

**Minutes of the Management Committee meeting held on Tuesday 28 January 2020  
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 Leith      |                            |
|                           | J McCuaig    |                            |
| M Midgley                 |              |                            |
| In attendance             | A Cant       | Director                   |
|                           | M Stolarek   | Housing Officer            |
|                           | N Ntuli      | Port of Leith HA Finance*  |
|                           |              | <i>*left after Item 10</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, D Todorova; and F Dodds (staff). N Salicis has regretfully tendered his resignation as family commitments meant he could not attend easily. He was thanked for his contribution. | <i>Noted</i><br><br><i>Resignation accepted</i> |
| 3 DECLARATION OF INTERESTS                                                                                                                                                                                                          |                                                 |
| There were no declarations of interest.                                                                                                                                                                                             |                                                 |
| 4 TOPICS FOR ANY OTHER BUSINESS                                                                                                                                                                                                     |                                                 |
| There was one item to be raised as AOB.                                                                                                                                                                                             | <i>Noted</i>                                    |
| 5 MINUTES OF THE PREVIOUS MEETING                                                                                                                                                                                                   |                                                 |
| JL Addams proposed, seconded by J McCuaig, 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

There was no Office-Bearers business to report.

*Noted*

8 FINANCE SUB GROUP REPORT

The Director presented Paper 8(a) - the options and proposals for the budget. This was discussed along with the draft Maintenance budget, Paper 9(c) and the draft Service charges budget, Paper 9(d). The minutes of the Finance Sub Group Paper 8(b) were accepted.

*Finance SG minutes approved*

9 BUDGET 2020-21 and projections to 21-22 & 22-23

- (a) N Ntuli from PoLHA explained the draft budget narrative and associated spreadsheet, based on the Finance SG's proposal of & (b) a 1.1% price per point rise for inflation and the 3 extra points for Major Repairs for Main Site tenants. After discussion this was agreed to put out to tenant consultation, with the final decision to be at the February Committee meeting. The Director confirmed that this budget and projections (once approved in February) would be used for the Five Year Financial Plan submissions to the Regulator later in the year.

*Approved to go out to consultation*

*Noted use in 5YFP*

10 MONEY LAUNDERING POLICY

The Director explained this new policy which confirmed current practices. It was agreed, subject the title being changed to the 'Anti Money Laundering policy'

*Approved*

*N Ntuli left the meeting.*

11 HOUSING MANAGEMENT SOFTWARE

The Director outlined the report, an earlier version of which had been considered by the Finance Sub Group. Detailed evaluation was still taking place and the Director plans to visit another RSL that is using one of the contenders' software. The meeting agreed to delegate the final decision to the Office Bearers Sub Group to allow a quicker implementation timetable.

*Progress noted.*

*Decision delegated to OBSG*

12 TENANT SURVEY

- (a) The detailed survey report produced by Welgo was welcomed. It & (b) made interesting reading and the covering report outlined some general comments from the Director. There was a good discussion. Key results will be publicised in the newsletter and it was agreed a copy of the whole report is to go on the website.

*Survey report welcomed and to be publicised*

13 TENANCY AGREEMENT OF THE MULTI SHARED FLATS

Committee discussed the report and it will come back for a decision once more information has been gathered

*Noted at this stage*

- 14 DATA PROTECTION ACT / GDPR POLICY
- The slightly revised policy was agreed. *Approved*
- 15 DATA SUBJECT RIGHTS & SUBJECT ACCESS REQUEST POLICY
- This new policy was discussed and agreed. *Approved*
- 16 Data / GDPR BREACH POLICY
- This new policy was discussed and agreed *Approved*
- 17 DATA RETENTION SCHEDULE
- Committee agreed the slightly revised Schedule. *Approved*
- 18 TOLLCROSS COMMUNITY COUNCIL
- There were no new minutes from Tollcross Community Council.
- 19 HOUSING OFFICER'S REPORT
- 1) **Arrears.** December arrears were £38,843, an increase of £38 compared to November. Former tenant arrears were reducing. *Noted*
  - 2) **Individual arrears.** Case 1 - awaiting backdating request. Case 2 - going to solicitors. Case 3 - agreement holding. Case 4 - Possibly going back to court. Case 5 - debt now almost totally cleared. Case 6 - a payment made. Awaiting trust deed outcome. Cases 7 - new arrangement made. Case 8 - payment made in January. Case 9 - to go to solicitors. Cases 10, 11 and 12 - to progress to solicitors. *Noted & agreed actions*
  - 3) **Voids.** There were two voids in the period. One was re-let and the other is having maintenance done *Noted*
  - 4) **Allocations.** There was one flat re-let during December. *Noted*
  - 5) **Overdue gas services.** There were no overdue services during November or December. *Noted*
- 20 DIRECTOR'S REPORT
- 1) **Commercial property.** The Director outlined that the proposed assignation was at an advanced stage. Committee agreed this and for the General consent declaration to be made by the Chair and put on our register. *Agreed assignation*  
*Record as a general consent record*
  - 2) **Computer PCs at Lister office.** The Committee agreed the quotation from our IT firm for 4 new PCs and associated software and installation costs *Quotation accepted*

- 3) **Freedom of Information.** Report noted new statistical returns have started to the Scottish Information Commissioner. *Noted*
- 4) **News of Archie members.** Sad news regarding Hunters Hall housing co-op. Welcomed new CEO news from Manor Estates HA. Debt advice project - Committee interested - more details to the next meeting. Port of Leith - H Kiteley's appointment welcomed heartedly. *Noted*
- 5) **EVH Long service award.** The Director requested that the Committee put forward the name of JL Addams for an EVH long-service award as he has been on the Committee for 25 years. *Agreed to nominate JL Addams*

## 21 MEMBERSHIP

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

| Member number | Address      | Approval date | Date of start of membership |
|---------------|--------------|---------------|-----------------------------|
| 922           | Heriot Place | 12.12.19      | 16.12.19                    |

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

| Member number | Address      | Cancelled from |
|---------------|--------------|----------------|
| 845           | Heriot Place | 8.12.19        |

## 22 ANY OTHER BUSINESS

J McCuaig asked if the piles of shredded garden waste in the back green could be disposed of soon. The Director said that could be arranged. *Agreed*

The meeting closed at 9.25 pm