

Minutes of Executive Committee Meeting
Held on Tuesday 23rd June 2020 by Zoom and Phone

Present: Betty Stevenson – Zoom
Nicol Johnstone – Zoom
Sue Taylor – Zoom
John Aitken – phone

Barbara Stark – Zoom
Maud Wylie – Zoom
Niel Hansen – phone

In attendance by Zoom Ilene Campbell
Mark Henry
Sharon Donohoe

Mary Callaghan
Aadam Hussain

Action

1. Welcome
Betty Stevenson welcomed everyone to the meeting.

2. Apologies
Christine Hudson Davie Thomson

3. Rules of Zoom meetings
Betty asked that all are polite to each other and do not talk over each other.

4. Minutes of EC meeting of 26/5/20
Proposed as a true record of the meeting by Maud Wylie and seconded by Sue Taylor. Agreed

5. Matters Arising
None.

6. Team Progress Report
Ilene explained that there is a report from the whole team of the work carried out since the last meeting. It is one report as the team are all involved in each piece of work. Ilene went through the key points:

- The team are keeping in touch with each other and with the EC;
- Staff are safely working from home;
- Thanks were noted to the team and for Aadam's patience in setting all the EC up on Zoom, etc;
- No announcement has been made on when it will be safe to go back into the office, the office is large enough to accommodate social distancing but Mark will continue working at home until it is safe to use public transport again;
- It has been difficult for Mary to do the accounts but the Budget Sub group met yesterday and an update will be given later in this meeting;
- The Council are pleased that ETF is continuing to operate;
- Mark has completed the course and is awaiting his results.

The EC are happy with the team submitting a joint report.

7. Finance

- a) Spend to 31st May 2020 – Mary explained that at the time of drafting this report no allocations had been made for each of the budget headings. It is expected that there will be an underspend on most budget headings at this point.
- b) Feedback from the Budget Sub Group meeting on 22nd June 2020 – John reported that:
 - The group have allocated amounts to each of the budget headings;
 - As ETF is not recruiting for the two vacant posts until early next year there will be a saving on salaries;
 - Office rent has increased;
 - Due to aforementioned saving on salaries the forecast expenditure should be met by expected income therefore no reserves should be required in this financial year.

Report and outcome of Budget Sub Group meeting proposed for acceptance by Maud Wylie and seconded by Barbara Stark. Agreed

8. General Development

- a) Service Level Agreement Review 2019-20 Report – Mark talked to the report.
Report proposed for acceptance by Sue Taylor and seconded by Betty Stevenson. Agreed
- b) Governance Review Report priorities – Ilene explained that all the recommendations from the review have been incorporated into the Work Plan. Ilene thanked everyone for their input.
- c) Executive Committee Review Report - Mark talked to the report.

- Report proposed for acceptance by Betty Stevenson and seconded by Barbara Stark. Agreed
- d) Draft Work Plan 2020/21 – Ilene talked to the report. Agreed
- Work Plan was proposed for acceptance by Maud Wylie and seconded by Betty Stevenson. It was agreed that Sharon will produce a summary of the Work Plan and Ilene will draft a covering letter and both will be sent out to members. Letter and Summary Work Plan will be agreed with Betty and Maud before mailing with *Federation Matters* on 1st July. Sharon
Ilene
Betty /
Maud
Aadam
9. Updates on CEC meetings
- The Business Planning meeting was held last week. Senior Managers' meeting is arranged for tomorrow and meeting with Councillors of Housing Committee will take place next week.
- The Council are planning to start allocating houses again.
- Mark to liaise with Aadam re sending out invitations to meetings. Mark /
Aadam
10. Any other business
- a) Apologies tendered to Senior Managers meeting from Barbara Stark and Christine Hudson.
- b) John, on behalf of the EC, wished Betty good luck with her wedding which is due to take place on Saturday 4th July in the Council's Secret Garden.
- c) Niel asked if it was possible to have a leaflet printed as his group are dealing with a situation that needs to be brought to the attention of the community. Mary to liaise with Niel. Mary /
Niel
11. Agenda items for July EC meeting
- Meetings with Council officers
 - Progress Report
12. Date of next meeting
- Not set at meeting but provisionally arranged for Tuesday 21st July 2020 at 3 p.m. by Zoom and phone.

Mary Callaghan