



MINUTES OF MANAGEMENT COMMITTEE MEETING – 14 AUGUST 2018

IN ATTENDANCE

Committee Members:

Martin Walker, Vice Chair
Veronica Hamilton
Aileen Overend
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
Carol-Ann Burns, Executive Officer (minutes)

Apologies:

Margaret McCallion, Chair
Penny Coburn
Gary Wilson
John Bell
Keith Underhill
Elizabeth Buckley

BUSINESS ITEM	ISSUE	DISCUSSIONS AND DECISIONS
Apologies		Margaret McCallion, Penny Coburn, Gary Wilson, John Bell, Keith Underhill and Elizabeth Buckley provided their apologies.

BUSINESS ITEM	ISSUE	DISCUSSIONS AND DECISIONS
Declaration of interests		Graham Kemsley and Patricia Morris declared an interest in relation to the planned and cyclical maintenance update report.
Matters arising		None.
Annual Accounts 2017/18 and Letter of Representation		<p>The Finance Director discussed with the Management Committee financial statements for the Association's financial activity for the 12 months ended 31st March 2018.</p> <p>The Management Committee APPROVED the Annual Accounts for 2017/18 as recommended by the Group Audit Committee and AUTHORISED the Vice Chair to sign the Letter of Representation.</p>
Management Accounts, April – June 18		<p>The Finance Director provided a detailed report of the management accounts for the Association's financial activity for the period ended 30 June 2018.</p> <p>The statement is drafted in the format required for the production of the statutory accounts and details the Association's financial activity for the period ended 30 June 2018. Figures for the period ended 30 June 2017 have been included for comparative purposes.</p> <p>The Management Committee DISCUSSED and NOTED the contents of the Appendix.</p>
Business Performance Report, April – June 2018		<p>The Area Housing Manager presented the report which comprises of the quarterly update on Business Performance as measured against identified organisational Key Performance Indicators (KPI's) for 2018/19. Results are presented for the first quarter of the year, covering the period 1st April 2018 – 30th June 2018.</p> <p>The Management Committee DISCUSSED and NOTED the contents of the report.</p>
Business Plan Update, April-June 2018		<p>The Area Director provided the Management Committee with an overview of progress in relation to the implementation of objectives contained within Quarter 1 of the Business Plan 2018/19.</p> <p>The Management Committee DISCUSSED the contents of this report and NOTED the deferred activities.</p>

BUSINESS ITEM	ISSUE	DISCUSSIONS AND DECISIONS
Planned and Cyclical Maintenance Update		<p>The Area Maintenance Manager updated the Management Committee on various programmes of work within the planned and cyclical maintenance programmes.</p> <p>The Area Maintenance Manager discussed spend of the adaptation budget. In advance of any new Stage 3 application requests, the Area Maintenance Manager sought early Management Committee approval to secure additional funds.</p> <p>The Management Committee DISCUSSED the report and APPROVED the allocation of spend towards Stage 3 adaptations.</p>
Cordale Risk Map		<p>The Area Director provided the Management Committee with an update on the Associations local risk map by providing details on any relevant movement in the risks identified which could require further mitigating actions. The Local Risk Map is an associated document linked to the Group Risk Map. A review of the local risk map is completed quarterly.</p> <p>The Management Committee DISCUSSED and NOTED the Association's revised Local Risk Map and NOTED that a review of the way in which key group business risks are identified, managed and reviewed will take place this year.</p>
Quality Efficiency Forum		<p>The Area Director provided the Management Committee with a copy of the Quality Efficiency Forum's statistical review of Cordale's performance in 2017/18.</p> <p>The Management Committee NOTED the contents of the report.</p>
Rule 68 Report		<p>The Area Director presented the Rule 68 report to the Management Committee for information.</p> <p>The Management Committee NOTED the contents of this report.</p>
AOCB		None.
Date of Next Meeting		AGM - 13 September 2018.