

**Minutes of Management Committee Meeting – Thursday 30th April 2020
Conference Call with all attendees from their homes at 6.00pm**

Action

Present: Margaret McIntyre, Betty Macneill, Iain Dyer, Surjit Singh, Munir Choudry, Jonah Chireka, Ruth McCluskey, Alison Devlin, Kenneth Ross, Alex Cameron, Bob Turnbull

In Attendance: Patrick Mc Grath, Norma Taylor, Aileen Radford.

Everyone was in attendance via phone (conference call).

**Item 1:
Apologies** No apologies for noting.

**Item 2: Conflicts
of Interest** No conflicts of interest for noting.

**Item 3: Minutes
of Management
Committee
27.02.2020** Margaret spoke to each member in turn.

Corrections: none.

Matters Arising: none

Minutes approved by Committee – proposed by Munir Choudry and seconded by Jonah Chireka.

**Item 4: Matters
Arising
Schedule** Margaret advised that members had put questions forward prior to the meeting and these have been answered.

No further issues to discuss.

**Item 5:
Director's
Report** Committee were invited to ask questions relating to this report.

Kenneth Ross asked a question relating to Items 2 and 3 – are staff being properly protected while dealing with tenants? Patrick advised that prior to lockdown the Association had put in place hand sanitiser units, gloves and disinfectant wipes. There are a limited supply of masks however the Association has managed to get a further limited supply through HSCP.

Alex Cameron asked if the monthly report to the Regulator would be issued to committee prior to submission. Patrick advised that the report is very limited however is happy to issue this prior to the submission next week.

PMc G

Patrick commented on the Mears situation as members may be nervous about this. The Association is well into the tender process for a new contractor with tenders due to be returned on 1st May. Patrick will issue a communication advising on how many have been returned and the process being followed.

PMc G

Patrick gave an update on Item 7 – Emergency Food Supply. A

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grant has been received of £100k which has to last until October this year. At present the Association is spending £600 – £700 per week on food. Patrick advised that when applying for the grant it would be split between Cardonald and Pollokshields (£40k), subsidy for smaller local organisations (£40k) and financial support for welfare rights and community support (£20k). At present the majority is being spent within Pollokshields as the food shop is open 7 days a week. In Cardonald the Food Bank is operating 6 days and the Association is covering the other day. The Association is going to look at vouchers for utility bills etc and will report back on this. Committee were advised that the Association should not have to use its own funds as the grant should cover everything. There is also the existing grant of approximately £44k set aside for the Holiday Hunger Programme.

Committee noted the report and approved the delegated decision making on the distribution of funds to the Director and representatives from the neighbourhood committee in both areas and the possible involvement of third party partners e.g. local voluntary sector reps.

**Item 6: Internal
Management
Plan**

Margaret asked each member for any comments in relation to this report.

Margaret noted that some dates and figures may not be achievable and there is a need to be flexible. Other members agreed with this.

Iain noted that this document does not require decision and is happy to note it. Patrick advised that the document is an internal document to give staff a plan to follow throughout the year.

Committee noted the clear direction and what has to be achieved.

There was a query regarding the objectives and values of the Association and Patrick advised that these are set within the Business Plan which will be captured when renewing the Business Plan in the near future.

Patrick commented that the Management Committee plan is missing as this links in with individual appraisals. Committee discussed this and agreed that these could be carried out over the phone. Quotes will be sought from consultants to carry out these during the next couple of months.

**Item 7: Saffron
Duty of Candour
Report**

Norma advised that this report has to be published even though there is nothing to report.

Munir asked what the qualification is for candour. Norma advised that this is very broad and refers to wrong administration of

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medication or harm caused to someone in care. The Association's report refers only to the Saffron project.

Item 8: SHR Correspondence

Committee noted the letters attached for information. Patrick will issue the checklist referred to in the letter to all committee members for information.

PMc G

Item 9: SHR Guidance Notes

Nothing to report.

Item 10: SHR Notifiable Events

Nothing to report.

Item 11: Any other competent business

Jonah asked if there would be a staffing sub-committee. Aileen advised this was due early April, but did not go ahead.

Betty thanked all the staff who are working in very difficult circumstances.

Item 12: Date of next meeting

The next meeting will be held on 28th May 2020 at 6.00pm