



**Meeting of the Board of Management to be
held on Tuesday 23rd June 2020
remotely at 2.30pm via Microsoft Teams**

AGENDA

		Lead person	For information or decision
1.	Apologies for absence		For information
2.	Declaration of Interests		For information
3.	Minute of the meeting held on 26 May 2020		For approval
4.	Matters arising from meeting held on 26 May 2020		
5.	Chief Executive's report	Charles Turner	For decision
6.	Policy reviews:-		For decision
	6.1 Corporate Policy handbook, (last reviewed March 2017)	Lynne McKenzie- Juetten	
	6.2 Governance Policy handbook, (last reviewed February 2018)	Charles Turner	
	6.3 IT Policy handbook, (last reviewed February 2017)	John Batey	
	6.4 Repairs handbook, (last reviewed March 2017)	Sharon Craig- McLeary	
7.	New policies	Paola Doyle	For decisions
	7.1 Child protection policy		
	7.2 Protection of vulnerable adults		
8.	Subsidiary Company and other minutes	Charles Turner	For information
	8.1 Thenue Communities, 1 June 2020		
	8.2 Health & Safety Committee, 3 June 2020		
9.	Résumé of meeting		Discussion
10.	Any other competent business		
11.	Date of next meeting on 18 August 2020		

THENUE HOUSING ASSOCIATION LTD

**Minute of the Board of Management meeting
held on Tuesday 23 June 2020 at 2.30pm
remotely on Microsoft Teams**

Present: Derek Quinn (Chairperson), Pauline Casey, Maureen Dowden, Jeanette Goode, Nicola McCurdy, Florence O'Hale, Willie Redmond and Owen Stewart

Attending: Charles Turner, John Russell, Eleanor Derbyshire, Gary Naylor, Paola Doyle, Sharon Craig-Mcleary, Lynne McKenzie-Juetten and Ray Macleod

Derek Quinn welcomed everyone to the meeting and explained the etiquette asking Board members to use the waving hand function on Microsoft Teams for questions to be asked at the end of each topic.

1. APOLOGIES

Apologies were received from Howard Mole, Abdifatah Hayde and David Keltie-Armstrong who all had difficulty with the time of the meeting due to employment commitments.

NOTED

2. DECLARATIONS OF INTERESTS

There were no declarations of interests.

NOTED

3. MINUTE OF THE PREVIOUS MEETING HELD ON 26 MAY 2020

The minute of the previous meeting held on 26 May 2020 was approved as a correct and accurate record of the proceedings. Proposed by Pauline Casey and seconded by Maureen Dowden.

APPROVED

4. MATTERS ARISING FROM THE PREVIOUS MEETING HELD ON 26 MAY 2020

There were no matters arising.

NOTED

5. CHIEF EXECUTIVES REPORT

Charles Turner gave an overview of the report and highlighted the following:-

- The Scottish Housing Regulator had not intimated any change to the date for submitting the annual assurance statement.
- Gross rent arrears for the end of May indicated a welcome decrease however this is expected to increase over the coming months.
- The interesting arrangements for holding the Annual General Meeting to comply with social distancing. Amendments to legislation with a Bill going through the House of Lords is awaited to enable meetings to be held virtually and/or an extension of 3 months for holding them.

- Devices for participation by Board members at virtual meetings had been investigated and proposals for discussion and decision presented.
- A proposal to use the opportunity while the office is empty to re-decorate prior to the return from lockdown.

Charlie invited Board members to comment and ask questions:

- Board members discussed and considered the device options, their specifications, ability to enable practical, easier and better access to virtual meetings and the associated documents. Some Board members indicated laptops allowed a split screen view to see both the document and the meeting windows at the same time however are cumbersome to carry around. Others found it easy enough to toggle between the Board document and the meeting on iPads. The consensus was to try a couple of the Surface Go devices which have keyboard and mouse attachments to assess if this is a more useful option before committing to replacing all iPads.

The Board of Management:

- 5.1 Noted the communication and information passed to the Scottish Housing Regulator.
- 5.2 Noted the situation which may affect the Annual General Meeting scheduled for 22nd September 2020.
- 5.3 Agreed to a trial of the Surface Go devices with keyboard and mouse prior to committing to replacing iPads.
- 5.4 Agreed the cost and redecoration of the office at 423 London Road prior to the return to office.

