



## MINUTE OF THE MANAGEMENT COMMITTEE MEETING

28 June 2017

**Present:** 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:** N Hicks; D Hanley

**ACTION**

### 1 Apologies for Absence

Apologies were received from N Hicks and D Hanley.

### 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, noting that limited progress had been made by Persimmon as regards the inspection of windows at Sandilands Close. He reassured members that staff will continue to monitor progress and stress the importance of dealing with this matter, particularly as faults have been identified in some of the properties where inspections have taken place.

It was agreed that a programme of inspection of window restrictors in all flats should be incorporated into the cyclical maintenance programme.

**AI**

G Russell advised members of the action that had been taken to reassure householders regarding recent external insulation works, following the tragedy in London. He further confirmed that the Association had responded to the subsequent information requests from City of Edinburgh Council and the Scottish Government in relation to this matter. Members congratulated staff on the speed and quality of their response to this matter.

#### **4 Minutes of the Management Committee meeting held on 31 May 2017**

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

#### **5 Matters Arising**

##### **8 (d) ARC and EESSH Submission 2016/17**

C Hughes advised members of an error in the figure in respect of staff turnover. This had been reported in respect of 'Senior Staff' and 'Other Staff', however the latter should have been 'Total Staff'. She apologised for the error and advised members that the correction required would be reported to the Scottish Housing Regulator.

**CH**

Members noted the position.

#### **6 Management Committee Actions**

Members sought clarity in how staff deal with the effect of planned maintenance works not carried out due to tenants refusing to permit the works. A Ilesley confirmed that this depends on the nature of the work, noting that in some instances properties scheduled to have that work carried out in the following year can be brought forward.

Members requested that a statement be included in the relevant policy outlining the options for how such matters will be dealt with.

**AI**

#### **7 Minutes of Sub Committee or Subsidiary Meetings**

##### **7(i) MEAL Board Meeting 20 June 2017**

Members noted the minute of the MEAL Board meeting held on 20 June 2017.

##### **7(ii) Audit Committee Meeting 22 June 2017**

Members noted the minute of the Audit Committee meeting held on 22 June 2017.

#### **8 Items for Approval**

##### **8(a) Audited Accounts 31 March 2017**

K Miller confirmed that the accounts had been considered in detail by the Audit Committee. She talked through the report that had been circulated, highlighting that the external auditor had given the Association a 'clean' report, meaning there were no issues that required to be addressed.

Members noted the addendum to the initial report that highlighted a change to the accounts previously circulated, as per the instruction of the external auditor. Following discussion, members approved the accounts.

##### **8(b) Financial Returns to SHR**

K Miller introduced the report that had been circulated previously, noting that the information contained in the returns reflects that in the accounts but is in a different format, as required by the Regulator.

Members noted that the information in respect of rent increases in future years was not included in their copy of the Five Year Financial Projections. K Miller apologised for this. She confirmed that the relevant figure was 2.5% and agreed to circulate copies of the full report to members.

**KM**

Following discussion, members approved submission of the returns to the Scottish Housing Regulator.

**KM**

Members acknowledged that the timescale between conclusion of the external audit and the requirement to submit the information to the Regulator is very short. They requested that staff prepare a programme of all returns and timescales.

**ALL**

Members recognised the considerable amount of work undertaken by the Finance staff in concluding the audit and other work associated with the year end.

#### **8(c) Court Referral Report**

C Hughes introduced the report that had been circulated previously. She confirmed that 3 evictions have now taken place since April 2017, 2 as a result of the condition of the property. She further confirmed that the property involved in the case that has been ongoing for some considerable time has now finally been cleared and will be relet following completion of works required to bring this to an acceptable standard.

Following discussion, members approved the report.

#### **8(d) Management Committee Members – Performance Reviews**

Members considered the report that had been circulated previously and expressed some concerns about the length of time proposed for training on issues that are of particular importance.

G Russell confirmed that there are a range of options that could be considered in addition to the sessions proposed and that staff would be happy to organise whatever training members would like.

