



MINUTES OF MANAGEMENT COMMITTEE MEETING – 23 JANUARY 2018

IN ATTENDANCE

- Committee Members:** Margaret McCallion, Chair
 Martin Walker, Vice Chair
 Penny Coburn
 Veronica Hamilton
 Elizabeth Buckley
 John Bell
 Lilian Peters
 Patricia Morris
 Peter Rowan
- Staff:** Julie Cosgrove, Chief Executive
 Barry Johnstone, Area Director
 Ron Hunter, Finance Director
 Lesley Janes, Management Accountant
 Kevin Nixon, Area Housing Manager
 Carol-Ann Burns, Executive Officer (minutes)

- APOLOGIES** Keith Underhill
 Alec Drain, Maintenance Manager

- Leave of Absence** Graham Kemsley

BUSINESS ITEM	ISSUE	DISCUSSIONS AND DECISIONS
		Arneil Johnstone Information session commenced prior to meeting.
Declaration of interests		Elizabeth Buckley declared her position at Waterside View.

BUSINESS ITEM	ISSUE	DISCUSSIONS AND DECISIONS
Apologies		Keith Underhill and Alec Drain submitted their apologies.
Minutes of Committee of Management Meeting 5 December 2017		The minutes were proposed as a correct record by Veronica Hamilton and seconded by John Bell.
Matter Arising		None
Draft Budget 2018/2023		<p>The Management Accountant introduced the first draft of the Budget projections for the five year period 1 April 2018 to 31 March 2023. A final budget including sensitivity analysis and any Committee of Management amendments will be presented to the Management Committee in February 2018.</p> <p>The Management Committee CONSIDERED the report along with the attached Assumptions and Income & Expenditure Account and NOTED the second draft of the budget will be presented to the February Management Committee meeting.</p> <p>The Area Maintenance Manager will PROVIDE the Management Committee with information of the Stage 3 budget at February's meeting.</p>
Business Plan Update, 2018-2023		<p>The Area Director presented a report outlining the proposed content of the business plan.</p> <p>The Management Committee DISCUSSED and NOTED the group strategic projects and Cordale service delivery and improvement priorities.</p>
Reactive, Cyclical and Planned Maintenance Update		<p>In the absence of the Area Maintenance Manager, the Area Director provided the Management Committee with information to monitor the delivery of the investment programme.</p> <p>The Management Committee NOTED the contents of the report</p>
Rent and Service Charge Setting Policy and Rent Consultation Proposals 2018/19		<p>The Area Housing Manager presented to Committee of Management the revised Group Rent and Service Charge Policy. The review of the rent and service charges for 2018/19 was carried out in conjunction with Cordale's business planning and budget setting process.</p> <p>The Management Committee CONSIDERED the report and APPROVED the revised policy and the proposed rent increase of 3% to be consulted on with tenants during January and February and subject to any changes identified, take effect from 1st April 2018.</p>

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Cordale New Office		<p>The Area Director provided the Management Committee on the anticipated total development cost for the new offices.</p> <p>The Management Committee APPROVED that the Contractor with the highest score be appointed for this project provided that; (1) the quantity surveyor recommends that their tender represents value for money, and (2) that the total development cost, after tenders are checked, remains less than or equal to the approved budget.</p>
Group Treasury Management Policy		<p>The Finance Director presented to the Committee of Management the revisions to the Group Treasury Management Policy of liquidity risk management and future funding and liquidity.</p> <p>The Committee of Management APPROVED the proposed revisions to the Group Treasury Management Policy.</p>
AOCB		None
Date of Next Meeting		20 February 2018