

**MINUTES OF THE FULL MANAGEMENT COMMITTEE  
MEETING HELD ON WEDNESDAY 31<sup>st</sup> OCTOBER 2007.**

**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>C SKEWIS</b>	<b>COMMITTEE MEMBER</b>
<b>C COOPER</b>	<b>COMMITTEE MEMBER</b>
<b>N RYAN</b>	<b>COMMITTEE MEMBER</b>
<b>P THOMSON</b>	<b>CO-OPTED MEMBER</b>
<b>S KEEGAN</b>	<b>CO-OPTED MEMBER</b>

**APOLOGIES**

<b>J WALKER</b>	<b>CO-OPTED MEMBER</b>
<b>J WARLEY</b>	<b>CO-OPTED MEMBER</b>

**IN ATTENDANCE**

<b>J McMORROW</b>	<b>DIRECTOR</b>
<b>N GORDON</b>	<b>CORE SERVICES MANAGER</b>
<b>J McNICHOL</b>	<b>DEVELOPMENT MANAGER</b>

The meeting opened at 6.35pm. It was reported that M C Davidson and J Gallagher would be taken up their positions as Committee Members at the next meeting. N Ryan was welcomed to her first meeting.

**2 PREVIOUS MINUTES**

The previous minutes of 26<sup>th</sup> September 2007 were proposed a true record by M Davidson and seconded by R McCann.

**3 MATTERS ARISING**

The following matters arising from the previous minute were considered.

### **3.1 Second Stage Transfer Update**

Committee noted that GHA had considered the Co-operative's bid for second stage transfer and that our bid has been placed in the category of requiring further discussions. It was believed that this is because the area is subject to Housing Futures Assessment.

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.

As outlined in the report it was noted that there are two items that require further investigation before any recommendations can be made as identified from the last safety audit.

No other matters were raised at the meeting.

## **6 CONSORTIA REPORT**

Consideration was given to the report outlining the Co-operative's work with other partners including Easthall Residents Association, Moriehall Housing Association and Wellhouse Housing Association.

Consideration was given to the next bi-annual review meetings and it was agreed to only hold meetings if the other partner(s) felt they were necessary as there were no issues from the Co-operative.

It was noted that Easthall Residents Association had still to approve the minor amendments to the agreement and the Director agreed to chase this matter up at their next meeting.

## **7 SCHEDULE 7 REPORT**

Committee noted that Schedule 7 report for the period covering April 07 to September 07.

Contained within this report was also a list of Gifts & Hospitality offered and received and the contents were duly noted.

It was agreed that the next report would be presented in April 2008.

## **8 CORRESPONDENCE**

Committee noted the following correspondence:

- **SFHA**

Committee noted details of the SFHA annual General Meeting and the Board Elections. After consideration it was agreed to vote for A McKee.

- **Employers in Voluntary Housing**

Committee noted the revised guidance manual for handling discipline & grievance procedures.

- **Communities Scotland**

It was noted that Communities Scotland had issued the following:

2006/07 Annual Report & Accounts  
Guidance Note 2007/12 RSL Group Structures &  
Constitutional Partnerships

- **Donation Request**

Committee noted details of a donation request from Easthall Primary School and it was agreed to donate £328.55 to allow the school to purchase play equipment for the children.

- **Glasgow West of Scotland Forum - Seminar**

Committee noted details of the seminar to be held on the 6<sup>th</sup> November and it was agreed that N Ryan, J McNichol along with the Director would attend.

- **Tenants Information Service**

Committee noted the possibility of receiving free development services from Tenants Information Service to support tenant involvement and it was agreed to express an interest in this project.

## **9 ALLOCATIONS REPORT**

Committee reviewed the allocations report and after consideration the contents were duly noted.

Share numbers 752 – 755 were presented at this point in the meeting and these were approved and duly signed and sealed.

## **10 MAINTENANCE REPORT AND POLICY REVIEW**

Committee reviewed the maintenance report that was presented and the contents were duly noted and approved.

It was reported that at the next meeting a report on rechargeable repairs would be presented.

## **11 ACQUISITION POLICY**

Committee noted that the Acquisition policy was due for review as per the internal management plan and after consideration of it was approved.

It was reported that there were few amendments to the existing policy however an addition is being made to allow purchase of property and or land from GHA.

## **12 CDM COMPLIANCE POLICY**

Committee noted that the CDM Compliance policy was due for review as per the internal management plan and after consideration the revised policy was agreed.

It was noted that this was a completely new policy to reflect the recent changes to Construction (Design & Management) Regulations 2007.

## **13 LOAN PORTFOLIO**

Committee noted that contents of the loan portfolio return that was issued to Communities Scotland and it was reported that at the January meeting consideration will be given to the Treasury Management report as per the internal management plan timetable.

## **14 COMPUTER SYSTEMS REVIEW**

Committee considered the report circulated with the agenda on the review of computer systems.

After consideration it was agreed that the offer of alternative supplier be taken up subject to the Director and senior staff being satisfied with the package on offer.

Consideration was also given to the possibility of additional hardware to allow more flexible working and it was agreed that the principle was acceptable subject to the Committee being satisfied that confidential information would be protected.

## **15 AOCB**

### **15.1 Pensions Trust Review**

Committee considered the report circulated with the agenda on the review of pensions and after consideration it was agreed to stay with the final salary 60<sup>th</sup> scheme.

It was noted that consultation with the staff would take place on this basis.

## **15.2 Childcare Vouchers**

Consideration was given to the childcare voucher scheme and it was agreed that the Co-operative would get involved in this scheme.

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

Meeting Closed at 8.30pm.

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