



MINUTE OF THE MANAGEMENT COMMITTEE MEETING

31 May 2017

Present: R Hutton (Vice-Chair)

S Brydon; D McEwan; K McLeod; C Tait; M Trant

In attendance: G Russell; C Hughes; A Hay; K Miller

Apologies: N Hicks; D Hanley; T Kelly

Prior to commencement of the meeting, G Russell advised members that W Hardie had submitted his resignation from the Management Committee. Members acknowledged Mr Hardie's considerable contribution to the work of the Association over many years and wished him all the best in the future.

ACTION

1 Apologies for Absence

Apologies were received from N Hicks, D Hanley and T Kelly.

2 Declarations of Interest

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

3 Risk Management / Health & Safety Issues

G Russell introduced the report that had been circulated previously and confirmed that the Association had still not obtained access to the property where the incident took place.

G Russell further advised members that to date Persimmon have programmed 10 inspections of windows in other flats but have encountered some difficulties in obtaining access to all properties. He confirmed that staff would seek to engage with tenants to obtain access. C Hughes advised that the Housing Officer will be starting a programme of inspections of the mid-market rent properties which could assist with this.

Members noted the report.

4 Minutes of the Management Committee meeting held on 26 April 2017

The minutes of the meeting held on 26 April 2017 were approved as a true record.

5 Matters Arising

None.

6 Record of Former / Outstanding Management Committee Actions

Members considered the report that had been circulated previously.

Members noted that as part of the consideration of the Openness & Confidentiality Policy by the Staff & Policy Sub Committee meeting, it had been agreed that all Committee papers would in future be marked 'Confidential' in the footer of each page...

ALL

G Russell confirmed that an action plan resulting from the review of factoring services will be presented to Committee in June.

AI

K Miller confirmed that timescales for consideration of providing online board papers will be presented to Committee in June.

KM

Members noted the report.

7 Minutes of Sub Committee or Subsidiary Meetings

7(i) Audit Committee 27 April 2017

Members confirmed that the minutes were an accurate record of the meeting.

With regard to the underspend on planned maintenance, K Miller advised that the programme had been revised due to projected overspend on the Association's overall budget during the course of the year. Savings had been achieved on some works, however by the time the extent of the underspend was identified, there was insufficient time to arrange additional works. She advised that A Ilesley would provide a report to Committee in respect of the planned works that had not been carried out in the previous year and how these would now be addressed.

AI

Members queried the statement by the Internal Auditor regarding the procurement strategy and assessment on cost alone. A Hay agreed to check and advise the next meeting of the Committee.

AH

7(ii) Staff & Policy Sub Committee

Members confirmed that the minutes were an accurate record of the meeting.

It was agreed that the reference to 'husband and wife' in respect of Committee membership should be amended to include civil partners and co-habitees. **GR**

G Russell agreed to review whether the restriction on couples serving on the committee at the same time is a legal requirement or recommended good practice and amend the wording accordingly. **GR**

8 Items for Approval

8(a) Court Referral Report

C Hughes introduced the report that had been circulated previously and provided the following updates:

Case 16/09/001: Eviction decree has now been awarded and eviction will be carried out unless the full balance is cleared.

Case 17/02/002: Decree was awarded in this case, however the tenant has now cleared the balance and the eviction will not now proceed.

Case 17/02/003: Decree has been awarded and eviction will go ahead.

Case 16/01/001: The eviction took place on 23 May 2017, however the tenants have left a considerable amount of their belongings in the property. The Association offered further access on 29 May 2017, however they advised this was not suitable. They have advised that there are items of value in the property, however they have given no details of how staff can contact them. On the advice of the Association's Solicitor, further access has been offered on 1 and 5 June. C Hughes confirmed that now that some belongings have been moved, the extent of dirt and the poor condition of the property is becoming more apparent.

G Russell noted that this case is something of a 'shallow victory' however staff had worked extremely hard over a lengthy period of time and offered considerable assistance to the household concerned, in an effort to achieve a better outcome. C Hughes noted that it is a 3 bedroomed property that will now be available for another family.

Members acknowledged the considerable amount of work undertaken by staff in respect of this case.

With regard to the approach to dealing with arrears cases, C Hughes confirmed that the Association does consider approaches such as wage arrestment, where appropriate.

Following discussion, members approved the recommendations of the report.

8(b) Impairment Review

G Russell introduced the report that had been circulated previously. Members noted that the information regarding the SHQS and EESSH was not relevant to this report and G Russell agreed that this would not be included in future reports.