DECIDED

6. POLICY REVIEWS

Charles Turner explained the three yearly cycle of policy reviewing and intimated that two policies were currently outstanding: homeworking which due to the current lockdown situation does not accurately reflect staff practices, so requires careful consideration to incorporate potential changes in practice and future emergency situations; and factoring which will be presented once the awaited Code of Conduct has been published. He confirmed after approval, the presented policies handbooks are all up to date.

6.1 Corporate Policy Handbook

Lynne McKenzie-Juetten advised the summary sheet gave an overview of where the changes had been made to the Corporate Policy Handbook and invited Board members to make comment and ask questions. There were no questions.

The Board of Management approved the revised Corporate Policy Handbook.

DECIDED

6.2 Governance Policy Handbook

Charles Turner indicated the main change had been to rectify an anomaly to give the Staffing Sub-Committee delegated authority to deal with all staffing matters. Charlie invited Board members to comment and ask questions. There were no questions.

The Board of Management approved the revised Governance Policy Handbook.

DECIDED

6.3 IT Policy Handbook

John Russell referred to the summary report which detailed the amendments mainly in connection with IT security and invited comments and questions. There were no questions.

The Board of Management approved the revised IT Policy Handbook.

DECIDED**6.4 Repairs Policy Handbook**

Sharon Craig-Mcleary outlined the summary sheet with the main change being to non-emergency target to 5 days and non-emergency external being 10 days. Sharon invited comments and questions. There were no questions.

The Board of Management approved the revised Repairs Policy Handbook.

DECIDED**7. NEW POLICIES****7.1 Child Protection****7.2 Protection of Vulnerable Adults**

Paola Doyle referred to the summary sheets for each policy explaining the purpose for their introduction and Thenue's public response as to how 3rd party reporting will be handled. Paola invited comments and questions. The following was noted:

- With reference to domestic abuse there is no definition, Paola explained this is deliberate as it is difficult to easily identify descriptions.
- Paola confirmed a programme of training will be available for all staff.

The Board of Management approved the new policies for Child Protection and Protection of Vulnerable Adults.

DECIDED**8. SUBSIDIARY COMPANY AND OTHER MINUTES****8.1 Thenue Communities 1 June 2020**

Derek Quinn intimated the minute was for information and any questions to be directed to the relevant Chair or officer.

NOTED**8.2 Health and Safety Committee 3 June 2020**

Charles Turner advised the main topic for the meeting was the COVID19 Risk Assessment to identify requirements and practicalities for returning to the office after lockdown. Perspex screens are being installed in the reception area and interview rooms; painting, decorating and deep cleaning to be completed; hand sanitising units to be installed; a 2 weekly shift pattern on alternate weeks to address social distancing; CHLC rooms to be used as overspill for staff; new house rules; return to office after the schools start back and induction sessions to inform staff and make them feel safe. Charlie invited comments and questions with the following noted:

- Charlie confirmed the return to office will be in the first instance staff only followed by an appointment system for visitors. There will be no external meetings or community facilities for some time, including committee meetings.

The Board of Management noted the contents of the Health and Safety minute.

NOTED

9. RESUME OF MEETING

Derek Quinn invited Board members to comment on the meeting and the following were noted:

- The virtual format is becoming easier to use with Board members being able to see, hear and access the meeting documents.
- Acknowledged this format will be used for the foreseeable future as the maximum capacity for the Boardroom under social distancing rules is eight people.

NOTED

10. ANY OTHER COMPEENT BUSINESS

Derek Quinn invited Board members to comment and decide the time of meetings as a number of Board members are working and find it difficult to arrange time off. After discussion the Board of Management agreed to compromise and try meetings later in the afternoon.

DECIDED

11. DATE OF NEXT MEETING ON 18 AUGUST 2020

Derek Quinn thanked Board members for joining and confirmed the next meeting will be held on Tuesday 18 August 2020 at 4.00pm via Microsoft Teams.

NOTED

The meeting concluded at 3.10pm.

I certify that the above minute has been approved as a true and accurate record of the proceedings.

Derek Quinn:
Chairperson



Date: 18 August 2020