

**MINUTES OF THE FULL MANAGEMENT COMMITTEE  
MEETING HELD ON WEDNESDAY 28<sup>th</sup> MARCH 2007.**

**1 SEDERUNT**

<b>J GRACEY</b>	<b>CHAIR</b>
<b>R McCANN MBE</b>	<b>SECRETARY</b>
<b>C HARVEY</b>	<b>TREASURER</b>
<b>A SWEATON</b>	<b>COMMITTEE MEMBER</b>
<b>C COOPER</b>	<b>COMMITTEE MEMBER</b>
<b>C SKEWIS</b>	<b>COMMITTEE MEMBER</b>
<b>P THOMSON</b>	<b>CO-OPTED MEMBER</b>

**APOLOGIES**

<b>M DAVIDSON</b>	<b>VICE-CHAIR</b>
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**IN ATTENDANCE**

<b>J McMORROW</b>	<b>DIRECTOR</b>
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The meeting opened at 6.35pm.

**2 PREVIOUS MINUTES**

The previous minutes of 28<sup>th</sup> February 2007 were proposed a true record by J Gracey and seconded by R McCann.

**3 MATTERS ARISING**

**3.1 Pension Scheme Review**

Committee noted the details for the report circulated with the agenda along with the letters from the SFHA Pension Scheme.

After consideration the confidential questionnaire was completed.

**3.2 SFHA Affiliation**

Consideration was given to the affiliation of SFHA and this was approved.

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 STAFFING REPORT**

Committee reviewed the contents of the Staffing report circulated with the agenda and the contents were duly noted.

#### **7 TENANT PARTICIPATION REPORT**

Committee reviewed the contents of the Tenant Participation report that was circulated with the agenda.

Progress against the action plan was noted.

It was agreed that a future newsletter focus on the main points outlined from the report, which outlined the survey results from the tenant participation questionnaire.

It was also agreed that specific surveys would replace the programme of continuous monitoring surveys although on occasions both methods could be used if deemed appropriate to determine people's views of the service.

#### **8 CORRESPONDENCE**

Committee noted the following correspondence:

- Co-operating Locally Conference – 30<sup>th</sup> March – The Director would attend this conference.
- Glasgow North East Carers Centre – looking for £25

sponsorship – it was agreed to donate £25.

- Calvay Centre Opening – 4<sup>th</sup> April 2007 @ 11.00am – C Skewis would attend on behalf of the Co-operative.
- SFHA Residential Conference repeat dates – 20 – 22 April.
- SFHA Manifesto – copies circulated.
- COI Improvement Plan – Approved by GHA.
- GECOF newsletter outlining hustings to be held in the Glenburn Centre 18<sup>th</sup> April @ 10.30am.

## **9 TRAINING NEEDS**

A training pack including the following documents was circulated at the meeting:

- Committee Members Training & Induction Policy
- Standing Orders
- Sub-Committee Remits
- Code of Governance
- Guiding & Activity Standards
- Regulatory Code of Governance
- Easthall Park Rules
- Training & development Plan proforma

It was agreed that each member would consider the above and their training requirements and that a training plan would be developed based on such. This would be considered at the next meeting.

## **10 EQUAL OPPORTUNITIES POLICY**

It was noted that the equal opportunities policy was due for review.

It was agreed by the Committee that this review be presented at the next meeting.

## **11 SECTION 7 PROCEDURES**

It was reported that at the next meeting the schedule 7 report would be presented as per the internal management plan timetable.

A report was circulated at the meeting outlining a possible allocation under the above terms.

After consideration this was approved.

A discussion was held on whether our current policy for allocations including permission to reside may impact negatively on applicants who require this permission whereas others in the private sector (e.g. adults living with parents) do not require permission and thus obtain overcrowding points whilst others cannot.

It was noted that the Allocation policy is due for review by October and prior to this review tenants views will be sought on the policy, training on allocations will be undertaken and therefore this point will be considered as part of the review.

## **12 AOCB**

### **12.1 Eviction**

Committee noted the contents of a report circulated at the meeting regarding an eviction and they agreed the action outlined in the report.

### **12.2 Arrears Write Offs**

Committee noted the contents of a report circulated at the meeting outlining proposed arrears write offs and these were approved.

### **12.3 Insurance 2007/08**

Committee noted that the insurance renewal has been received with slight increases on last years figure (just over £1,000 plus tax) and this was approved.

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

Meeting Closed at 8.15pm.

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