

	<p>HOU01 Allocations policy was presented by Catherine Louch. Catherine noted that there was no new legislation or guidance meaning no substantial changes to the policy.</p> <p>There was a discussion around what we could do in terms of mental health being listed on the EQIA and how we can support tenants to get housing. As Brendan is on the Edindex board, he has agreed to ask how these cases are being treated.</p> <p>An amendment to clause 3.10 on the policy, which should refer to the approval process will be actioned by Catherine.</p> <p>PER22 Settlement Agreements policy was presented by Brendan Fowler. This was a new policy 3 years ago and as such there are no significant changes to the policy currently. Under clause 4.1 around if a settlement agreement happens with a current employee, it was raised how we could best protect and support the employee back into the workplace. Brendan indicated that this was covered under our procedures.</p> <p>The decision to accept these policies was proposed by Amanda Miller, seconded by Jolly Oluka and approved by all members present.</p>
<p>7</p>	<p>Management Team Report</p>
	<p>Brendan provided update on Office bearer positions available. The Secretary and Treasurer positions do not have any nominations, although there has been some interest in the position of Secretary. The elections of the office bearers and working groups will happen at the September committee meeting. Brendan will circulate the Treasurer role remit to all the committee. Brendan provided an overview on the section of the report relating to the pension deficit, which is in place now for at least 3 years.</p> <p>Neil added to his report that we have now recruited a new estates team member.</p> <p>Catherine had nothing further to add to her section of the report.</p> <p>Colin confirmed there is a pensions update in Brendan’s section of the report.</p>
<p>8</p>	<p>Quarterly Management Accounts to 30 June 2022</p>
	<p>Colin presented the QMA, confirming that our income is very much in line with the budget. The majority of underspend is down to planned maintenance. The reactive maintenance shows an underspend however the position on this did change by the end of July.</p> <p>The heating and lighting expenditure will show significant increases in later quarters as we have moved to a new fixed rate deal in August.</p> <p>A question was raised regarding more tenant debt as the year goes on and the impact on our finances. Catherine will incorporate a section in the Arrears report from Fiona around the trends with Welfare rights and benefits received. The Management team look at trends on a monthly basis and would bring any significant concerns to the Committee.</p>

9	Quarterly Key Performance Indicators to 30 June 2022	
	The KPI report was noted.	
10	Quarterly Arrears Report	
	<p>The arrears report is positive, with a continued downward trend. This may be likely to slow due to the wider pressures that tenants are under. Catherine advised that some tenants are mentioning about lack of funds to pay rent due to electricity bills.</p> <p>The arrears report was noted.</p>	
11	Quarterly Health & Safety Report to 30 June 2022	
	<p>Neil provided an overview of the Health & Safety report.</p> <p>It was raised about Lone Working and if we have a procedure and a device or app for staff. This is currently being looked into and we will be trialing an app in the coming weeks.</p> <p>It was raised if we should be advising tenants more on Legionella and the risks. We have a procedure for voids on Legionella, however we will be giving further information to tenants via the newsletter.</p> <p>The report was noted.</p>	
12	Review of Compliance with Regulatory Standards	
	The report was noted and Brendan will prepare the assurance statement to bring to the Committee next month for approval.	
13	Annual Report on Compliance with Rules 62 to 68	
	Brendan wanted to highlight that the minutes of previous meetings still require signatures from the Chair. Marianne will email Mo and Milind for approval to use electronic signatures to backdate these signatures.	
14	Appointment of new Internal Auditors	
	<p>There should be an amendment to the tender document to read the dates as April 22 – March 24/25.</p> <p>On the 10th August, Naomi, Brendan and Colin interviewed the 3 organisations. It is recommended that TIAA are appointed as our new Internal Auditor.</p> <p>The decision to appoint TIAA was proposed by Shulah Allan, seconded by Naomi MacKenzie and approved by all members present.</p>	
15	Developments	
	Neil provided an overview on the Development updates.	

	<p>On the Woods Centre, the council are now chasing us on where we are with our Design team. The Development Working Group met and had a good discussion around the procurement of a contractor for this.</p> <p>We are planning to appoint a contractor via the Scottish Procurement Alliance framework for new build and have a meeting set up to explore this further.</p> <p>A further meeting of Development working group will take place over the next month to present more information regarding the Woods Centre prior to full consideration by Committee, probably in October.</p> <p>The development report was noted.</p>
16	Annual Report on Equalities
	<p>Catherine confirmed that the report has changed, on the back of the approved policy and strategy in June.</p> <p>A discussion took place around what we could be doing to encourage staff and committee to disclose their equalities data. It was discussed that we include a section at the start of the survey to state why we are collecting the data and what improvements can then be made with the data received.</p> <p>The decision to accept the Equality and Diversity Action Plan was proposed by Mary MacRaid, seconded by Milind Kolhatkar and approved by all members present.</p>
17	Information Only Items
	<p>The following reports were noted:</p> <ul style="list-style-type: none"> · Six monthly review of Internal Audit Recommendations
18	AOCB
	<p>The Chair thanked everyone for attending the meeting.</p>
17	Date of Next Meeting: 28 September 2022 at 19:00

Signed:

Date: