

**MINUTES OF THE FULL MANAGEMENT COMMITTEE
MEETING HELD ON WEDNESDAY 29th AUGUST 2007.**

1 SEDERUNT

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

APOLOGIES

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.

2 PREVIOUS MINUTES

The previous minutes of 27th June 2007 were proposed a true record by J Gracey and seconded by R McCann.

3 MATTERS ARISING

There were no 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.

It was reported that a Health & Safety audit visit was carried out by ACS, which reported a few actions required to update the systems and these were duly noted along with the action carried out to complete.

No other matters were raised at the meeting.

6 MANAGEMENT ACCOUNTS

Committee reviewed the abridged version of the management accounts for the period ending June 2007 that was circulated with the agenda.

After consideration the accounts were duly noted and approved.

7 ARREARS REPORT

Committee noted that the arrears report for the period ending July 2007 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.

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.

9 INTERNAL MANAGEMENT PLAN

Committee consider the report pertaining to the review of the internal management plan circulated with the agenda.

Committee agreed that the review be delayed until after the Annual General Meeting.

10 SCOTTISH HOUSING QUALITY STANDARDS REPORT

Committee reviewed the report relating to the Scottish Quality Housing Standard that was circulated with the agenda and it was agreed that matters relating to the Scottish Housing Quality Standards would be integrated within the maintenance report cycle.

11 STRATEGY & DEVELOPMENT FUNDING PLAN

Committee reviewed the main items that would form the Co-operative's Strategy & Development Funding Plan and these were agreed.

It was reported that the plan would be submitted to the Local Housing Forum in October and thereafter to Development & Regeneration Services.

12 TENANT PARTICIPATION STRATEGY

Consideration was given to the tenant participation strategy and the contents of the gala day survey and it was agreed that the revised strategy would be presented at a future meeting.

13 CORRESPONDENCE

The following correspondence was noted at the meeting:

- Network Support Renewal – Clearview Networks at the cost of £1,715.57 per annum. This was agreed.
- Pensions Trust
 - Change of Administration Centre

- Pension Obligations - Disclosure
- SFHA – Edinburgh relocation to Glasgow.
- SFHA dispatches June 2007.
- Glasgow Development Fund Performance Review 2006/07.
- Communities Scotland
 - Guide to Inspection
 - Homestake open market pilot scheme
 - Equalities in Practice Follow Up Study
- Employers in Voluntary Housing alternate set of conditions of service.

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 J Gracey would stand down along with A Sweaton and M Davidson at the AGM and all members indicated that they would be standing for re-election.

It was also agreed that the co-options would be extended and that a member of Moriehall Housing Association would be co-opted if numbers allowed this to happen.

It was agreed to seek the approval of the membership for the appointment of Alexander Sloan as auditors for the period 2007/08.

15 AOCB

15.1 Shares

Committee approved share numbers 747 – 750 at the meeting and these were duly signed and sealed.

15.2 GECOF Modern Apprenticeship Update

Committee noted the report circulated updating progress on the apprenticeship programme.

15.3 2nd Stage Transfer & Seedcorn Funding

Committee noted the timescales and the requirements for the 2nd stage transfer bid along with the seedcorn funding and it was agreed that the bid be prepared and submitted.

Committee approved the conditions of seedcorn grant.

15.4 Cyclescheme

Committee noted the report circulated regarding Cyclescheme and it was agreed to participate. It was also agreed to purchase two bicycles for use by officers on calls within the area.

15.5 Sponsorship Request

Committee noted the report circulated in relation to a request for funding for Easthall Football Club and this was approved.

15.6 Conference

Committee noted that one member selected for attendance at a conference had to pull out due to personal circumstances and it was agreed that C Harvey would take this vacant space.

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

Meeting Closed at 7.45pm.

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