Following discussion, members approved the report.

Post-meeting note: *Response from the Auditor re the Impairment Review Report (in support of keeping the detail in the report)*

“The JLL valuation is at 31/3/15 and we are now two years down the line. Points 2.3, 2.4 and 2.5 of the Committee paper discuss ongoing maintenance and look to the future, addressing the continuous SHQS requirement and the now current EESSH requirements. I think it is right to include these matters in the report to give the Committee the assurance that properties are being maintained and that spending obligations arising from standards are factored into future cash flows. Some of this spend will be capitalised in the future – some of it as component replacement costs. All of it should support the longer economic lives of the properties.”

8(c) Risk Management Review

Members noted that the grammatical errors in the Appendix had been noted and would be corrected. **CH**

G Russell introduced the report and confirmed that the full risk register is considered in detail by the Audit Committee, with the most significant risks being considered by the full Management Committee.

It was agreed that the full Committee would have a detailed discussion regarding risk at least annually, possibly as part of a strategy away day or as a thematic discussion at a Committee meeting. **GR**

Members asked that target dates be included for the various elements of controls proposed in respect of the risks re the operating environment. **GR/CH**

Following discussion, members noted the report.

8(d) ARC and EESSH Return Submission 2016/17

C Hughes noted the following corrections to be made to the report:

- Total value of arrears at the end of the reporting year should be £143,357 and the percentage 2.97%;
- Total value of former tenant arrears at year end should be £35,306 and percentage written off 48.71%.

Members approved the ARC and agreed that this should be submitted to the Scottish Housing Regulator.

CH

Members noted correction to typing error in respect of Indicator 34.4 where the total should be 59.

Members approved that the EESSH return be submitted to the Scottish Housing Regulator.

AH

8(e) Finance Update

K Miller introduced the report that had been circulated previously. She confirmed that the report submitted by A Ilesley as Agenda Item 9(c) had been prepared prior to the finalisation of the accounts and this was the reason for the discrepancy between the figures. She advised that A Ilesley would provide an updated report at the June meeting.

AI

K Miller talked members through the key changes to the accounts and highlighted in particular the issue resulting from the reduction in the provision for the pension deficit.

K Miller confirmed that staff have access to 2 options for pension provision. K Miller confirmed that the current external auditor is still within the tender period and agreed to check if they would consider it acceptable that this be reflected in the audited accounts. ***Post-meeting note: The Auditor is happy to include the detail of the tender process.***

KM

Members noted that the final version of the accounts would be presented to the Audit Committee and the Management Committee in June.

Following discussion, members noted the Association's progress against budget and the changes required to the accounts at the year end.

8(f) Staffing & Policy Sub Committee Membership

Members agreed that M Trant and D McEwan would join the Staff & Policy Sub Committee on a temporary basis in order to complement and assist existing members.

9 Items for Noting

9(a) Health & Safety Report

G Russell introduced the report that had been circulated previously. He confirmed that the Association's compliance with regulations in respect of gas safety, asbestos and legionella would be reflected in the performance reports on an annual basis.

Members noted the report.

9(b) Stock Profile Information

A Hay confirmed that the reference in the report to 'sticking points' referred to those areas of the graphs that showed negative aspects in respect of compliance with relevant standards.

A Hay agreed to combine the information in the graphs to enable members to cross-refer age, type and size of properties and to clarify the specific reason for properties failing to achieve SHQS on one criterion.

AH

Members noted that the EPC should refer to rating rather than score.

G Russell acknowledged members' concerns at the use of 2001 and 2005 SAP ratings and confirmed that staff are working to address this, but with very limited resources.

Members noted that it may be beneficial for the Association to investigate the options for acquiring energy software at some point in the future.

GR/AH

9(c) Technical Services Update

K Miller and A Hay confirmed that there is no risk to the Association in respect of owners seeking to prevent the grant allocation in respect of energy efficiency works being paid to the Association.

Members noted the report and acknowledged that A Ilesley would provide updated figures at the June meeting.

AI

10 Any Other Competent Business

i) Committee Stock Tour

G Russell confirmed that where the Association is carrying out improvement works to bathrooms, referrals are sought from occupational therapists where the tenant would benefit from installation of wet floor shower.

ii) Future Governance Arrangements

Members asked that the purpose of the pre-meeting be included in the planned review of governance arrangements.

GR

11 Date and time of next meeting: Wednesday 28 June 2017 at 5.00 p.m.

The meeting closed at: 6.30 p.m.