

COMMITTEE: MANAGEMENT COMMITTEE
DATE: MONDAY 18th FEBRUARY 2019
VENUE: CONFERENCE ROOM
TIME: 6:30 PM

PRESENT: COLIN CAMPBELL (CHAIR)
JACKIE McKELVIE MBE (VICE CHAIR)
JUNE GLANCY (SECRETARY)
JEANETTE DILLON
DAVID MCINDOE
SANDRA RORISON
VIVIENNE HEARTON

IN ATTENDANCE:- NICK JARDINE, CHIEF EXECUTIVE OFFICER (CEO)
ANNE CULLEY, DEPUTE CHIEF EXECUTIVE
OFFICER (DCEO)
ALANA DURIN, FINANCE DIRECTOR (FD)

APOLOGIES:- RONNY LEE
DIANE MCCARNEY
SHARON TRITSCHLER

REFERENCE: MIN/MAN/18FEB19/NJ/AC/AD/KD

1.0 CHAIRPERSON'S REMARKS

The Chair welcomed all to the first meeting of 2019 and joined with the other Management Committee Members and Senior Staff present in congratulating Jackie McKelvie on being awarded an MBE in the New Years Honours List.

1.1 Health and Safety

Members noted the relevant Health & Safety information.

1.2 Apologies

Apologies were received from Ronny Lee, Diane McCarney and Sharon Tritschler.

1.3 Declaration of Interest

Vivienne Hearton highlighted the report at 3.12, however it was agreed due to the content of the recommendations this would be noted, but that there would be no requirement to leave the room on this occasion. Jeanette Dillon highlighted the report 4.13, however it was again agreed that this would be noted, however due to the content of this item, there would be no requirement to leave the room on this occasion.

1.4 Gift & Hospitality Register

The DCEO advised members of 15 parties offering gifts in the run up to the festive period.

- 1 Scarf, 3 tins of Biscuits, 11 Boxes of Chocolate, 2 Bottles of Whisky, 5 Bottles Wines, 1 Bottle Vodka, and a handmade plaque "thank you for being the best landlord".

All items received will be raffled with proceeds going to charity.

Gift items were duly noted by members and the Gifts & Hospitality Register signed by the Chair.

2.0 DEFERRED ITEMS

Members noted the deferred items.

3.0 FOR DECISION

3.1 Senior Team Structure Review Report from Consultant

The Chair asked the staff members to leave the meeting at this stage to enable Committee to have a discussion on this issue without the presence of the officers involved.

The Chair welcomed the Senior Officers back to the meeting and advised that Committee feels it would be better to delay their consideration of the Structure Review report from the Consultant.

Their reasoning was in a connected matter they were going to ask the C.E.O. to prepare a paper on the issue of future working with Cloch H.A. detailing the options of how this relationship might develop.

The view of the Board was that their view on the structure may well depend upon that what comes out of this paper.

The SMT all individually commented that they felt this was inappropriate. A number of staff not just the SMT contributed heavily over this exercise and it was initiated from the Culture review journey. To just put it in abeyance would in the view of the SMT members present not be perceived positively by all staff who had taken part.

The CEO advised we had just in the last few weeks appointed a consultant at a significant cost to undertake this work. To put it on hold at this stage prior to the full report being received did not seem sensible. In addition, the decision would be seen as arbitrary.

After discussion Committee agreed they would receive the report from the consultant and they would consider implementation of appropriate elements at a suitable time. Committee confirmed they still wished to see a report from CEO re Future Working with Cloch HA.

It was agreed the timescale of this would be late March/early April due to leave of some of the officers who will be involved. A special Management Committee meeting may then be called to receive this report.

3.2 Independence Agreement

It was decided that a review of this document would be delayed until the Management Committee had received the paper from the CEO regarding future joint working with Cloch.

The timing is such that the next meeting of the Audit Sub will not be until early May 19, so in terms of timing this may well tie together relatively neatly.

3.3 Final Draft Budget & Financial Business Plan/30 Year Cost Projections

The FD presented the final draft budget and financial plan. The key changes were discussed from the 1st draft. The updated development programme and financial implications were talked through and a member asked if there was sufficient security. The FD confirmed this would take us to the maximum available. It was noted Nationwide would release security for an increase in margin. Covenant compliance was highlighted with years 26 & 30 of concern; however, this can be addressed via smoothing planned maintenance. Future years rent uplift is based on RPI + 1% until 2032/33.

2018/19 Budget Amendments

- Carry Forward for Maple Road of £100K agreed
- £64K budget for development write offs

Members thanked the Finance Director for a very extensive and comprehensive report and unanimously approved the 2019/20 Final Budget & 5 Year Financial Statements/30 Year Cashflow Projections. Members also gave thanks to the Finance team for their work.

3.4 Financial Plan Sensitivity Testing

Report discussed and noted, financial plan tested against 5 top risks in the risk register.

Of those, the most risky in relation to the tested assumptions were associated with an increase in development costs and impact of welfare reforms and a

change from rent uplifts being based on RPI to CPI e.g. a 0.9% reduction in uplift, which was not financially viable.

3.5 Rent Consultation

A member asked what the local uplift was by other Associations. The FD confirmed:-

- 2% Larkfield HA
- 2.2% Link HA
- 3.4% River Clyde Homes
- 3.0% Cloch HA

Whilst appreciating individual cases are not discussed at Management Committee meetings, ██████████ did feel it was appropriate to raise concern about the amount of rent being charged to a property within ██████████ building that was recently advertised. ██████████ advised that ██████████ believed the rent had been set too high and that the second bedroom in that property was not a double bedroom. The CEO advised he would enquire about this with the Housing Manager and an appropriate response would be given direct to ██████████ ██████████

Following discussion members approved with the report recommendations that the standard rent increase will be 3.5% and this will also apply to special cases in section 4.3 of the report. Otherwise, the rent increase will be in line with table 1 below.

Increase	Recommended increase	Number Affected
Standard increase	3.5%	1211
Increase less than standard	Up to 2.9%	217
Increase higher than standard	3.8 – 6.9%	295

3.6 Service Charge Review

The CEO presented this report the contents of which were noted and recommendations as set out in the report were approved by Committee.

3.7 Asset Management Strategy/Action Plan/SAMS

The CEO presented this report the contents of which were noted and the key recommendations as set out in the report were approved by Committee.

3.8 Complaints Policy Review

Members noted this item would be presented to the June 2019 meeting.

3.9 Oak Tree Housing Initiatives (OTHI) ~ Secretary Position

Committee noted that Betty McDonald due to leaving the Committee no longer holds the position of secretary for OTHI.

After discussion regarding OTHI and the requirements of this position, Jackie McKelvie nominated Vivienne Hearton to take on this role, which was seconded by June Glancy. There being no other nominations and with Vivienne accepting the nomination, Vivienne was elected to the Secretary position of OTHI.

- 3.10 Joint Pensions Working Party
This report was noted by Committee and it was agreed that the Chair and Secretary of OTHA would continue to be on the working party and another member would be sought asap for this working party.
- 3.11 West Stewart Street Office ~ Appointment of Consultants
The CEO presented this report to Committee. After discussion, in particular regarding the letting of part of the building to community groups and the potential for additional funding being available to upgrade facilities within the office due to this, Committee agreed with the report recommendations as set out.
- 3.12 Maple Road LSVT Flats
The CEO presented this report the contents of which were noted by Committee.
After discussion, the key recommendations as set out in the report were approved by Committee.

4.0 FOR INFORMATION/DISCUSSION

- 4.1 Employee Engagement Survey
The DCEO presented this report, the contents of which were noted by Committee.
The DCEO advised that with regards to the third bullet point, this should have read consideration is underway for Community links to be appointed and not that Community Links had been appointed. This was acknowledged by Committee.
- 4.2 2018/19 IMP 3rd Quarter
Members noted the contents of this report regarding outcomes not achieved or achieved out with the original timescale.
Concerning appraisals, following training it was agreed to carry out a 6 monthly appraisal (Oct – March), for staff during April 19 and that the CEO appraisal was noted as requiring to be signed off by the 4th ¼ of the 18/19 plan.
- 4.3 2018/19 Risk Map 3rd Quarter
Members noted the contents of this report.
In particular, Members noted why the annual procurement report was not completed as programmed.
- 4.4 2018/19 Customer Care 3rd Quarter
Members noted the contents of this report.
- 4.5 2018/19 Complaints 3rd Quarter
Members noted the contents of this report.
- 4.6 2018/19 Wider Action 3rd Quarter Report
Members noted the contents of this report.
- 4.7 Greenock Telegraph Article – Jackie McKelvie MBE
Noted by Members.
On being asked Jackie advised that she would be presented with her award on 2nd July 2019 at Holyrood Palace.

