



MINUTES OF MANAGEMENT COMMITTEE MEETING – 22 MAY 2018

IN ATTENDANCE

- Committee Members:** Martin Walker, Vice Chair
Penny Coburn
Veronica Hamilton
John Bell
Keith Underhill
Aileen Overend
Elizabeth Buckley
Gary Wilson
Lilian Peters
- Staff:** Barry Johnstone, Area Director
Kevin Nixon, Area Housing Manager
Alec Drain, Area Maintenance Manager
Ron Hunter, Finance Director
Kerry Newton, Customer Service Assistant (minutes)
- Apologies:** Margaret McCallion, Chair
Patricia Morris
- Absent:** Graham Kemsley

BUSINESS ITEM	ISSUE	DISCUSSIONS AND DECISIONS
Apologies		Margaret McCallion and Patricia Morris provided their apologies.

BUSINESS ITEM	ISSUE	DISCUSSIONS AND DECISIONS
Declaration of interests		None
Matters arising		The Area Director confirmed that the satisfaction surveys outcomes have been populated in the business performance report and have informed the performance indicators, 2018/19.
2017-2018 Business Performance Quarter 4 Update		<p>The Area Housing Manager gave an update on Business Performance as measured against the Key Performance Indicators (KPI's) for 2017/18 and provided explanations for KPI's not met. The Management Committee discussed the indicators.</p> <p>The Management Committee NOTED the report.</p>
2017-2022 Business Plan Quarter 4 Update		<p>The Area Director provided an update on the progress of the objectives contained within the Quarter 4 of the business plan.</p> <p>The Management Committee NOTED the contents of the report.</p>
Annual Return on the Charter (ARC) 2017-18 and Energy Efficiency Standard for Social Housing (ESSH) 2017-18		<p>The Area Director referred the Management Committee to the previously distributed ARC and ESSH return.</p> <p>The Management Committee APPROVED the ARC & ESSH return and REMITTED the Area Director to submit both on behalf of the Association.</p>
Planned and Cyclical Maintenance Update		<p>The Area Maintenance Manager provided the Management Committee with an update on the current programme of works within planned and cyclical projects.</p> <p>The Management Committee NOTED and REQUESTED that dates of when works are due to commence are detailed in the summer newsletter.</p>
Group Data Protection		<p>The Finance Director referred the Management Committee to the previously distributed report on the Group Data Protection and General Data Protection Regulation (GDPR) update.</p> <p>The Management Committee APPROVED the Group Data Protection Policy.</p>
Group IT Security Policy and Remote and Mobile Working Policy		<p>The Finance Director referred the Management Committee to the previously distributed report on the Group IT policy.</p> <p>The Management Committee APPROVED the Group IT Security Policy, and Remote and Mobile</p>

BUSINESS ITEM	ISSUE	DISCUSSIONS AND DECISIONS
		Working Policy.
AOCB		<p>The Area Housing Manager referred the Management Committee to the previously distributed report requesting approval from the Management Committee to write off former tenant arrears with their delegated authority in line with the Group Policy on Delegated Authority 2016 and the provision within the Group Arrears Management Policy 2016.</p> <p>The Management Committee APPROVED the write off of the former tenant arrears but asked that the amount of time the debt had been outstanding was included in future reports. The Area Housing Manager confirmed that he would find out this information and clarify the position.</p>
Date of Next Meeting		12 June 2018