEO
3.2	Approve Co-optees being appointed to fill Casual Vacancies	Approve 2 Co-optees being appointed to fill Casual Vacancies; Janice Shields and Kirsty Wilson	Douglas Muir	Lindsay Roches	Approved	CEO
4.2	Appointment of North Star	Approval to appoint external consultants North Star to carry out work associated with the Collaborative governance project underway.	Douglas Muir	Lindsay Roches	Approved	CEO

4.2	Formal Induction plan	Committee collectively approved a 2 hour training session to take place in December subject to guidelines and availability	N/A	N/A	Collectively Approved	CEO
4.2	Meetings and training will continue to be via Zoom /exceptions	Meetings and training sessions will continue to be via Zoom unless exceptional circumstances mean you cannot attend the meeting, then steps will be in place for you to attend the office whilst adhering to government guidelines.	N/A	N/A	Collectively Approved	CEO
4.3	Assurance report	Committee should understand the Assurance report	Maureen McDonald	Lindsay Roches	Approved	CGO
4.4	Assurance Statement report to be understood and a draft assurance statement signed to be submitted to SHR	Report read, understood and Assurance Statement Signed by Chair person. Approval received to submit the Annual Assurance Statement	Douglas Muir	Janice Shields	Approved	CEO
6.1	Factoring Policy review to be approved	Committee to approve the review of the Factoring Policy	John Kane	Lindsay Roches	Approved	DHCS
6.2	Scottish Secured Tenancy update to allocation	Update to Allocation procedures formal approval	Douglas Muir	Janice Shields	Approved	DHCS
6.3	Planned Maintenance proposals 2021/2022	Review and approve the Planned Maintenance Proposals for 2021/2022	Debbie McCabe	John Kane	Approved	DMS
6.4	Cyclical Maintenance Proposals 2021/2022	Review and approve the Cyclical Maintenance Proposals for 2021/2022	Douglas Muir	John Kane	Approved	DMS
6.5	Rent Increase report updates	Updates on what the rent increase will be for the year 2021/2022	Douglas Muir	John Kane	Approved	DFCS



8.0	Approve the appointment of a PATH trainee	Committee asked to approve the recruitment and appointment of a PATH trainee for 3 years	Janice Shields	Douglas Muir	Approved	CEO
8.0	Additional Resource in Corporate Services Team	Approve an additional resource to work within Corporate Services team two days per week. The decision to make this a permanent post was also suggested, discussed and approved	Douglas Muir	Ann McEachan	Approved	CEO

Management Committee Meeting Tuesday 26<sup>th</sup> January 2021

Agenda Item	Item requiring decision	Recommendation made by Exec Team	Proposer	Seconder	Decision Made	Lead Officer
3.1	Minutes from previous meeting	To approve previous minutes	Douglas Muir	Janet Evans	Approved	CEO
4.0	Membership for SFHA and EVH renewed	To approve renewal of membership	Maureen McDonald	John Kane	Approved	CEO
4.1	Decision that a Treasurer role is no longer required	Decision to be made by way of majority vote that the role of Treasurer on Committee is no longer required and that the presence of sub Committees has superseded the need for the role.	N/A	N/A	Committee voted for the removal of the role of Treasurer on the Committee	CEO
4.2	Assurance Report	To approved the report	Douglas Muir	Kirsty Wilson	Approved	CGO
4.3	Pensions Review	To approve decisions made on the review and a working group to be setup	Kirsty Stoddart	John Kane	Approved	DFCS
4.4	Allocations Report	Recommendation to provide new build home to parent of staff member	Janice Shields	Kirsty Wilson	Approved	DHCS

4.5	Anti-Fraud and Corruption Policy	To approve the policy	Douglas Muir	John Kane	Approved	CGO
4.6	Rent consultation and increase	To approve the rent increase	Douglas Muir	Lindsay Roches	Approved	DHCS
6.0	AOCB – Decision to allow staff to carry forward 10 days into next financial year or sold back.	To approve a temporary change to the number of days allowable for carry forward at year end and option to sell back annual leave up to five days	Douglas Muir	Janice Shields	Approved	CEO

