

**Minutes of the Management Committee Meeting held on Tuesday 25 February 2020
at 7.30 pm at 36 Lauriston Place, Edinburgh, EH3 9EZ**

Committee Members present	L Alexander A McDonald J L Addams L Bald S Baxter C Goodwin M Gunn J Leith J McCuaig M Midgley J Renton D Todorova	Chair Treasurer
Non-committee members present	Two new tenants attended, one with a child	
In attendance	A Cant M Stolarek F Dodds A Ross	Director Housing Officer Housing Assistant Finance Manager, PoLHA

7.15 PM Recent new tenants attended for an informal discussion and welcome.

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 C Littlewood. No one affected under Rule 40.3.	
	<i>Noted</i>
3 DECLARATION OF INTERESTS	
No declarations were made.	
4 TOPICS FOR ANY OTHER BUSINESS	
No items were submitted.	
5 MINUTES OF THE PREVIOUS MEETING	
M Midgley proposed, seconded by J L Addams, that the minutes of the previous meeting be accepted as a true record, and this was agreed.	
	<i>Approved</i>

6 MATTERS ARISING

N Salicis asked A Cant to pass on his thanks to the committee. He regrets having to resign however changes to his family's timetabling has meant he could no longer attend meetings.

Noted

The HomeMaster proprietary software has been given the go ahead after negotiations and staff have started their training.

Noted software cost agreed and actioned

The new PCs for the office have arrived - we are now on Windows 10 and Office 2019.

Noted

7 OFFICE BEARERS' REPORT

There was no Office-Bearers business to report.

8 QUARTERLY ACCOUNTS - APRIL - DECEMBER 2019

- (a) A Ross presented the Finance Report and Management & Accounts for the third quarter to 31 December 2019. The surplus amounted to £153,806 resulting in a negative variance of £700 against the budget. The gross rental income was in line with the budget and void loss was £1,132 less than the budget resulting in an overall positive variance of £1,274 in net rental income. Interest earned was £2,157 more than budget. Total costs show a negative variance of £2,298 against budget due to overspend in day to day repairs and underspend in enhancements and major repairs.

Committee approved the Finance Report and Management Accounts for the quarter ended 31 December 2019.

Approved

9 RENT REVIEW FEEDBACK & BUDGET APPROVAL

There had been no tenant feedback from the consultation. A Cant advised that inflation had increased: CPI from 1.3 to 1.8% and RPI to 2.7%. The Director advised that these changes wouldn't impact significantly upon the planned budget. Committee therefore approved the budget and rent review for the year 2020-21 based on a rent increase of 1.1% plus additional main site points.

Approved budget and rent review

10 VARIOUS FINANCIAL/GOVERNANCE MATTERS

- a) **Review of Statement of Internal Controls.** Committee approved the review.

Approved

- b) **Impairment review.** Committee approved the review.

Approved

A Ross was thanked for attending and left the meeting.

11 QUARTERLY MAINTENANCE STATISTICS: OCT - DEC 2019

Committee noted the statistics for the quarter ended 31 December 2019.

The figures were all straightforward. The emergency responses were slightly poorer. Because of our small number of properties, it only takes a few changes to impact on the figures.

Noted

12 TOLLCROSS COMMUNITY COUNCIL

No minutes produced since AGM.

13 LIST OF TRAINING, EVENTS, SEMINARS ETC. ATTENDED 2019

The Director has asked the committee to keep a note of any training they attend. The list for 2019 was noted.

Noted

14 HOUSING OFFICER'S REPORT

1) **Arrears.** January arrears were £35,194.29, a decrease of £3,649 compared to December. The timing of closing the books affects this figure to a degree. The breakdown of arrears is straightforward.

Noted

2) **Individual arrears.** Case 1 - awaiting backdating request (approx. 5-week delay for UC payment). Case 2 – UC claim made 15/1/20. Passed to solicitor due to level of arrears and failed agreements. Case 3 – agreement holding. Case 4 – Agreement default not resolved. Returning to court. Case 5 – Change of circumstances. UC claim updated. Case 6 – new agreement to start in February 2020. Case 7 – Agreement holding. Case 8 - Passed to solicitor. Case 9 – Notices to be served. Case 10 – Cleared in February 2020. Case 11 – Notices to be served.

Noted

3) **Void.** There was one void in January which was let in February.

Noted

4) **Allocations.** There were no re-lets in January.

Noted

5) **Overdue gas services.** There were no overdue services since the January meeting.

Noted

15 DIRECTOR'S REPORT

1) **Ombudsman service - Revised Complaints Handling Procedure (CHP).** The Ombudsman has reviewed their model CHP and issued the revised procedure. This has to be introduced throughout Scotland by 1 April 2021. The Director will study this and introduce in due course.

To implement by deadline

2) **AGMs.** The Chairperson will attend the ARCHIE meeting on 25th March. The EVH meeting is on 6th April and the Edinburgh & Lothians Regional Equality Council meeting is on 25th March. Anyone is welcome to attend these.

Noted

- 3) **Port of Leith HA - Finance personnel.** There has been some interim staff position changes at POLHA due to H Kiteley achieving the position of CEO. *Noted*
- 4) **Gardener recruitment.** The closing date for the post is Thursday 27th February and interviews will follow. *Noted*
- 5) **Reimbursement of Director's Professional Fees.** Committee noted the Director's claim for reimbursement of £248.00 in respect of his membership of the Chartered Institute of Housing in accordance with his contract of employment. *Noted*

16 MEMBERSHIP

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

Member number	Address	Approval date	Date of start of membership
923	Heriot Place	31.1.20	4.2.20

- 2) **Cancellations.** Committee approved the following cancellations: *Approved*

Member number	Address	Cancellation date
403	Heriot Place	6.2.20

17 ANY OTHER BUSINESS

None

There being no other business the meeting closed at 8.10 pm