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| **MANAGEMENT COMMITTEE MEETING**  **25 October 2017**  **MINUTE** | |
| **Present:**  **In Attendance:**  **Apologies:** | **N Hicks (Chair); R Hutton (Vice Chair)**  **A Clark; T Kelly; D McEwan; K McLeod; F Roslewski;**  **T Symes; C Tait; M Trant**  **G Russell; C Hughes; K Miller**  **S Brydon**  **D Hanley currently on leave of absence** |

**ACTION**

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| 1 | **Apologies for Absence**  Apologies were received from S Brydon.  D Hanley on leave of absence. | |  |
| 2 | **Declarations of Interest**  N Hicks – Board member and treasurer of The Action Group  R Hutton – Employee of Port of Leith Housing Association. Through work, also has relationship with Lothian Gas, Mitie and Greenfingers.  D McEwan and C Tait – both MEHA tenants | |  |
| 3 | **Risk Management / Health & Safety Issues**  No issues. | |  |
| 4 | **Minutes of Management Committee Meeting of 27 September 2017**  The minutes of the Management Committee meeting of 27 September 2017 were approved as a true record. | |  |
| 5 | **Matters Arising**  **Agenda Item 6 Acquisition of Flatted Property**  G Russell advised members that the seller no longer wishes to sell the property to the Association.  Members noted the position.  **Agenda Item 8(i) MEAL**  G Russell advised members that although D Hanley is on leave of absence from the Management Committee, he has agreed to continue to serve of the MEAL Board, therefore there is no longer a need for another member to be nominated.  Members noted the position.  (F Roslewski entered the meeting at 5.10 p.m.) | |  |
| 6 | **Management Committee Actions**  Members considered the information that had been circulated and the following points were agreed:   * 2 separate actions noted on EPC software, AH to clarify; * Revisions to policies on Alterations & Improvements, Compensation for Improvements and Code of Conduct as required by the Staff & Policy Sub Committee to be completed by January 2018; * Discussion on risk will be held at Management Committee seminar to be held on 11 November 2017; * Policy on engaging with tenants who refuse planned maintenance works to be presented to the next meeting of the Staff & Policy Sub Committee.   Members noted that there had been some confusion regarding the letters from the Chair and that these would be distributed following the meeting. | | **AH**  **AH**  **GR**  **AH**  **NH** |
| 7 | **Minutes of Sub Committee or Subsidiary Meetings** | |  |
|  | (i) | **Minutes of Audit Committee 12 October 2017**  Noted that the minute presented was draft and is yet to be approved by the Audit Committee.  It was confirmed that A Clark was elected Chair of the Audit Committee.  Members noted the draft minute. |  |
| 8 | **Items for Approval** | |  |
|  | (i) | **Court Referral Report**  C Hughes introduced the report that had been circulated previously. She confirmed that, in the case of suspected tenancy fraud, the tenant would be liable to pay any overpayment of benefit arising from that. Members noted also that there is no legal basis on which the Association could accept payment form the illegal sub tenants.  Members expressed concern at the imminent full implementation of universal credit. C Hughes confirmed that action taken so far includes the appointment of a part-time Welfare Rights Officer and implementation of mobile working for Housing Officers. Some information has been issued to tenants, however experience shows that this has little impact until the situation becomes real for people.  Members noted that it is likely that arrears will increase, however it is not possible to assess this with any degree of accuracy at the present time.  C Hughes confirmed that rent payments can only be mandated in certain circumstances and it was noted that the tenant can choose not to have the direct payment regardless of the level of rent arrears on the account.  Members also noted concerns about issues regarding IT literacy as all claims have to be made on line.  Following discussion, members noted the update presented and approved the proposed action in cases numbered 17/09/001, 17/09/002 and 17/09/003. |  |
|  | (ii) | **Mid-Year Budget Review**  This item was preceded by a presentation on RLS Finance.  K Miller introduced the report that had been circulated, noting the key amendments that were proposed. She confirmed that the Association does not currently hold a contingency fund and has clear limits on non-budgeted expenditure.  K Miller confirmed that the Association has started the process of consultation with tenants on the 2018 rent increase, the outcomes of which will be reported to the Audit Committee in January 2018.  Following discussion, members approved the proposed changes to the budget. |  |
