

**MINUTES OF THE FULL MANAGEMENT COMMITTEE  
MEETING HELD ON WEDNESDAY 27<sup>th</sup> SEPTEMBER 2006.**

**1 SEDERUNT**

<b>J GRACEY</b>	<b>CHAIR</b>
<b>R McCANN MBE</b>	<b>SECRETARY</b>
<b>M DAVIDSON</b>	<b>VICE-CHAIR</b>
<b>C HARVEY</b>	<b>TREASURER</b>
<b>M KERR</b>	<b>COMMITTEE MEMBER</b>
<b>A SWEATON</b>	<b>COMMITTEE MEMBER</b>
<b>S OGILVIE</b>	<b>COMMITTEE MEMBER</b>
<b>L BROWN</b>	<b>COMMITTEE MEMBER</b>
<b>C COOPER</b>	<b>COMMITTEE MEMBER</b>
<b>C SKEWIS</b>	<b>COMMITTEE MEMBER</b>
<b>J WARLEY</b>	<b>CO-OPTED MEMBER</b>
<b>P THOMSON</b>	<b>CO-OPTED MEMBER</b>
<b>S KEEGAN</b>	<b>CO-OPTED MEMBER</b>

**APOLOGIES**

**NONE**

**IN ATTENDANCE**

<b>J McMORROW</b>	<b>DIRECTOR</b>
<b>J McNICHOL</b>	<b>DEVELOPMENT MANAGER</b>

The meeting opened at 6.35pm. The new members were welcomed to their first meeting.

**2 ELECTION OF OFFICE BEARERS**

**2.1 Chairperson**

J Gracey was proposed as Chairperson by M Davidson and seconded by R McCann. This was unanimously agreed.

**2.2 Vice Chair**

M Davidson was proposed as Vice Chair by C Skewis and seconded by S Ogilvie. This was unanimously agreed.

### **2.3 Treasurer**

C Harvey was proposed as Treasurer by M Davidson and seconded by M Kerr. This was unanimously agreed.

### **2.4 Secretary**

R McCann was proposed as Secretary by M Davidson and seconded by M Kerr. This was unanimously agreed.

## **3 PREVIOUS MINUTES**

The previous minutes of 30<sup>th</sup> August 2006 were proposed a true record by J Gracey and seconded by M Davidson.

## **4 MATTERS ARISING**

### **4.1 Stair Cleaning**

Committee requested further details on the stair-cleaning contract, as some members were concerned with the work carried out. It was agreed that if individual members had issues with the service that they contact the Director directly and that at the next meeting a report would be issued on how the contract is progressing.

### **4.2 Estate Issues**

It was reported that the entrance to 21 Wardie Road was being used by youths and it was agreed to monitor this close with the CCTV to determine who is responsible.

It was also noted that the traffic calming damaged in Ware Road is still not repaired by GCC and the Director agreed to chase this matter up.

There were no other matters arising from the previous minutes.

## **5 DECLARATION OF INTEREST**

Committee reviewed the reason why declaration of interest is an agenda item and all noted the reasons for this.

There were no declarations of interest noted at the meeting.

## **6 HEALTH & SAFETY**

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

It was reported that the safety inspection would be carried out during the tea break and reported later in the meeting.

No other matters were raised at the meeting.

## **7 REGENERATION REPORT**

Committee considered the various regeneration reports as circulated with the agenda and the following were agreed:

### **7.1 Development Issues**

Committee reviewed the Kildermorie Phase 10 project report.

Committee reviewed the various options presented on the design and it noted that an open day was being arranged for the tenants affected to consider their views on the proposals.

### **7.2 Wider Agenda Issues**

Committee reviewed the reports circulated in relation to wider agenda activities and these items were noted.

Committee expressed a preference that the previous officer from money advice be the officer to provide services, as she is aware of the area and a number of tenant's issues.

It was agreed that this would be communicated to money advice and if at all possible we would request this person.

### **7.3 Sustainability Policy**

Consideration was given to the draft sustainability policy and action plan for 2006/07 circulated with the agenda.

After consideration this was duly approved.

It was noted that the safety inspection was carried out during the tea break and two items were to be addressed as follows:

Reminder to be issued on using the dishwasher rather than leaving dishes in the sink and a general tidy up of desks to be undertaken.

## **8 CORRESPONDENCE**

Committee noted the following correspondence:

- The Pensions Trust – Review of Benefit Schemes, it was noted that the Director had attended a meeting on the possible changes but the main issue was that no costs are identified therefore it is hard for members to give a view on what they can afford without understanding the implications.
- Community Scotland Interim Guidance on Regulatory Consent to 2<sup>nd</sup> Stage Transfers – main issue relates to requirement for receiving landlord to be charity and this concern has been raised with Communities Scotland.

## **9 DISASTER RECOVERY POLICY**

Committee reviewed the Disaster Recovery Policy circulated with the agenda and after consideration this was duly approved.

It was noted that there are a few amendments on the previous policy including an increase on insurance requirements and how to deal with the loss of bespoke software consultants.

## **10 GIFTS & HOSPITALITY POLICY**

Committee reviewed the Gifts & Hospitality Policy circulated with the agenda and after consideration this was duly approved.

**11 OPENNESS & CONFIDENTIALITY POLICY**

Committee reviewed the Openness & Confidentiality Policy circulated with the agenda and after consideration this was duly approved.

**12 WHISTLEBLOWING POLICY**

Committee reviewed the Whistleblowing Policy circulated with the agenda and after consideration this was duly approved.

**13 STAFFING ISSUES**

Committee reviewed the report circulated with the agenda on staffing issues and the following was noted:

Part time bookkeeper appointed on temporary basis from Employers in Voluntary Housing whilst organisation determines best option for replacement.

Committee approved concept of modern apprenticeship and it was agreed to develop this proposal along with other members of Greater Easterhouse Community Ownership Forum.

**14 AOCB**

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

Meeting Closed at 8.05pm.

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