



MINUTE OF THE MANAGEMENT COMMITTEE MEETING

29 March 2017

Present: N Hicks (Chair); R Hutton (Vice-Chair)
S Brydon; T Kelly; D McEwan; K McLeod; C Tait; M Trant

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

Apologies: D Hanley
W Hardie on leave of absence

ACTION

1 Brief H & S / Office Facilities Induction

S McKay carried out induction for members on the fire evacuation procedures.

G Russell circulated notice outlining Committee members' responsibilities in respect of health and safety issues, confirming that this required to be signed.

2 Apologies for Absence

Apologies were received from D Hanley.

Members noted that W Hardie is on leave of absence and that this will require review in April 2017.

3 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

4 Risk Management Issues

None, other than those identified in individual reports.

5 Minutes of the Management Committee meeting held on 22 February 2017

The minutes of the meeting held on were approved as a true record.

Members noted the anonymised version. Following discussion, it was agreed that future minutes should summarise the nature of any debate without going into detail and record decisions taken.

CH

6 Matters Arising

▪ Rent Disparities

Members considered the report that had been circulated. There followed a detailed discussion about whether the Association should continue with the current process to achieve the pointed rents as determined by the Rent Setting Policy, or seek to amend those rents that are currently higher than the pointed rent immediately.

Following the discussion, members voted in favour of continuing with the current process and asked that an update report be presented to Committee in March 2018.

KM

G Russell assured members that the Rent Setting Policy is due to be reviewed in 2018, revisions being applied from April 2019.

7 Record of Former/Outstanding Management Committee Actions

Members noted the report and requested that a column to show target dates for completion of outstanding items be included.

Members noted that the action to present a revised training programme to the March meeting was showing as complete but had not been done. Following discussion, it was agreed that a new training programme should be developed on completion of the Committee appraisal process.

GR

8 Minutes of Sub Committee or Subsidiary Meetings

8(i) MEAL Board Meeting held 21 February 2017

Members noted the minute.

9 Items for Approval

9(a) Court Referral Report

In relation to case number 16/01/001, C Hughes advised members that the tenants had submitted a request for leave to appeal to the Court of Session. This will be considered by the Sheriff who refused the previous appeal on 3 April 2017. Members noted the position.

Following discussion, members noted the updates on cases already referred to court and approved potential eviction action in respect of cases 17/02/002 and 17/03/001.

9(b) Membership Review – Update

Members considered the report that had been circulated.

K Miller confirmed that there is a process in place to remove tenant members who have died, however the Association is not always notified or aware of the death of non -tenant members.

Members noted the report and approved the new membership application from a tenant.

9(c) Proposed Write-off of Former Tenant/Owners Debt

C Hughes advised members of an error in the report and circulated a revised version.

Following discussion, members approved the proposed write-off amounts in respect of both tenant and owners' debt.

9(d) Budget 2017/18

K Miller advised members that there were no significant changes to the proposed budget since this was considered by the Audit Committee and Management Committee in January and that the report highlighted the areas that were subject to change.

Following discussion, members approved the budget as presented.

9(e) Nomination to MEAL Board

The Chair advised members that a vacancy on the MEAL Board required to be filled and sought volunteers.

It was agreed that the Committee would nominate T Kelly to the MEAL Board.

9(f) Muirhouse EWI Funding Update

The Chair advised members that, due to the requirement to meet external deadlines to obtain funding before the end of the financial year, he had given approval for staff to proceed and was now seeking homologation of the Chair's action.

Members approved the Chair's action of 17 March 2017.

10 Items for Noting

10(a) Performance Management Reports

(i) Customer Service KPIs

Members noted the report and requested that these be presented quarterly in future. Members also requested that benchmarking information be included where this is available.

CH

(ii) Finance

Members noted that the Association will require to procure insurance services later in the year.

There was a lack of clarity regarding the number of owners and the differing levels of service the Association provides. A Ilesley agreed to present a brief explanatory paper at the next Committee meeting.

AI

10(b) MEAL Business Plan

Members considered the plan that had been circulated previously.

K Miller confirmed that the budget is dealt with differently to the Association because MEAL is a company and is liable to tax on any bad debt provision (as distinct from an actual bad debt).

Members noted that some of the scores in the risk matrix appeared to be higher than they would have expected and staff agreed to review with the MEAL Board.

GR

10(c) Strategies – Agreed by Staff & Policy Sub Committee

Members considered the report that had been circulated and the following points were agreed:

Energy Efficiency Strategy

- Section on Regulatory Outcomes to include reference to EESSH
- Section on Energy Efficiency Level to take account of 2012 ratings
- Strategy to include information on how the Association will measure compliance

AH

AH

AH

Members noted that the figures included in respect of gas central heating only refers to those properties that do not have central heating installed, the budget for heating upgrades is within the planned maintenance programme. Members further noted that where central heating has not been installed, this is due to the tenants not wanting the work to be done and that action is already planned to try to address this.

AH/CH

Sustainability Strategy

Members noted that there is no practical alternative to staff using their cars to be able to provide services to tenants, due to the dispersed nature of the stock.

Members noted that staff have set a target to reduce paper consumption by 10% over the next year.

Members further noted that, in accordance with the IT Strategy, the Association will be exploring options for provision of Committee papers online.

KM

Procurement Strategy

Following discussion, members agreed that an annual update would be sufficient, in view of the information already available to Committee through the management accounts and planned maintenance updates.

10(d) Procurement Strategy – 2017/18 Maintenance Programme

Members considered the report that had been circulated.

Members discussed a number of issues in relation to procurement, particularly in respect of the external wall insulation projects and the extent to which the approach taken was dictated by the Scottish Government's approach to funding.

Following discussion, members noted the report.

10(e) 2017 Investors in People – Interim Review

Members considered the report that had been circulated, noting that this was extremely positive and reflected well on the management style of the Chief Executive and the Management Team.

11 Any Other Competent Business

i) Health & Safety

Noted that this will be a standing item on the Committee Agenda from April 2017.

12 Date and time of next meeting: Wednesday 26 April 2017 at 5.00 p.m.

The meeting closed at: 6.55 p.m.