- 4.8 Scottish Housing Regulator ~ Consents
Noted by Members.
- 4.9 Stuart McMillan MSP ~ Congratulations Jackie McKelvie MBE
Noted by Members.
- 4.10 Rt Hon Ruth Davidson MSP ~ Congratulations Jackie McKelvie MBE
Noted by Members.
- 4.11 Letter of Congratulations ~ V. McCarthy MBE
Noted by Members.
- 4.12 Appraisal Assessments for Governing Body Members
This report was presented by the DCEO. The DCEO acknowledged the Chairs comment that an OTHA front page should have been appended to this report and apologised for this oversight, based on Chairs previous comments regarding this matter.
The DCEO advised that Alan McKnight Director of Housing consultancy for Arneil Johnston who have been commissioned by Oak Tree and Cloch to carry out the Management Committee Annual Reviews for the next three years will be in touch with all Committee in due course.
The new approach involves: (1) an on line self-assessment; and (2) 1-2-1 discussions with each Committee Member and further information will follow in due course. The dates for the 1-2-1 discussions are 8th and 9th April 19 and the Office Manager will be contacting Committee shortly to sort out suitable times. Alan McKnight will also be attending the April 19 Management Committee meeting to observe Committee in action.
- 4.13 EVH Pay Negotiation
Committee noted the e mail from the EVH Director, advising that with regards to the pay negotiations, EVH have had to record a formal 'failure to agree', as per the negotiating procedure with the Union and that EVH will keep Committee updated on matters going forward.
- 5.0 FOR NOTING**
- 5.1 Calendar of Meetings & Workplan
Noted by Members.
- 5.2 Internal Management Planning Day
The CEO presented this report to Committee with Committee noting the agenda and that the facilitator will be Tanya Kennedy.
- 5.3 AGM ~ Potential date change (April ~ August)
It was noted that due to Pension information which now requires to be included in the annual accounts and due to the timing of this information being available, that the OTHA AGM, will now likely require to be held during the months of August or September. Committee acknowledged this and that a date will be advised in due course.
- 5.4 Inverclyde Women's Aid ~ Thank You letter
Noted by members.

5.5 Crisis Scotland ~ Thank You
Noted by members.

5.6 Joint Internal Audit ~ Assurance Review of Corporate Performance Management
Noted by members.

5.7 Investors in People 2nd Interim Feedback Report Dec 2018
Noted by members.

6.0 FOR APPROVAL/RATIFICATION

6.1 Management Committee Meeting of 3rd December 2018
Following discussion that the last sentence at 4.1 be removed, as it was not recalled as being stated being 'This matter will go forward to the Joint Audit Committee'. The Minutes of the Management Committee Meeting of 3rd December 2018 were proposed by June Glancy and seconded by Jackie McKelvie as a true and accurate record of the meeting.

6.2 Finance, Staffing & General Purposes Sub Committee of 18th October 2018 & Special Finance, Staffing & General Purposes Sub Committee of 18th December 2018
The minutes of the Finance, Staffing & General Purposes Sub Committee of 18th October 2018 and the Finance, Staffing & General Purposes Sub Committee of 18th December 2018
Were both proposed by David McIndoe and both seconded by Jackie McKelvie as a true and accurate record of both meetings.

6.3 Joint Internal Audit Sub Committee Meeting of 14th November 2018
The minutes of the Joint Internal Audit Sub Committee Meeting of 14th November 2018 were noted, by Committee, as only Ronny Lee was present from OTHA.

6.4 Matters Arising
Management Committee Meeting of 3rd December 2018
There were no matters arising.

Finance, Staffing & General Purposes Sub Committee of 18th October 2018 & 18th December 18
There were no matters arising.

Joint Internal Audit Sub Committee Meeting of 14th November 2018
There were no matters arising.

6.5 Use of Seal
Members granted retrospective Use of Seal for the following:-
6th December 2018

- Exclusive Occupancy Agreement, ¼ Share, Shared Ownership Sale, [REDACTED] Street, Greenock
- Exclusive Occupancy Agreement, ¼ Share, Shared Ownership Sale, [REDACTED] Street, Greenock

6.6 The Management Committee approved the Side Letter presented and authorised the mandated officers, (*in accordance with the specimen signature mandate appended*), to sign the Side Letter and the Application to Fix in fulfilment of resolution no. 2.12, 2.13, 2.14 passed at the sub-committee meeting of 18th December 2018.

7.0 AFFILIATIONS/TRAINING & CONFERENCES

7.1 SHARE Annual Conference 1st-3rd March 2019 Peebles Hydro
Noted by members. Members will advise if interested in attending.

7.2 EVH 2019 Subscriptions
Members agreed to renew the subscription to EVH at a cost of £4657.

7.3 Chartered Institute of Housing ~ Annual Levy Contribution
Members agreed to renew the subscription to CIH at a cost of £325.

7.4 SFHA ~ Membership Renewal
Noted and approved by Members at a cost of £13,910.

7.5 EVH ~ AGM 1st April 2019 ~ EVH Offices, Glasgow
Noted by members. Members will advise if interested in attending.

8.0 A.O.C.B.

EVH ~ Governing Body One Day Seminar 12/5/19
Noted by members. Members will advise if interested in attending.