



MINUTES OF MANAGEMENT COMMITTEE MEETING – 22 JANUARY 2019

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
Carol-Ann Burns, Executive Officer (minutes)

Apologies: None

Absent: Elizabeth Buckley

BUSINESS ITEM	ISSUE	DISCUSSIONS AND DECISIONS
Apologies		No apologies were received.
Declaration of interests		None.

BUSINESS ITEM	ISSUE	DISCUSSIONS AND DECISIONS
Non Confidential Minutes of Committee of Management Meeting 5 December 2019		The minutes were proposed as a correct record by Graham Logan and seconded by Veronica Hamilton.
Matter Arising		None.
Strategy Away Day Outcomes		<p>The Area Director provided the Management Committee with an overview of the key discussion points and outcomes from the strategy away day on 21 November 2018, and also advised on the steps that will be taken to progress these.</p> <p>The Management Committee commented the away day provided the opportunity for discussion and interaction.</p> <p>The Management Committee NOTED the contents of the report.</p>
Draft Budget for the Five Year Period to 31 March 2024		<p>The Finance Director presented the draft five year budget projections and the association's plans for the 5 year period.</p> <p>The Customer 1st change programme is based on existing staffing structure to ensure that future projections are in line with viability and lenders covenant compliance. Customer 1st will change the structure however despite reformatting of projections the existing viability will be maintained and a full comparison will be available for the Management Committee meeting in February.</p> <p>The Management Committee DISCUSSED and CONSIDERED the budget and associated notes and commentary.</p>
Business Plan 2019 – 2024		<p>The Area Director provided the Management Committee with an update on the business planning process. A fully drafted group business plan will be presented at February's meeting. The Area Director discussed the key priorities and actions.</p> <p>The Management Committee DISCUSSED and NOTED the Group strategic projects and Cordale service delivery and improvement priorities.</p>
Management Accounts for the period end 31 December 2018		The Finance Director detailed the association's financial activity for the period end 31 December 2018. The report contained Statement of Comprehensive Income for the period ended 31 December 2018, Statement of Financial Position, Actual v Budget, Statement of Cash flows and Summary Results.

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		The Management Committee DISCUSSED and NOTED the contents of the Appendix.
Rent and Service Charges Review 2019/20		<p>The Area Housing Manager discussed the proposed rent increase in line with the Group Rent and Service Charge Setting Policy and proposed tenant consultation.</p> <p>The Management Committee DISCUSSED and APPROVED the revised Group Rent and Service Charge Policy and the Rent and Service Charge Review Proposals for 2019/20 which recommends that there will be a 2.4% rent and service charge increase for the rental period 2019/20 and that will take effect from 1st April 2019.</p>
Group CCTV and Surveillance Policy		<p>The Area Director requested approval for the new Group CCTV and Surveillance Systems Policy.</p> <p>The Management Committee APPROVED the CCTV and Surveillance Systems Policy, as appended to the report.</p>
Group Document/Information Retention & Destruction Policy		<p>The Area Director requested approval for the new Group Document/Information Retention & Destruction Policy.</p> <p>The Management Committee APPROVED the Group Document/Information Retention and Destruction Policy, as appended to the report.</p>
Group Business Plan Update		<p>The Area Director provided the Management Committee with an overview of the progress in relation to the strategic priority actions identified within the Caledonia Housing Group 2018-23 Business Plan.</p> <p>The Management Committee NOTED the contents of the report.</p>
Internal Audit – Allocations		<p>The Area Director provided the Internal Audit report for information. The Area Director advised the Management Committee of the strong report.</p> <p>The Management Committee NOTED the contents of the report.</p>
AOCB		<p>Data Protection Breach</p> <p>The Area Director advised the Management Committee of a recent data protection breach at Cordale. The Area Director advised the association has taken advice from their Data Protection Officer (DPO)</p>

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		<p>at Harper MacLeod and to ere on the side of caution the Scottish Housing Regulator (SHR) and Information Commissioners Office (ICO) had been informed. The Area Director discussed the actions taken by the association to remedy the breach and lessons learned.</p> <p>The Management Committee NOTED the data protection breach.</p> <p>The Chair confirmed the donation requested at the previous meeting for the local teenager had been made.</p>
Date of Next Meeting		22 January 2019