



**Minutes of the Management Committee meeting
Held on Tuesday 29th June 2021 at 4 p.m. in the
Community Centre and via Zoom**

Committee Member	Attended	1.0 Apologies
Linda Brown	X	
Gerry O'Donnell	X	
Jamila Flynn	X	
Kristina Bowie	X	
Elizabeth Doherty	X	
Claire McGraw	X	
Stewart MacKenzie	X	
Helen McNab	X	
Adele Fraser	Via Zoom	

In Attendance		
Jill Cronin	Interim Director	
Maureen Knight	Interim Housing Manager	
Malcolm Finnie	Interim Asset Manager	
Fettes McDonald	FMD Financial Services	FMD

Agenda Item		Description	Action By
2.		Declaration of Interest There were no declarations of interest.	
3.		Minutes	
	a)	<u>Minutes of meeting held on 27 May 2021</u> Minutes were approved by Gerry O'Donnell and seconded by Stewart MacKenzie.	
	b)	<u>Matters Arising</u> There were no matters arising not covered by the agenda.	
4.		Governance	

a)	<p><u><i>Interim Director's Report</i></u></p> <p>The Interim Housing Manager provided an update on key areas of work including:</p> <ul style="list-style-type: none"> • Staffing and Recruitment • AGM • Office Changes • Community Centre • Governance • Internal Audit Action Plan <p>Management Committee agreed to:</p> <p>Note the contents of the report</p>	
b)	<p><u><i>Business Plan & Policy Update</i></u></p> <p>The interim Housing Manager presented the report prepared by The Interim Director</p> <p>Management Committee agreed to:</p> <p>Note the contents of the report</p>	
5.	Finance & Corporate Services	
a)	<p><u><i>Management Accounts 2020/21</i></u></p> <p>Fettes McDonald presented the accounts to the meeting and advised that year end adjustments re the pension deficit had not yet been taken into account.</p> <p>On the statement of comprehensive income there were lower operating costs across the organisation mainly due to the pandemic. The net surplus was above budget by £431,000 and details of this difference were included in the cover report provided. Although operating costs were lower than expected staff costs were higher.</p> <p>On income and expenditure across the budgets there was a healthy position with an overall position cash balance of just under £3 million. Lower spend on component and other fixed assets resulted in the year and gross rent arrears were noted at 6.5%. It was noted that there were no issues with loan covenant compliance.</p> <p><u><i>Five-year budgets to SHR</i></u></p> <p>Fettes McDonald presented the SHR budgets and explained the main assumptions and noted that the</p>	

b)		<p>financial headroom available provided comfort in the event of higher than planned net costs.</p> <p>It was noted that surpluses were achieved annually, that there are no issues re loan covenant compliance.</p> <p>Management Committee agreed to:</p> <p>Note the contents of the report and approved the five-year projections and submission to SHR</p> <p><u>Authorised Signatories</u></p> <p>The Interim Housing Manager presented the report.</p> <p>Management Committee agreed to:</p> <p>Note the contents of the report and approved the changes to authorised signatories.</p>	<p>FMD</p> <p>Interim Director</p>
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6.		Operational	
a)		<p><u>Stock Condition Survey</u></p> <p>The interim Asset Manager presented the report outlining the aim of the report.</p> <p>There was discussion about the report and it was noted the detail provided was informative. It was highlighted by the Interim Asset Manager that as outlined by FMD with the positive news on the budget forecast provided that scope to develop the stock condition further provided options on future spend.</p> <p>Management Committee agreed to:</p> <p>Note the contents of the report and approved the budget detailed in the report.</p>	
b)		<p><u>Performance Reporting Targets</u></p> <p>The interim Housing Manager presented the report detailing the targets for the year ahead.</p> <p>Discussion took place on a review of the performance reports and it was agreed that a review of the reports will be conducted by the new SMT.</p>	

		<p>On the targets provided discussion took place on the arrears figures and it was requested by Management Committee that monthly figures are provided to them to provide assurances on performance and a downward trajectory.</p> <p>The Interim Housing Manager provided the previous two months arrears figures noting a reduction in the last quarter from 7.61% to 6.25%.</p> <p>Discussion took place on letting performance and it was noted that the average re-let time in calendar days is the important figure to concentrate on and that the reason behind a proposed increase on this is due to the current working restrictions in the first half of this financial year. It was also discussed that a review of the void standard was required and in light of the budget forecast this area of work could be given priority</p> <p>Management Committee noted the contents of the report and approved the targets for year ahead with a note that all performance reports will be reviewed.</p> <p><u>Rent Re-Structure</u></p> <p>c) The Interim Housing Manager presented the report.</p> <p>Management Committee agreed to:</p> <p>Note the contents of the report and approved the consultation proposal with customers.</p>	<p>Interim Housing Manager</p> <p>Housing and Maintenance Team</p> <p>New SMT</p> <p>Interim Director</p>

7.		A.O.C.B.	
		<p>Management Committee asked if there was a meeting break in July, the Chairperson advised a meeting is likely to be held in July and confirmed that information will be issued to advise if it is to be a full meeting or a Sub-Committee Meeting.</p> <p>The Interim Asset Manager reminded the Chair that the Repairs and Void Works Contract required signing by CoP 2 July 2021.</p>	
8.		Date of Next Management Committee Meeting	
		TBC	