



MINUTES OF MANAGEMENT COMMITTEE MEETING – 23 APRIL 2019

IN ATTENDANCE

Committee Members:

Margaret McCallion, Chair
Martin Walker, Vice Chair
Aileen Overend
Patricia Morris
Gary Wilson
Sarah Erskine
Leanne Keegan

Staff:

Barry Johnstone, Director of People
Ron Hunter, Director of Finance and Governance
Andrew Kilpatrick, Director of Assets
Kevin Nixon, Regional Manager
Carol-Ann Burns, Executive Officer (minutes)

Apologies:

Lilian Peters
Veronica Hamilton
Graham Logan

Absent:

None

BUSINESS ITEM	ISSUE	DISCUSSIONS AND DECISIONS
Apologies		Lilian Peters, Veronica Hamilton and Graham Logan submitted their apologies.
Appointment of Co-opted members		<p>The Director of People reminded the Management Committee that in accordance with the Association's rules, the Association had the capacity to appoint co-opted members to the Committee. The need to recruit new Management Committee members had also been discussed at the February meeting.</p> <p>In accordance with the Group Governing Body Membership Policy, the Chair had met with two potential co-opted members who appeared to have the potential to add value to the Management Committee; supporting the delivery of strong and effective governance.</p> <p>The Management Committee APPROVED the appointment of Sarah Erskine and Leanne Keegan. Both individuals were appointed as co-opted members until the next AGM when they would be eligible to stand for election.</p>
Declaration of interests		<p>Patricia Morris – Entitlements, Payments and Benefits under AOCB</p> <p>Item 41/19 – all Committee Members who are tenants receiving improvements under the new Fire Safety Regulations.</p>
Non Confidential Minutes of Committee of Management Meeting 19 February 2019		The minutes were proposed as a correct record by Aileen Overend and seconded by Patricia Morris.
Matter Arising		<p>The Director of People confirmed that the EVH (Employers in Voluntary Housing) salary increase for 2019/2020 was 2.3%.</p> <p>The Management Committee discussed rent arrears (item 29/19). The Regional Manager discussed the impact of Universal Credit (UC) and advised that he would present the end of year figures for rent arrears at the May Management Committee meeting.</p> <p>It was proposed to revise the Key Performance Indicator (KPI) to recognise the impact of UC. The Regional Manager explained the possible extension of the Citizen Advice Bureau (CAB) Service and the use of the local Member of Parliament (MP) resource to potentially help with cases.</p>
Dalquhurn Development: Risk		The Director of Assets reported on the Dalquhurn development and sought authorisation to proceed

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Appraisal & Financing		<p>with the appointment of a contractor for the purposes of constructing a new housing development as set out in the project appraisal that was issued with the Committee papers.</p> <p>The Management Committee APPROVED the recommendation that the Association accept the Tender submitted for the design and construction of the development. It was also AGREED that should the Scottish Government not provide the full Housing Association Grant (HAG) requirement then the Director of Assets would report back to Committee with recommendations.</p>
Group Insurance Renewal		<p>The Finance Director summarised details of the Association's annual insurance renewal for the period 1 April 2019 to 31 March 2020.</p> <p>Current insurance brokers were supplied with updated information regarding housing stock, staff numbers and salaries, maintenance programmes, non-housing assets and levels of activity for Caledonia HA, Cordale HA and Bellsmyre HA.</p> <p>The renewal was based on existing terms.</p> <p>The Management Committee DISCUSSED and NOTED the contents of the appendix.</p>
Performance Indicators Review 2019		<p>The Regional Manager provided the Management Committee with a revised Business Performance scorecard, including indicators and targets proposed for implementation in 2019/20.</p> <p>The Management Committee DISCUSSED and APPROVED the contents of the report.</p>
Asset Management Review		<p>The Director of People provided the Management Committee with an update on various programmes of work within the planned and cyclical maintenance programmes and provided an update on the fire regulations.</p> <p>The Management Committee queried whether Cordale had achieve everything it said it would in the 2018/19 programme. The Director of People advised that this was the case, although there had been specification modifications to the kitchen tender contract.</p> <p>The Committee of Management DISCUSSED and NOTED the contents of the above adaptation budget.</p>

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Draft Health and Safety Minutes of Meeting held on 21 February 2019		<p>The Director of People advised that the draft minutes were presented for information.</p> <p>The Management Committee NOTED the draft minute.</p>
Date of Next Meeting		21 May 2019