



MINUTES OF MANAGEMENT COMMITTEE MEETING – 12 JUNE 2018

IN ATTENDANCE

Committee Members:

Margaret McCallion, Chair
Martin Walker, Vice Chair
Penny Coburn
Veronica Hamilton
Keith Underhill
Aileen Overend
Elizabeth Buckley
Gary Wilson
Lilian Peters
Patricia Morris
Graham Kemsley

Staff:

Barry Johnstone, Area Director
Ron Hunter, Finance Director
Kevin Nixon, Area Housing Manager
Alec Drain, Area Maintenance Manager
Lesley Janes, Management Accountant
Kerry Newton, Customer Service Assistant (minutes)

Apologies:

John Bell
Keith Underhill

BUSINESS ITEM	ISSUE	DISCUSSIONS AND DECISIONS
Apologies		John Bell and Keith Underhill provided their apologies.
Declaration of interests		None.
Matters arising		<p>The Area Director referred the Management Committee to Item 57/18 on the Annual Return on the Charter 2017-18, where, at the previous meeting, it was thought that the error in the number of tenants was due to ethnic profiling. He advised that the number was correct. After further quality assurance, the only variation was to put more context into the narrative, however, no changes have been made to the figures.</p> <p>The Area Director referred the Management Committee to Item 59/18, Group Data Protection, and advised that further to the Management Committee's request for the definition of "legitimate purposes" to be contextualised and made clearer in the privacy statement.</p> <p>The Management Committee NOTED.</p>
Management Accounts to 31st March 2018		<p>The Management Accountant summarised the Associations financial activity for the year ended 31 March 2018. The Management Committee discussed the management accounts.</p> <p>The Management Committee NOTED the contents of the Management Accounts for the Year Ended 31 March 2018.</p>
Scottish Housing Regulator Loan Portfolio		<p>The Finance Director presented a report on the annual portfolio return to the Scottish Housing Regulator.</p> <p>The Management Committee discussed the new development at Dalquhurn and current borrowing.</p> <p>The Management Committee APPROVED the submission of the annual loan portfolio return to the Scottish Housing Regulator.</p>
Five Year Financial Projections – Scottish Housing Regulator Submission		<p>The Finance Director referred the Management Committee to the previously distributed financial projections which require to be submitted to the Scottish Housing Regulator by the 30th June 2018.</p> <p>The Management Committee APPROVED the submission of the Five Year Financial projections to The Scottish Housing Regulator.</p>

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Annual Governance Report		<p>The Area Director referred the Management Committee to the previously distributed Annual Governance Report and advised that the purpose of the report was to provide assurance that Cordale are complying with regulatory governance and to strengthen current governance.</p> <p>The Management Committee NOTED the annual review outcomes.</p> <p>The Management Committee NOTED the training and development needs identified, and practical improvements to be considered.</p> <p>The Management Committee NOTED the self-assessment of regulatory standards of governance and financial management.</p> <p>The Management Committee NOTED the monitoring information provided in the Appendices and the remainder of the report</p>
Cordale/Caledonia Service Level Agreement Review		<p>The Area Director provided the Management Committee with a report on the operation of the current Service Level Agreement (SLA) in place between the Cordale Housing Association and Caledonia Housing Association and consider a possible SLA agreement with Bellsmyre Housing Association.</p> <p>The Management Committee APPROVED the development of an SLA with Bellsmyre Housing Association to enable sharing of staff resources.</p>
Health and Safety Minutes, 5 June 2018		<p>The Area Director referred the Management Committee to the previously distributed minutes from the Health and Safety meeting of 5 June 2018.</p> <p>The Management Committee NOTED the contents of the Health and Safety minutes of 5 June 2018.</p>
Internal Audit Report – Data Protection		<p>The Area Director referred the Management Committee to the previously distributed Internal Audit report for Data Protection/GDPR.</p> <p>The Area Director confirmed that the Information Governance Officer’s duties had been shared amongst other members of the Business Performance Team and that one of the group’s Solicitors was also providing advice and support.</p> <p>The Management Committee NOTED.</p>

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AOCB		The Chair provided her apologies for the next meeting to be held on Tuesday 14 August 2018. The Management Committee NOTED.
Date of Next Meeting		14 August 2018