



MINUTES OF MANAGEMENT COMMITTEE MEETING – 24 APRIL 2018

IN ATTENDANCE

Committee Members: Margaret McCallion, Chair
Martin Walker, Vice Chair
Penny Coburn
Patricia Morris
John Bell
Keith Underhill
Aileen Overend

Staff: Barry Johnstone, Area Director
Kevin Nixon, Area Housing Manager
Alec Drain, Area Maintenance Manager
Carol-Ann Burns, Executive Officer (minutes)

APOLOGIES Ron Hunter, Finance Director
Veronica Hamilton
Lilian Peters
Elizabeth Buckley
Gary Wilson

Leave of Absence

BUSINESS ITEM	ISSUE	DISCUSSIONS AND DECISIONS
Apologies		Ron Hunter, Veronica Hamilton, Lilian Peters, Elizabeth Buckley and Gary Wilson provided their apologies.

BUSINESS ITEM	ISSUE	DISCUSSIONS AND DECISIONS
Declaration of interests		None
Matters arising		<p>The Area Director advised that at the Caledonia February board meeting, the Cordale Business Plan, 2018-2023 and Budget 2018-2023 had been approved.</p> <p>The Area Director advised that the minute should have reflected that the 3% rent/service charge increase was approved subject to the final approval of the Caledonia Board.</p> <p>The Chair asked for assurance that the budget had been amended to reflect the actual vs budget oversight in the draft budget and the Area Director advised he would clarify the position and report back.</p>
Group Insurance Renewal		<p>The Area Director presented the group insurance renewal. The Area Director detailed the significant savings achieved through the Group insurance policy.</p> <p>Management Committee NOTED the renewal of the insurance policy.</p>
Performance Indicators 2018/19		<p>The Area Housing Manager presented the performance indicators, 2018/19.</p> <p>The Management Committee discussed at length satisfaction and absence indicators.</p> <p>Management Committee NOTED and AGREED the performance indicators subject to clarification of the absence indicator.</p>
Reactive and Planned Maintenance update		<p>The Area Maintenance Manager presented the reactive and planned maintenance update.</p> <p>The Area Maintenance Manager explained the contractual changes to the reactive maintenance service and outlined why this would improve performance and tenant satisfaction.</p> <p>Management Committee NOTED the update.</p>
Group Legal Services Framework		<p>The Area Director explained the procurement process that established the new Group legal service framework.</p>

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		Management Committee NOTED the framework.
Membership Approval		The Area Director presented the membership applications for Aileen Overend and Gary Wilson, who had been co-opted to the Management Committee in February 2018. Management Committee APPROVED both membership applications.
Tenant Participation Annual Review		The Area Housing Manager presented the tenant participation annual review. The Management Committee discussed at length ways in which more tenants could become involved in the work of the Association. Management Committee NOTED the annual review of Tenant Participation.
Draft Health and Safety minutes, 26 February 2018		The Area Director provided the Management Committee with the minutes for information. Management Committee NOTED the minutes.
Draft Audit committee minutes, 14 March 2018		The Area Director provided the Management Committee with the minutes for information. Management Committee NOTED the minutes.
Internal Audit – Key Financial Controls		The Area Director presented the audit findings for information. Management Committee NOTED the findings.
Internal Audit – Corporate Governance		The Area Director presented the audit findings for information. Management Committee NOTED the findings.
Internal Audit – Health and Safety		The Area Director presented the audit findings for information. Management Committee NOTED the findings. The Management Committee NOTED the error on the date for the strategy away day of November 2018 in the audit papers. This should read November 2017. The Management Committee NOTED the excellent results and recognised the efforts by staff and the Audit Committee.

BUSINESS ITEM	ISSUE	DISCUSSIONS AND DECISIONS
AOCB		<p>The Management Committee NOTED the error on the date for the strategy away day of November 2018 in the audit papers. This should read November 2017.</p> <p>The Management Committee NOTED the excellent results and recognised the efforts by staff and the Audit Committee.</p>
Date of Next Meeting		22 May 2018