|  | (iii) | **Provision of Lease to CEC (Step Up / Step Down Accommodation)**  C Hughes introduced the report that had been circulated previously.  Members noted the positive relationship between the Association and City of Edinburgh Council.  C Hughes confirmed that the preferred property size would be 2 bedrooms. She further confirmed that responsibilities in respect of furnishings and repairs would be clearly outlined in the lease.  A member noted that the lease is covered by the Regulator’s general consent, but questioned whether the Association should also seek consent from the lender in this regard. K Miller agreed to inform Santander. | **KM** |
|  | (iv) | **Application for Membership**  Members approved application for membership, reference 398. |  |
| 9 | **Items for Noting** | |  |
|  | (i) | **Performance Reports (KPIs)**  Members noted the report. |  |
|  | (ii) | **Finance Update**  Members noted the report.  N Hicks agreed to be nominated for membership of the SHAPS Pensions Employer Committee. | **KM** |
|  | (iii) | **Corporate Plan – IMP Mid-Year Review of Outcomes**  G Russell introduced the report that had been circulated, asking members to note areas of work completed in the last 6 months.  There was some discussion about the level of detail and format of the report. Members noted that one of the key issues to be considered at the Seminar on 11 November is the content and format of reports.  A member asked that it be minuted that Committee acknowledged the significant amount of work that has been done in the last 6 months and also that their appreciation of this be passed onto staff.  Following discussion, members noted the report. |  |
|  | (iv) | **Staffing Report**  C Hughes introduced the report that had been circulated previously.  Members noted progress on recruitment for the upcoming ICT Officer vacancy and also the impact of 4 long-term absences on the percentage days lost due to sickness.  C Hughes agreed to include information in the next staffing report on length of service of staff. | **CH** |
|  | (v) | **Review of ARC Statistical Outcomes (Presentation)**  C Hughes gave a short presentation on the ARC outcomes. Members noted that staff have yet to review information from Housemark and that further information on this will be available in due course.  Staff also agreed to include comparisons with a wider range of organisations (outwith Edinburgh) in future reports. | **GR/CH** |
|  | (vi) | **Pre-Budget 2018/19**  K Miller introduced the report that had been circulated. Members noted that this highlighted new areas of expenditure and did not refer to potential increases to existing budget areas.  G Russell stressed the importance of seeking value for money in developing the budget for the year.  A member suggested that the Association could consider applying a differential rent increase to address some of the anomalies in terms of rents charged for different-sized properties. K Miller noted that the Rent Setting Policy is due to be reviewed and this approach would be considered as part of that review.  Members noted that there will be proposals to carry out works on estates and that owners will be charged appropriate amounts, acknowledging concerns that failure to proceed with improvements could have a negative long-term impact on estates.  Following discussion, members noted the report. | **KM** |
|  | Members agreed to suspend Standing Orders at 7.00 p.m. and continue the meeting. | |  |
| 10 | **Any Other Competent Business** | |  |
|  | (i) | **Management Committee Seminar 11 November 2017**  Members agreed that a 2-minute silence will be held at 11.00 a.m. on the day of the event. |  |
|  | (ii) | **Christmas Dinner – Friday 8 December 2017**  G Russell confirmed that invitations will be issued soon. | **GR** |
|  | (iii) | **Minutes**  C Hughes advised that draft minutes will be posted on Board Bookit as soon as possible after meetings. | **CH** |
|  | C Hughes, A Hay and K Miller left the meeting. | |  |
| 11 | **CEO Report – CONFIDENTIAL ITEM** | |  |
| 12 | **Date and Time of Next Meeting**  Wednesday 29 November 2017 at 5.00 p.m. (Pre-meeting at 4.30 p.m.) | | |
| **Confirmation of Minute**  I confirm that this minute has been approved by the Management Committee and is a true record of the meeting held on 25 October 2017.  Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |