

**MINUTES OF THE FULL MANAGEMENT COMMITTEE
MEETING HELD ON WEDNESDAY 30th AUGUST 2006.**

1 SEDERUNT

J GRACEY	CHAIR
M DAVIDSON	VICE-CHAIR
C HARVEY	TREASURER
S OGILVIE	COMMITTEE MEMBER
M KERR	COMMITTEE MEMBER
A SWEATON	COMMITTEE MEMBER
P THOMSON	CO-OPTED MEMBER
J WARLEY	CO-OPTED MEMBER

APOLOGIES

R McCANN MBE	SECRETARY
E BROWN	COMMITTEE MEMBER
J CRAWLEY	LEAVE OF ABSENCE

IN ATTENDANCE

J McMORROW	DIRECTOR
N GORDON	CORE SERVICES MANAGER
J McNICHOL	DEVELOPMENT MANAGER

The meeting opened at 6.35pm.

2 PREVIOUS MINUTES

The previous minutes of 28th June 2006 were proposed a true record by M Davidson and seconded by M Kerr.

3 MATTERS ARISING

3.1 Computer Support Systems

Committee noted the contents of the report circulated with the agenda relating to computer issues and the provision of support as a consequence of the previous supplier going into administration.

Committee approved the actions taken to resolve this issue.

It was also agreed to appoint Clearview Networks on option A for the sum of £1,665.60 to carry out network support and maintenance.

Consideration was also given to the launch of the Co-operative's new website and how this will be maintained after Ian Martin the trainee leaves and it was agreed that an annual sum of £1,000 be set for this purpose with Ian invited to carry out this work every quarter.

There were no other matters arising from the previous minutes.

4 DECLARATION OF INTEREST

There were no declarations of interest noted at the meeting.

5 HEALTH & SAFETY

Committee considered whether there were any issues of a Health & Safety matter.

No matters were raised at the meeting.

6 MANAGEMENT ACCOUNTS

Committee reviewed the management accounts for the period ending June 2006 that was circulated with the agenda.

After consideration the management accounts were duly noted and approved.

7 ARREARS REPORT

Committee noted that the arrears report for the period ending July 2006 along with a comparison of the previous financial years outturn figures.

The Core Services Manager highlighted the high arrears cases at the meeting.

These were duly considered and the action noted was agreed.

It was noted that although there has been an increase on arrears during July overall the arrears are reducing.

In examining the number of cases in arrears in table 3 it was noted that the figure for cases over 3 months in July did not look correct therefore this would be amended on future reports.

8 ESTATE ISSUES

Committee reviewed the contents of the Estate Issues report circulated at the meeting.

The contents were duly considered and approved.

Committee noted the serious action cases and it was agreed to monitor these as outlined within the report.

It was reported at the meeting that the Garden Awards have been judged and approval was sought to amend how the competition would be held with 3rd, 2nd and 1st prizes being awarded to three phases split as follows along with runner up prizes:

Phases 1 – 3

Phases 4 – 6

Phases 7 – 9

This was approved and it was noted that the outcome would be reported at the Annual General Meeting.

9 INTERNAL MANAGEMENT PLAN

Committee reviewed the internal management plan accounts for the period starting March 2006 that was circulated with the agenda.

Committee approved the document along with the equal opportunities action plan that was circulated with the agenda.

It was agreed that a summary of the plan be prepared as normal for circulation.

10 SCOTTISH HOUSING QUALITY STANDARDS REPORT

Committee reviewed the report relating to the Scottish Quality Housing Standard that was circulated with the agenda and the contents were duly noted and approved.

It was reported that we have yet to receive comments on last years plan from Communities Scotland.

11 STRATEGY & DEVELOPMENT FUNDING PLAN

Committee reviewed the main points from the Strategy & Development Funding Plan and it was agreed that the plan was in order.

It was agreed that any final comments be submitted to the Development Manager prior to the deadline and thereafter the plan would be submitted to Development & Regeneration Services.

12 TENANT PARTICIPATION STRATEGY

Consideration was given to the tenant participation strategy and this was duly approved.

13 CORRESPONDENCE

The following correspondence was noted at the meeting:

- The Pensions Trust – Delegation of employer powers and employer undertakings reviewed and approved as outlined within the August 2006 letter explaining the terms of the undertaking.
- Interim Guidance on 2nd Stage Transfers consultation from Communities Scotland.
- Draft Regulatory Code of Governance consultation from Communities Scotland.
- SFHA representative member and nominations for the Board. J Gracey to continue as representative member.

- GCVS ballot paper for interim voluntary sector representation on Community Planning Partnership. It was agreed not to vote for any representative.
- Whiteinch Centre Development Friday 15th September at 11am. It was agreed that J McMorrow and J McNichol could attend.
- EVH 360 degree appraisal project details.
- Community Health Shop Message in Bottle launch in the Glenburn Centre on the 31st August 2006.
- SFHA seminar on Scottish Executive's proposals for rehousing sex offenders.

14 SECRETARY'S REPORT & AGM

Consideration was given to the Secretary's Report that was circulated with the agenda and the contents were duly noted. It was agreed that M Kerr would stand down along with C Harvey and S Ogilvie at the AGM and all members indicated that they would be standing for re-election.

It was also agreed that J Crawley's leave of absence would not be extended however whenever she was able to return to the Committee she would be welcome.

15 AOCB

15.1 Shared Ownership Buy Back

The Committee reviewed the report circulated by the Core Services Manager in relation to a proposed buy back and it was agreed that this be progressed subject to funding issues being resolved.

15.2 Ware Road Traffic Calming

It was noted that a section of Ware Road traffic calming has been damaged and work was undertaken by presumably the Roads Department but not completed.

The Director will arrange for the Maintenance Officer to progress this.

15.3 Stair Cleaning

Concern was raised in relation to the stair cleaning contract and the Director agreed to raise this matter with the Maintenance Officer.

There was no other competent business therefore the meeting was duly closed.

Meeting Closed at 8.35pm.

Minutes Approved.....Date.....