Members discussed a number of possible options, including explanatory notes appended to reports, e-learning and briefing sessions prior to the Committee meetings (particularly in relation to terminology). G Russell also advised members that staff could be available to meet with members over the summer period.

G Russell agreed to circulate a number of options for additional training for members' consideration.

**GR**

**8(e) Draft Management Committee Training Plan**

Following discussion of the previous item, it was agreed that the proposed training plan be further revised.

**GR**

**8(f) Proposed Shared Services Framework**

G Russell introduced the report that had been circulated previously. Members responded very positively to the proposal, acknowledging that it offers potentially significant opportunities for the future and noting that there is already established trust and transparency between the organisations involved.

Following discussion, members approved the Association's initial participation and continued involvement in the design of the Edinburgh RSL Shared Services Framework.

**8(g) Governance Structure of SHAPS Pension Scheme**

Members considered the report that had been circulated previously and voted in favour of advising the Pensions Trust that the Association's preferred option is Option 1, an Employer Committee only.

**KM**

**8(h) Gas Servicing, Repairs and Maintenance Tender Response**

A Ilesley introduced the report that had been circulated previously.

Members noted the period of the contract and that any extension of that would require Committee approval.

G Russell confirmed that informal discussions with 2 other housing associations identified that they had also used a 70/30 split in respect of quality and price when tendering for this type of work.

Following discussion, members approved the report and the award of the contract to Lothian Gas.

**8(i) Entitlements Payments and Benefits Record 2016/17**

G Russell introduced the report that had been circulated previously. Following discussion, members approved the report.

**8(j) Applications for Membership of Manor Estates Housing Association**

Members approved the two applications for membership.

**8(k) Agreement To Lease Properties to MEAL – Sandilands Phase 3**

Members considered the report that had been circulated previously and approved the lease of the mid-market rent properties in Phase 3 to MEAL.

G Russell advised members that there would be an official opening at the Sandilands development at 2.00 p.m. on 10 August 2017.

### **8(l) AGM Arrangements**

Members considered the report that had been circulated previously.

In accordance with the Association's Rules and following the drawing of lots, it was agreed that D McEwan and D Hanley would stand down from the Committee and seek re-election.

Following discussion, members approved the report.

## **9 Items for Noting**

### **9(a) Sandilands Project Update**

Members noted the report.

### **9(b) Factoring Action Plan**

A Ilesley introduced the report that had been circulated previously. He asked members to note that a number of the proposed actions had already completed. He confirmed that the next set of accounts would be issued week beginning 3 July and that these include the updated statement of services and satisfaction survey.

Members asked that future reports of this nature include a copy of the original report or a summary of it.

**ALL**

Members expressed concern that the Factoring Service had not been subject to internal audit for some time. Staff advised that assessment of areas requiring internal audit will be the first priority for the internal auditor appointed later this year.

Members acknowledged that the report presented had focused on the areas identified as requiring action, however there had been a number of very positive comments regarding the Association's approach to factoring.

Members noted the report.

**At 7.00 p.m. the Chair sought and received approval to suspend Standing Orders to enable the meeting to continue**

### **9(c) Finance Update**

Members noted the report.

**TABLED ITEM – Acquisition of Flatted Property**

Members considered the report presented and agreed that this presented a good opportunity for the Association. It was suggested that if acquired the property could be let as mid-market rent and staff agreed to consider this possibility.

Following discussion, members approved that staff pursue acquisition of the property within the limits identified in the report.

**AI**

## **10 Any Other Competent Business**

### **i) Online Board Papers**

K Miller advised members that, prior to the next Committee meeting in August, they would receive a link to a facility demonstrating online paper, together with a questionnaire regarding options for their preferred device type.

**KM**

G Russell confirmed that this is part of the overall ICT Strategy and that options for mobile working for staff are also being actively pursued at the present time.

Members noted the position.

**11 Date and time of next meeting: Wednesday 30 August 2017 at 5.00 p.m.**

**The meeting closed at: 7.08 p.m.**