

**MINUTES OF THE FULL MANAGEMENT COMMITTEE
MEETING HELD ON WEDNESDAY 31st JANUARY 2007.**

1 SEDERUNT

R McCANN MBE	SECRETARY
C HARVEY	TREASURER
M DAVIDSON	VICE-CHAIR
M KERR	COMMITTEE MEMBER
C SKEWIS	COMMITTEE MEMBER
C COOPER	COMMITTEE MEMBER
A SWEATON	COMMITTEE MEMBER
P THOMSON	CO-OPTED MEMBER
J WARLEY	CO-OPTED MEMBER

APOLOGIES

J GRACEY	CHAIR
S CAMPBELL	COMMITTEE MEMBER
S KEEGAN	CO-OPTED MEMBER

IN ATTENDANCE

J McMORROW	DIRECTOR
N GORDON	CORE SERVICES MANAGER

The meeting opened at 6.35pm. M Davidson chaired the meeting in the absence of the Chairperson.

2 INTERNAL AUDIT REPORT

The internal audit report prepared by C Shepherd of Shepherd Agency Services that was circulated with the agenda was reviewed at the meeting along with the proposed action plan report.

After consideration of both these documents the actions identified within the latter report were agreed.

3 PREVIOUS MINUTES

The previous minutes of 29th November 2006 were proposed a true record by R McCann and seconded by A Sweatton.

4 MATTERS ARISING

4.1 Budget 2007/08 & Rent Review

Committee noted the contents of the report circulated with the agenda. Committee approved the rent increase of 5.25% for the period 2007/08.

There were no material amendments identified to the budget other than to amend the notes on the cashflow statement and the budget notes.

It was noted with these amendments that the budget for 2007/08 was approved.

On this basis the Long Term Projections were also approved.

It was noted that the reports had the wrong number as per the agenda by one beginning with agenda item 4.2 with the report noting item 5.

4.2 Local Housing Organisation Update

Committee noted the contents of the report circulated with the agenda outlining work in relation to the Local Housing Organisation and second stage transfer proposals.

Committee noted details of GHA summary valuations along with the Community Ownership Intentions briefing note.

Committee also noted details of the summary of the joint report along with the letter from the Minister to GHA reviewing how second stage transfer will require flexibility.

Concern was raised that if progress to transfer was not made by summer 2007 then there could be a restructuring of the LHO network.

Committee also reviewed the Improvement Plan required under the Community Ownerships Intention process and noted the contents therein.

There were no other matters arising from the previous minutes.

5 DECLARATION OF INTEREST

There were no declarations of interest noted at this point in the meeting.

6 HEALTH & SAFETY

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

It was reported that there is an issue with the hot water in the kitchen of the Centre. It was agreed that this be investigated and measures taken to address this.

No other matters were raised at the meeting.

7 TREASURY MANAGEMENT REPORT

Committee reviewed the treasury management report for the period ending December 2006 that was circulated with the agenda.

After consideration this report was duly noted and approved.

8 COMPLAINTS REVIEW

Consideration was given to the Complaints Review report that was circulated with the agenda and the contents were duly noted along with the action to ensure that complaints of this nature do not reoccur.

9 CORRESPONDENCE

Committee noted the following correspondence:

- SFHA Scottish Parliament Election Roadshow – 12/02/2007
- Communities Scotland notice of thematic study on openness and access to information provided by local authorities and RSLs
- Tenant Participation Briefing Notes 2 – 6
- Pension Trust Employer Nominated Ballot & Statement of Investment Principles

- COI Valuation Workshop – 12th February @ 1.30pm – C Harvey would attend this on behalf of Easthall Park
- Policies for Consultation
 - Communities Scotland Sustainable Development Policy responses by 28th February
- GWSF Empowering Communities Conference – 26th February 2007 – C Harvey would attend this on behalf of Easthall Park
- SFHA Pension Scheme letter dated 26th January outlining updates and legislative changes and details of Employment Equality (Age) Regulations
- Easterhouse Town Centre Consultation Event – 8th February at 6.00pm – R McCann would attend this on behalf of Easthall Park
- SFHA Glasgow Consultative Network – Opportunity to represent on various forums
- Greater Easterhouse Community Ownership Forum next meeting cancelled – R McCann stated her intention to no longer attend future meetings and P Thompson agreed to attend these instead

10 INTERNAL MANAGEMENT PLAN REVIEW

Committee reviewed the contents of the Internal Management Plan review report outlining progress in relation to Internal Management Plan targets that was circulated with the agenda.

Consideration was also given to the GECOF Benchmarking for the third quarter to end December and as outlined in this benchmarking exercise it was agreed that performance of the Co-operative is normally better or equal to our peers.

11 STAFFING REPORT

Committee noted the report circulated with the agenda including the appointment of K Gallagher as the new Finance Officer.

Consideration was given to the annual increments and these were duly approved.

It was agreed that P Littlewood's contract would become permanent from July 2007.

Consideration was given to the 360° appraisal scheme and it was agreed not to introduce this at the moment.

12 DEVELOPMENT OPPORTUNITY

Committee noted the confidential report circulated at the meeting and it was agreed to proceed with the possible development of additional rented properties in Kildermorie.

It was also agreed that the Director examine the other development opportunity as outlined within the report.

13 AOCB

13.1 Cheques over £500

Committee noted the cheques over £500 signed by the Director as outlined in the report.

It was noted that the Financial Regulations are due for a review and the levels of authorisation would be examined to given the high number of transactions.

This was acceptable to the Committee.

13.2 FARE Project

M Kerr expressed an interest in this item and this was noted.

A report was issued outlining a joint project with FARE and Blairtummock Housing Association to tackle anti-social behaviour in Easthall and Kildermorie.

After consideration it was agreed that this was a very positive step and would be supported by the organisation.

13.3 15th Anniversary

It was reported that on the 28th February 2007 the organisation would celebrate our 15th anniversary since receiving the first properties from Glasgow City Council. It was noted that a special newsletter would be issued and that throughout the year events would be linked to this milestone in the organisations history.

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

Meeting Closed at 8.20pm.

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