

**Minutes of the Management Committee meeting held on Tuesday 26 November 2019
at 7.30 pm at 36 Lauriston Place, Edinburgh, EH3 9EZ**

Committee Members present	L Alexander	Chair
	A McDonald	Treasurer
	C Littlewood	Secretary
	J L Addams	
	L Bald	
	S Baxter	
	C Goodwin	
	M Gunn	
	J McCuaig	
	M Midgley	
In attendance	A Cant	Director
	M Stolarek	Housing Officer
	F Dodds	Housing Assistant
	A Ross	Port of Leith HA Finance*
	A Punton	Port of Leith HA Finance*
		<i>*They left after Item 8</i>

7.30 PM MAIN MEETING

ITEM	<i>DECISION/ACTION</i>
1 CONFIDENTIAL BUSINESS	
There was no confidential business.	
2 APOLOGIES FOR ABSENCE & RULE 40.3 ATTENDANCE	
Apologies for absence were received from J Renton, N Salicis, D Todorova; and J Leith had to leave just before the start.	<i>Noted</i>
N Salicis has now missed 3 consecutive meetings and will be advised that Rule 40.3 will apply if he misses a 4 th meeting.	<i>Letter to be sent</i>
3 DECLARATION OF INTERESTS	
There were no declarations of interest.	<i>Noted</i>
4 TOPICS FOR ANY OTHER BUSINESS	
There was one items to be raised as AOB.	<i>Noted</i>
5 MINUTES OF THE PREVIOUS MEETING	
J McCuaig proposed, seconded by C Littlewood, that the minutes of the previous meeting be accepted as a true record, and this was agreed.	<i>Approved</i>
6 MATTERS ARISING	
There were no matters arising.	<i>Noted</i>

7 OFFICE BEARERS' REPORT

The report on the compensation payment to a tenant was noted. *Noted*

8 QUARTERLY ACCOUNTS APRIL-SEPT 2019

- (a) Ms Punton was introduced. Mr Ross presented the Finance
& Report and Management Accounts for the six months to 30
(b) September 2019. The surplus amounted to £116,735 resulting in
a positive variance of £12,733 against the budget. The variance
arose from actual income being £1,969 less than budget and
total expenditure being £14,702 less than budget. Gross rental
income is in line with the budget and voids are £738 less than
the budget resulting in an overall positive variance of £782 in net
rental income. Interest earned is in line with budget. Total
operating cost is show a positive variance of £14,702 against
budget largely due to under-spends on enhancements of
£18,743. The reasons for the variances were noted.
Committee approved the Finance Report and Management
Accounts for the six months to 30 September 2019.

Approved

A Ross and A Punton were thanked and left the meeting.

9 POLICY REVIEW: RISK MANAGEMENT

- (a) The Director explained the policy review for risk management.
& This review was more detailed than the previous two due to
(b) freedom of information and data protection changes.

Approved

10 POLICY REVIEW: DATA RETENTION INCLUDING
RETENTION SCHEDULE

- (a) Committee approved and agreed that the Director could adjust
& the retention times after discussion with our Data Protection
(b) Officer consultant and table a copy to the January meeting for
information if any changes were made.

Approved

11 DOMESTIC ABUSE – TWO DRAFT POLICIES

The Director outlined the draft policies and these were agreed
by the Committee. The Committee also agreed to sign up to the
Chartered Institute of Housing's 'Make a Stand' campaign

Approved

12 TENANT PARTICIPATION STRATEGY - POLICY REVIEW

Committee approved the review.

Approved

13 QUARTERLY MAINTENANCE STATISTICS - 2ND QUARTER
JULY-SEPTEMBER

Committee noted the statistics for the quarter to 30 Sept 2019.

Noted

14 TOLLCROSS COMMUNITY COUNCIL

There were no new minutes from Tollcross Community Council.

15 POLICY REVIEW: TREASURY MANAGEMENT POLICY

Committee approved the review.

Approved

16 HOUSING OFFICER'S REPORT

1) **Arrears.** October arrears were £39,224.47, an increase of £3,550 compared to September. Former tenant arrears were reducing.

Noted

2) **Individual arrears.** Case 1 - agreement holding. Case 2 - notices served. Case 3 - long terms arrears. Case 4 - UC ended and agreement made. Case 5 - agreement defaulted but was resolved and case sisted. Case 6 - HB suspended July. Assistance provided and tenant made aware notices will be served. Case 7 - change of circumstances. Late payment received 01/11. notices to be served if agreement defaults. Case 8 - correct payment restarted October and new agreement required to resolve default. Case 9 - agreement defaulted October, to be resolved or progress to court. Case 10 - agreement holding. Case 11 - notices served.

Noted & agreed actions

3) **Voids.** There were two voids during October. One was re-let and the other is having maintenance done but has been allocated through EdIndex.

Noted

4) **Allocations.** There was one re-let during October.

Noted

5) **Overdue gas services.** There were no overdue services during October.

Noted

17 DIRECTOR'S REPORT

1) **Assurance Statement to SHR.** The AS was submitted to the Scottish Housing Regulator on 25th September and the Chairperson has recently been asked by the SHR for clarification about the caveat in our AS concerning the gathering of equalities data. A reply has been sent from the Chairperson.

Noted

2) **Joint Committee member training with other ARCHIE members.** The Committee agreed for the Chairperson to work with other Archie members to help plan this training.

Action agreed

3) **Death of Tot Brill - Former Lister tenant/chairperson.** Noted sadly.

Noted

4) **Community action on the climate emergency – conference Friday 29th November.** C Goodwin would like to attend along with J Leith (possibly if available).

Agreed

- 5) **Christmas activities.** Committee agreed to give a £10 voucher to all tenants of 65 & over and to give a cinema voucher for Lister children. *Agreed*
- 6) **Committee / Staff meal out.** Committee/Staff meal date would be Friday 7 February 2020. Venues suggested were Scott's kitchen and 1 or 2 others *Noted*

18 MEMBERSHIP

- a) **Applications.** Committee noted the following application had been approved. *Noted*

Member number	Address	Approval date	Date of start of membership
921	Keir Street	4.10.19	1.10.19

- b) **Cancellations.** Committee approved the following cancellations *Approved*

Member number	Address	Cancelled from
908	Keir Street	4.11.19

19 ANY OTHER BUSINESS

L Bald thanked everyone for their support during her recent health issue.

The meeting closed at 8.42pm