

**MINUTES OF THE FULL MANAGEMENT COMMITTEE
MEETING HELD ON WEDNESDAY 30th JANUARY 2008.**

1 SEDERUNT

J GRACEY	CHAIR
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
N RYAN	COMMITTEE MEMBER

APOLOGIES

S CAMPBELL	LEAVE OF ABSENCE
J GALLAGHER	COMMITTEE MEMBER
J WALKER	CO-OPTED MEMBER
P THOMSON	CO-OPTED MEMBER
J WARLEY	CO-OPTED MEMBER

IN ATTENDANCE

J McMORROW	DIRECTOR
C SHEPHERD	SHEPHERD AGENCY

The meeting opened at 6.30pm.

It was reported that S Campbell had requested a leave of absence and this was duly agreed.

It was noted that M C Davidson had not taken up her position as Committee Members yet and it was agreed to confirm whether she would take up this post.

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 a summary and the proposed action.

After consideration of the report and the actions these were agreed.

It was also agreed to amend the obligations of membership to include a reference to treating staff with dignity along with the schedule 7 amendment.

It was suggested that treating staff with dignity should also be inserted into the housing application form and the Director agreed to raise this with the housing management forum.

3 PREVIOUS MINUTES

The previous minutes of 28th November 2007 were proposed a true record by M Davidson and seconded by R McCann.

4 MATTERS ARISING

4.1 Budget 2008/09 & Rent Review

Committee noted the contents of the report circulated with the agenda. Committee approved the rent increase of 5.25% for the period 2008/09.

There was only one material amendment identified to the budget (increase budget by £5,000 for environmental work) and this was accepted.

It was noted with these amendments that the budget for 2008/09 was approved.

On this basis the Long Term Projections were also approved.

It was reported that as part of the next newsletter additional details will be circulated on what the Co-operative uses the rent money for and concerns over the increasing estate costs as a consequence of tenants needlessly throwing their bulk refuse into the streets.

4.2 Community Ownerships Intention 2nd Stage Transfer

Committee noted the contents of the report circulated with the agenda outlining work in relation to the 2nd Stage Transfer proposals.

It was reported that progress on this has been delayed whilst GHA determine the outcome of the Housing Futures Assessment for the stock.

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.

Committee approved the proposal to undertake mini audits and a programme of such audits was agreed.

It was also agreed not to participate in the Scotland's Health & Work Scheme (SHAW) for the time being as benefits are being achieved by working in partnership with Residents Association in this regard.

No other matters were raised at the meeting.

7 TREASURY MANAGEMENT REPORT

Committee reviewed the treasury management report for the period ending December 2007 that was circulated with the agenda.

After consideration this report was duly noted and approved.

Consideration was given to the loan requirement for Kildermorie phases 1 & 2 and it was agreed to proceed with the tender from the Royal Bank of Scotland as this represented the best terms.

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:

- EVH
 - Guide to Managing Attendance & Absence at Work
 - Certificate of Membership
- CCG – letter outlining that rather than sending a token of gratitude at Christmas a £50,000 donation has been made to “Cash for Kids”
- Glasgow Community Planning Partnership
 - Community Reference Groups Information Sheet – information meetings held in December and questionnaire available for completion
- Social Work Services
 - Development of Duty to Co-operate Information Sharing Protocols and Memorandum of Understanding – Housing and Management of Sex Offenders

- **SHARE**
 - Leadership and Organisational Development Letter
 - Training Calendar to June 2008

- **Positive Action in Housing**
 - Equalities in Practice Membership Form - £100 fee if the Co-operative wished to be members till end March 2008. It was noted that the Director attended the inaugural meeting of this group and it was agreed to join this group.

- **MARSH**
 - Information Pack received

- **GWSF**
 - Response to Firm Foundations Document

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.

It was agreed that this report would be circulated to all the membership for information.

11 STAFFING REPORT

Committee reviewed the report circulated with the agenda relating to staffing issues.

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

12 FACTORING POLICY

Committee reviewed the Factoring Policy as per the internal management timetable and after consideration this policy was duly approved.

13 STEPFORD SPORTS TRUST

Committee considered the report circulated with the agenda in relation to the wider agenda application and after consideration agreed to proceed with this application.

14 AOCB

14.1 Section 7 Report

Committee considered the report outlining an offer of a tenancy to the son of a committee member.

The respective committee member expressed an interest in this item and left the meeting at this point.

This allocation was duly noted and approved.

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

Meeting Closed at 8.15pm.

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