



MINUTES OF MANAGEMENT COMMITTEE MEETING – 13 SEPTEMBER 2018

IN ATTENDANCE

Committee Members: Margaret McCallion, Chair
 Martin Walker, Vice Chair
 Veronica Hamilton
 Aileen Overend
 Lilian Peters
 Patricia Morris

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)
 Iain Baxter, Head of Innovation and Change

Apologies: Penny Coburn
 Gary Wilson

Absent: Elizabeth Buckley

BUSINESS ITEM	ISSUE	DISCUSSIONS AND DECISIONS
Apologies		Penny Coburn and Gary Wilson provided their apologies.
Declaration of interests		None.

BUSINESS ITEM	ISSUE	DISCUSSIONS AND DECISIONS
Election of Office Bearers		<p>The Area Director asked for nominations for Chairperson.</p> <p>Margaret McCallion was proposed by Veronica Hamilton and seconded by Patricia Morris.</p> <p>The Management Committee elected Margaret McCallion as Chairperson.</p> <p>The Area Director advised the Caledonia Management Board in accordance with the Intra-Group Agreement would be asked to approve the appointment of the Chairperson.</p> <p>Margaret McCallion asked for nominations for Vice Chairperson.</p> <p>Martin Walker was proposed by Veronica Hamilton and Patricia Morris.</p> <p>The Management Committee elected Martin Walker as Vice Chairperson.</p> <p>Company Secretary</p> <p>The Management Committee AGREED that Ron Hunter, Finance Director would remain Company Secretary.</p> <p>Group Audit Committee</p> <p>The Management Committee AGREED that Martin Walker will remain as the Cordale representative on the Group Audit Committee.</p> <p>Remuneration Committee</p> <p>The Management Committee AGREED that Aileen Overend will be the new Cordale representative on the Remuneration Committee.</p> <p>Health and Safety Committee</p> <p>Margaret McCallion was proposed by Martin Walker and seconded by Veronica Hamilton as the Management Committee representative on the Health and Safety Committee.</p> <p>The Area Director advised this role can be represented by more than one of the Management Committee and encouraged other members to attend where possible.</p>

BUSINESS ITEM	ISSUE	DISCUSSIONS AND DECISIONS
		<p>Caledonia Representative</p> <p>The Management Committee NOTED that Caledonia Housing Association will decide at their Management Board meeting on 18 September the Caledonia representative that will sit on the Cordale Management Committee.</p>
<p>Annual report on the Audit Committee</p>		<p>The Area Director provided a summarised details of the work undertaken by the Group Audit Committee during the 2017-18 financial year on behalf of the Finance Director.</p> <p>The Area Director advised of the important role of the Audit Committee supporting the strong and effective governance that underpins the viability, sustainability and success of the association.</p> <p>The Management Committee NOTED the contents of the report and the attached appendix.</p>
<p>Scottish Social Housing Charter – Self Assessment</p>		<p>The Area Housing Manager provided the Management Committee with an update on the Association’s self-assessment of its performance in achieving the outcomes in the Scottish Social Housing Charter (‘the Charter’.)</p> <p>The Management Committee were asked to note that the Scottish Housing Regulator published in August 2018 the headline findings on the Charter in their National Report on the Scottish Social Housing Charter 2017/18.</p> <p>The Area Housing Manager advised that the self-assessment process confirmed Cordale were fully compliant with all relevant outcomes and standards in the Scottish Social Housing Charter. The Vice Chair thanked Management Committee and staff for their contribution towards the continuing improvement in performance and impressive Charter results.</p> <p>The Management Committee DISCUSSED and NOTED the contents of this report.</p>
<p>Membership Report</p>		<p>The Area Director advised the Management Committee of two applications for membership made to the association.</p> <p>The Management Committee APPROVED the two applications.</p>
<p>Group Business Plan 2018-2023 – Implementation Plan Update</p>		<p>The Area Director provided the Management Committee with an overview of progress in relation to the strategic priority actions identified within the 2018-23 Caledonia Housing Group Business Plan.</p> <p>The Area Director discussed the 4 initiatives that will be progressed during 2018/19. Outcomes to be</p>

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		<p>achieved by the end of each quarter for each of these initiatives are also detailed in the Implementation Plan.</p> <p>The Management Committee noted the progress of the non-core service review objective and acknowledged this was a key part of the November Group away day, when members reviewed what was required to ensure these services were sustainable and added value to users and the Group.</p> <p>The Management Committee NOTED the contents of the report.</p>
AOCB		<p>The Area Housing Manager provided the Management Committee with the report to request approval from the Management Committee to write off former tenant rent arrears in accordance with the Group Policy on Delegated Authority and the provisions within the Group Arrears Management Policy 2016.</p> <p>The Management Committee APPROVED the write off of the former tenant arrears.</p>
AOCB		None.
Date of Next Meeting		23 October 2018