



MINUTES OF MANAGEMENT COMMITTEE MEETING – 4 DECEMBER 2018

IN ATTENDANCE

Committee Members: Margaret McCallion, Chair
 Martin Walker, Vice Chair
 Aileen Overend
 Lilian Peters
 Graham Logan
 Veronica Hamilton
 Patricia Morris
 Gary Wilson

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

Apologies: Elizabeth Buckley

BUSINESS ITEM	ISSUE	DISCUSSIONS AND DECISIONS
Apologies		Apologies were submitted by Elizabeth Buckley.
Declaration of interests		None.

BUSINESS ITEM	ISSUE	DISCUSSIONS AND DECISIONS
Non Confidential Minutes of Committee of Management Meeting 23 October 2018		The minutes were proposed as a correct record by Graham Logan and seconded by Lilian Peters.
Matter Arising		<p>The Area Director discussed the roll out of Universal Credit in West Dunbartonshire. The Area Housing Manager chaired a meeting with staff and the local MP, Martin Docherty. Discussions took place around the transition to Universal Credit and how to support tenants. The Area Housing Manager advised the session was very informative and helpful and was covered in the local press.</p> <p>The Area Housing Manager advised as a trusted partner we share information and can access the DWP portal. The helps identify tenants in receipt of Universal Credit and enables the Association to determine when payment is made, thereby helping Cordale take a proactive approach to providing tenants with tailored advice and support</p>
Management Accounts for the period ended 30 September 2018		<p>The Finance Director discussed the management accounts detail for financial activity period ended 30 September 2018.</p> <p>The Management Committee recognised the figures presented were favourably compared to other associations.</p> <p>The Management Committee NOTED the accounts.</p>
Business Performance Report		<p>The Area Housing Manager presented the Business Performance Report as measured against identified organisational Key Performance Indicators (KPI's) for 2018/19. Results were presented for the second quarter of the year, covering the period 1st July to 30th September 2018. The Area Housing Manager provided a narrative to underperforming indicators.</p> <p>The Area Maintenance Manager provided an overview of reactive maintenance performance.</p> <p>The Management Committee DISCUSSED and NOTED the contents of the report.</p>
Business Plan, Quarter 2 Update		<p>The Area Director provided a background and update on the deferred activities.</p> <p>The Management Committee DISCUSSED the contents of the report and NOTED the deferred activities.</p>

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Withdrawal of Membership		<p>The Area Director discussed with the Management Committee the purpose of the report and the rules of the association.</p> <p>The Management Committee DISCUSSED and APPROVED the recommendation that the people listed have their membership of the association withdrawn and their shares cancelled.</p>
New Membership Approval		<p>The Area Director advised the Management Committee on membership applications received. The applicants are eligible to be a member in accordance with the rules of the association.</p> <p>The Management Committee APPROVED the applications for the named applicants.</p>
Schedule of Committee and Board Meetings, 2019		<p>The Area Director provided the Management Committee with the schedule of meetings for 2019.</p> <p>The Management Committee DISCUSSED and APPROVED the schedule of meetings.</p>
6 Monthly Complaint Handling Performance Report for 2018/19 Reporting Year		<p>The Area Director provided the Management Committee with details regarding complaints performance for the 6 monthly performance.</p> <p>The Management Committee NOTED the contents of the report.</p>
Cordale Risk Map		<p>The Area Director provided the Management Committee with an update of the associations local risk map.</p> <p>The Area Director discussed the priorities and risks for the local risk map and correlation with the Group risk map.</p> <p>The Management Committee NOTED the contents of the report.</p>
AOCB		<p>The Management Committee discussed the forecasted underspend and whether there is capacity to consider purchasing fire alarms to progress earlier than planned with upgrades. The Finance Director advised the Group are currently looking at sourcing alarms and appointing contractors, but the work would be unlikely to begin until next financial year.</p> <p>The Management Committee requested for Cordale to make a donation to a local child with a serious</p>

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		<p>illness, the Area Director advised this would be appropriate to come from the donations budget.</p> <p>The Management Committee APPROVED the donation in accordance with policy.</p>
Date of Next Meeting		22 January 2019