

**MINUTE OF THE MANAGEMENT COMMITTEE MEETING**

**29 November 2017**

**Present: N Hicks (Chair); R Hutton (Vice-Chair)**

**S Brydon; A Clark; T Kelly; D McEwan;**

**K McLeod; F Roslewski; C Tait; M Trant**

**In attendance: G Russell, C Hughes, A Hay, K Miller**

**Apologies: T Symes**

**D Hanley currently on leave of absence**

N Hicks reminded members that the Association has subscribed to online training for members. He advised that the relevant email link would be reissued and encouraged all members to sign up for the training.

**ACTION**

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| **1** | **Apologies for Absence**  Apologies were received from T Symes.  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.  S Brydon – Employee of Home in Scotland, who also employ Novus as reactive maintenance contractor  C Tait and D McEwan – tenants of Manor Estates Housing Association. | | |  |
| **3** | **Risk Management Issues / Health & Safety Issues**  None. | | |  |
| **4** | **Minutes of the Management Committee meeting held on 25 October 2017**  The minutes of the meeting held on 25 October 2017 were approved as a true record. | | |  |
| **5** | **Matters Arising**  **Agenda Item 9(ii) Finance Update**  K Miller confirmed that N Hicks had been appointed to the SHAPS Pensions Employer Committee. | | |  |
| **6** | **Management Committee Actions**  Members considered the report that had been circulated previously and the following points were noted:   * Information on Openness & Confidentiality Policy to be included in Tenant Handbook – timing of review of the handbook will be influenced by the provisions of the Housing (Scotland) Act 2014. Members noted that guidance is due to be published in January 2018. * Information regarding energy software will be presented to the Board in April 2018. * The revised Code of Conduct will be presented to the Board for approval in January 2018. | | | **GR**  **AH**  **AH** |
| **7** | **Minutes of Sub Committee or Subsidiary Meetings** | | |  |
|  | **(i)** | **Draft Minutes of MEAL Board Meeting held 21 November 2017**  Members noted that to date Persimmon have not contested the amount retained from the final payment as a result of the late handover of properties in Phase 3 of Sandilands Close.  Members also noted that City of Edinburgh Council is seeking designation as a rent pressure zone. This requires approval of Scottish Government, however if successful this could have implications for the level of rents that could be charged in respect of the mid-market rent properties.  K Miller confirmed that the proceeds from the sale of garages is remitted to Manor Estates Housing Association.  The Chair confirmed that he is due to meet with the Chair of the MEAL Board on 13 December 2017.  Members noted the minute. | |  |
| **8** | **Items for Approval** | | |  |
|  | **8(i)** | | **Court Referral Report**  C Hughes introduced the report that had been circulated previously. Following discussion members approved the recommendations in respect of court referral cases.  Members also approved the information to be included in future KPI reports on court referrals and asked that the amount of arrears balances in eviction cases also be included. | **CH** |
|  | **8(ii)** | | **Committee Meeting Schedule 2018**  G Russell introduced the report that had been circulated previously, and requested that the proposed date for the Audit Committee in January be amended to Thursday 18 January 2018. Members approved the proposed schedule, including the amendment.  Members requested that staff give consideration to the format and purpose of the Annual General Meeting. In particular, if the meeting is to continue in its present format, consideration to be given to immediately following the AGM with the September meeting of the Board. | **GR** |
|  | **8(iii)** | | **Proposed Write-off of Former Tenant Arrears**  C Hughes introduced the report that had been circulated previously and confirmed that the bad debt provision in the 2017/18 budget was £30,000.  Following discussion, members approved the proposed write-offs. |  |
|  | **8(iv)** | | **Review and Actions resulting from Management Committee Seminar on 11 November 2017**  G Russell introduced the report that had been circulated previously. He thanked members for their participation in the seminar and advised that the outcomes of the post-event survey would be posted on Board Bookit.  Members approved the changes to governance arrangements outlined in section 2.1 of the report.  It was agreed that it would not be necessary to undertake a self-assessment of compliance with the Governance Regulatory Standards as this had been considered in detail through a recent internal audit. Subject to that amendment, the issues relating to the Corporate Plan were approved, the Corporate Plan and Internal Management Plan will be updated accordingly.  Following the dissolution of the Staff & Policy Sub Committee, the Chair asked if any members of that Committee would wish to stand for membership of the Audit Committee. No member wished to stand.  Members noted that there is nothing in the Rules to prevent membership of the Audit Committee remaining the same over a period of time. G Russell agreed to seek guidance from others and present options as to how this issue could best be addressed prior to the next Annual General Meeting. | **ALL**  **GR**  **GR** |
| **9** | **Items for Noting** | | |  |
|  | **9(i)** | | **Finance Update**  A Hay confirmed that the reported underspend on planned maintenance is a timing issue and the budget figures will be achieved by year-end. Members noted the report. |  |
|  | **9(ii)** | | **Health & Safety Report**  Members noted the report. |  |
|  | **9(iii)** | | **Risk Management Review**  G Russell introduced the report that had been circulated previously. With regard to risk associated with welfare benefit reform, he confirmed that the cap on local allowance has been abolished and also that the roll-out of universal credit in Edinburgh has now been delayed until October 2018. Members noted the report. |  |
| **10** | **Any Other Competent Business**   1. **Audit Committee**   G Russell advised that there is nothing in the Association’s Rules or Standing Orders that would prevent a co-opted member taking on the role of Chair of the Audit Committee, however there is a clause in the Association’s Financial Regulations (currently under review) that would prohibit this. Members agreed that this clause be removed. Members also agreed that K McLeod act as Chair of the Audit Committee until the review of the Financial Regulations is concluded, thereafter A Clark will resume this role.   1. **Royal Bank of Scotland Signatories**   K Miller confirmed that A Ilesley has been removed from the list of Association signatories. | | |  |
| **11** | **Tenant/Stakeholder Involvement**  C Hughes gave a short presentation on Tenant Engagement, outlining the background and current position of the Association. Justine Bradd of Edinburgh Tenants Federation then outlined some key principles and good practice relating to tenant involvement.  There followed a general discussion on a number of relevant issues. Members noted that an updated strategy will be presented to the Board in due course. | | | **CH** |
| **12** | **Date and time of next meeting: Wednesday 31 January 2018 at 5.30 p.m.** | | |  |

**The meeting closed at 7.25 p.m.**