

**MINUTES OF THE FULL MANAGEMENT COMMITTEE
MEETING HELD ON WEDNESDAY 28th NOVEMBER 2007.**

1 SEDERUNT

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

APOLOGIES

J GRACEY	CHAIR
S KEEGAN	CO-OPTED MEMBER

IN ATTENDANCE

J McMORROW	DIRECTOR
N GORDON	CORE SERVICES MANAGER
A ROY	FINANCE MANAGER

The meeting opened at 6.30pm. M Davidson chaired the meeting in the absence of the Chairperson.

It was noted that M C Davidson would take up her position as Committee Members in the New Year. J Gallagher was welcomed to her first meeting.

2 PREVIOUS MINUTES

The previous minutes of 31st October 2007 were proposed a true record by R McCann and seconded by M Davidson.

3 MATTERS ARISING

3.1 Consortia Update

Committee noted the report circulated with the agenda outlining an update on consortia arrangements.

It was reported that the meeting with Wellhouse was planned for the 4th December and it was agreed that the Director would deal with this.

3.2 Rechargeable Repairs Report

Committee reviewed the rechargeable repairs report and it was noted that a review of procedures has been undertaken. Committee approved the recommendations accordingly.

Clarification was sought on the types of charges that affect tenants and whether insurance would cover some of these costs.

It was noted that tenants require to have their own contents insurance and that some items can be recovered via this however in practice not everyone has insurance.

It was agreed that as part of the next newsletter tenants are given a reminder about home contents insurance.

3.3 Computer Systems Review Update

Committee noted the report circulated with the agenda in relation to a review of the computer systems and the action 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 MANAGEMENT ACCOUNTS

Committee reviewed the summary of the management accounts for the period ending September 2007 that was circulated with the agenda.

It was noted that for further accounts the section on ratios will be inserted.

7 LONG TERM PROJECTIONS

Committee reviewed the draft long-term projections that were circulated with the agenda.

Committee reviewed the main contents of the document including the key projections and these were duly approved subject to the following:

Rent increase subject to consultation with members.

It was reported that the Co-operative has performed well in relation to finance and that it appears that this will continue over the period.

It was also reported that as part of any risk assessment the implications of Right to Buy have been assessed and planned for.

It was reported that at the end of the meeting details would be presented on current right to buy applications.

8 BUDGET 2008/09

Consideration was given to the draft budget that was based on the long-term projections and circulated with the agenda.

It was agreed that comments will be sought from the membership particularly in relation to proposed rent increases and therefore a final budget will be presented in January 2008 for approval after the consultation exercise.

A Roy left the meeting at this point.

9 RENT REVIEW

Committee considered the report circulated with the agenda in relation to the review of the rent policy.

It was noted that the publication of the Scottish Government's guideline allow for flexibility in determining policies.

It was proposed as outlined in agenda item 7 that the membership be consulted on a proposed rent increase of 5.25% for the period 2008/09. It was also noted that future assumptions are based on rate of inflation of 3.5%.

10 ESTATE ISSUES

Committee reviewed the contents of the Estate Issues report circulated at the meeting.

The actions for individual serious cases were noted and agreed as outlined in the report.

11 ESTATE MANAGEMENT POLICY

It was reported that the estate management policy was recorded as being due for review as per the internal management plan timetable however as this was only approved in February this was not required.

It was agreed that this would be reviewed after a three-year cycle and that the next internal management plan would reflect this.

12 CORRESPONDENCE

Committee noted the following correspondence received:

12.1 Scottish Government

Committee noted the Firm Foundations document and it was reported that there would be plenty of opportunities to consider the impact of this consultation on housing. It was reported that Glasgow West of Scotland have prepared a paper on the key items and that representatives from the Government will be in attendance at their meeting on the 29th November.

It was also noted that Scottish Federation of Housing Associations (SFHA) has also planned a seminar on this on Monday 3rd December 2007.

12.2 Scottish Federation of Housing Associations

Committee noted details of the SFHA Annual General Meeting, dispatches October 2007 and the seminar on Firm Foundations mentioned in the earlier agenda item.

12.3 Donation Request

Committee considered a donation request from Paisley South and it was agreed not to donate at this time.

13 ARREARS REPORT

Committee noted that the arrears report for the period ending October 2007 along with comparisons.

The Core Services Manager highlighted the high arrears cases at the meeting.

These were duly considered and the action noted was agreed.

It was noted that there had been a clerical error in calculating the technical arrears for September.

14 TRAINING POLICY

The Training policy (Committee & Induction) was circulated with the agenda as this was due for review and after consideration this was duly approved.

Committee noted the update on the training undertaken as part of the training programme agreed and it was reported that the Maintenance and Finance training was delayed as a consequence of workload however these would be added onto the end of the current programme.

15 AOCB

15.1 Right To Buy Application(s)

Committee noted that one application has completed and another was presented for signing at the meeting.

It was noted that another is being progressed and there is a potential for one other in the next week or so.

15.2 Greater Easterhouse Community Ownership Forum

It was reported that the next meeting of Greater Easterhouse Community Ownership Forum (GECOF) would be held on Wednesday 5th December at 9.30am in the Calvay Centre and that the Police would be in attendance.

It was reported that there would also be a seminar on the 16th January 2008 to look at the future of GECOF.

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

Meeting Closed at 8.15pm.

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