### Finance and Audit Sub-committee Tuesday 9<sup>th</sup> February 2021

Agenda Item	Item requiring decision	Recommendation made by Exec Team	Proposer	Seconder	Decision Made	Lead Officer
3.0	Election of Chair	Elect a Chair for the Audit-sub Committee	Maureen McDonald	John Kane	Ann McEachan elected as Chair	DFCS
3.1	Minutes of previous meeting 17/11/2020	Approve draft minutes	John Kane	Ann McEachan	Approved	CGO
6.1	Budget and Cashflow	Approve annual budget and cashflow to be taken to Management Committee	John Kane	Ann McEachan	Approved	DFCS
6.2	Management Accounts for period April – December 2020	Approve Management Accounts for period April – December 2020	Ann McEachan	John Kane	Approved	DFCS
6.3	Internal Audit Tender	Score and approve the appointment of winning tender			Collectively approved via scoring	DFCS
6.4	Annual review of Factoring Fee	Approve the level of factoring fee for 2021/22	John Kane	Ann McEachan	Approved	DFCS
7.0	Risk Register	Approve the amendments to the Risk Register	John Kane	Ann McEachan	Approved	CGO

**Management Committee Meeting Tuesday 23<sup>rd</sup> February 2021**

<b>Agenda Item</b>	<b>Item requiring decision</b>	<b>Recommendation made by Exec Team</b>	<b>Proposer</b>	<b>Seconder</b>	<b>Decision Made</b>	<b>Lead Officer</b>
3.0	Minutes from Previous Meeting	Approve draft Minutes	Janice Shields	Lindsay Roches	Approved	CEO
4.0	Governance Report	Approved Recruitment of Finance Manager from another Housing Association onto Elderpark Management Committee	Douglas Muir	Janice Shields	Approved	CEO
5.1	Assignment Policy	Approve Policy	Douglas Muir	Ann McEachan	Approved	DHCS
5.2	Assurance Report	Approve Report	Douglas Muir	Janice Shields	Approved	CGO
5.3	Budget / Cashflow report	Approve Report	Maureen McDonald	Ann McEachan	Approved	DFCS
5.4	Domestic Abuse Policy	Approve Policy	Maureen McDonald	Ann McEachan	Approved	DHCS
6.0	Chief Executive's Report	Approve Renewal of GWSF Membership	Collectively Approved		Approved	CEO

**Management Committee Meeting Tuesday 30<sup>th</sup> March 2021**

<b>Agenda Item</b>	<b>Item requiring decision</b>	<b>Recommendation made by Exec Team</b>	<b>Proposer</b>	<b>Seconder</b>	<b>Decision Made</b>	<b>Lead Officer</b>
3.1	Minutes Previous Meeting	Approve draft Minutes	Douglas Muir	Ann McEachan		CEO
4.3	Governance Report	Membership of the various Sub-Committees	Collectively Approved		Approved	CEO

4.3	Governance Report	Progress Committee joint training plans with North Star	Collectively Approved		Approved	CEO
4.3	Governance Report	Progress GEL training programme	Collectively Approved		Approved	CGO
4.3	Governance Report	Potential Committee member to be invited to observe April meeting and potentially be Co-opted	Collectively Approved		Approved	CEO/CGO
6.1	Assurance Report	Approve the improvement recommendations on the Action Plan	Kirsty Wilson	Janice Shields	Approved	CGO
6.2	Review of Model Complaints Handling Procedure	Approve the revised Policy	John Kane	Douglas Muir	Approved	CGO
8.1	CEO Report	Progress discussions on potential developments	Collectively Approved		Approved	CEO
8.1	CEO Report	Approval for CGO to work for SHARE	Collectively Approved		Approved	CGO

## Record of Notifiable Events

No:	Date of event	Nature of Notifiable Event	Date Reported to SHR	Date Reported to Committee	Actions required by SHR	Outcome from SHR
1	17/04/20	Malicious Twitter comments from Living Rent Glasgow	19/04/20	26/05/20	No further action	Satisfied
2	21/04/20	Termination of Mears contract	20/04/20	26/05/20	Keep them informed on progress / regular communication with SHR between April – November when event was closed following a final update on 12/11/20.	Satisfied
3	24/04/20	GDPR breach	27/04/20	26/05/20	No further action	Satisfied
4	09/08/20	Fire at Hills Trust / Nethan Street	11/08/20	25/08/20	No further action	Satisfied
5	17/11/20	Resignation of Committee member	20/11/20	26/01/20	No action required other than to notify SHR	Satisfied
6	23/09/20	Adoption of the new Model Rules 2020	01/12/20	26/01/20	No action required other than notifying SHR of the Rule change as part of the process to adopt new Rules	Satisfied