

**MINUTES OF THE FULL MANAGEMENT COMMITTEE  
MEETING HELD ON WEDNESDAY 27<sup>th</sup> FEBRUARY 2008.**

**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>M KERR</b>	<b>COMMITTEE MEMBER</b>
<b>C SKEWIS</b>	<b>COMMITTEE MEMBER</b>
<b>C COOPER</b>	<b>COMMITTEE MEMBER</b>
<b>A SWEATON</b>	<b>COMMITTEE MEMBER</b>
<b>J GALLAGHER</b>	<b>COMMITTEE MEMBER</b>
<b>J WALKER</b>	<b>CO-OPTED MEMBER</b>
<b>P THOMSON</b>	<b>CO-OPTED MEMBER</b>

**APOLOGIES**

<b>S CAMPBELL</b>	<b>LEAVE OF ABSENCE</b>
<b>M DAVIDSON</b>	<b>VICE-CHAIR</b>
<b>N RYAN</b>	<b>COMMITTEE MEMBER</b>
<b>J WARLEY</b>	<b>CO-OPTED MEMBER</b>
<b>S KEEGAN</b>	<b>CO-OPTED MEMBER</b>
<b>N GORDON</b>	<b>CORE SERVICES MANAGER</b>

**IN ATTENDANCE**

<b>J McMORROW</b>	<b>DIRECTOR</b>
<b>J McNICHOL</b>	<b>DEVELOPMENT MANAGER</b>
<b>A ROY</b>	<b>FINANCE MANAGER</b>
<b>P LITTLEWOOD</b>	<b>HOUSING OFFICER</b>
<b>C RALSTON</b>	<b>HOUSING OFFICER</b>

The meeting opened at 6.35pm.

It was reported that Marie Claire Davidson would not be taken up her post as Committee member.

It was reported that this was R McCann's last meeting with the Co-operative and a vote of thanks was given for all her hard work and dedication over the years.

Consideration was given to who would take on the role of Secretary and it was agreed that C Harvey would take on this role after tonight's meeting.

It was agreed that A Sweaton would take on the role of Treasurer.

Approval was therefore given to amend the cheque signatories to reflect the above changes.

It was noted that due to the numbers of Committee reducing that we would also need to lose one of the co-opted members and it was agreed to contact a member to see if they wished to continue as a co-opted member.

It was agreed to take agenda items 6 and 7 first.

## **6 MANAGEMENT ACCOUNTS**

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

Consideration was given to a number of factors including the variance in repairs of which a report was attached outlining the causes of such.

It was agreed that an examination of repair costs be undertaken to inform the next review of the long-term projections.

## **7 REGENERATION REPORT**

Committee considered the various regeneration reports as circulated with the agenda and the following were agreed:

### **7.1 Development Issues**

Committee reviewed the contents of the Kildermorie Phase 1 project report and this report was noted.

It was also noted that Development & Regeneration Services have issued the revised grant offer and upon checking this will be signed.

It was reported that the Clerk of Works has been appointed.

Committee also reviewed the Kildermorie Phase 2 project report.

It was noted that the Scottish Government have issued proposed changes to grant for the 2008/09 period and the main points were noted as outlined in the report circulated with the agenda.

It was reported that the SFHA will be making a response to this and we await the outcome of such.

## **7.2 Wider Agenda Issues**

Committee reviewed the report circulated with the agenda in relation to wider agenda activities along with the wider role funding bid letter and these items were noted.

It was noted that since writing this report Communities Scotland have increased verbally their offer of grant for Stepford from £50,000 to £60,000.

Consideration was given to projects that could be bid for with the following noted as possibilities:

HNC Community Development/Housing Qualification  
Money Advice – joint with GECOF members  
Catering Training project  
Environmental project  
Youth project(s)

It was agreed that any further ideas be presented to the Development Manager by the 20<sup>th</sup> March and she will make the initial bid.

It was reported that the bid for the Glenburn Centre Revenue Costs (3<sup>rd</sup> year of current grant) would be requested and that verbal confirmation has been given that this will grant will be honoured by the successor to Communities Scotland.

A Roy and J McNichol left the meeting at this point.

## **2 PREVIOUS MINUTES**

The previous minutes of 30<sup>th</sup> January 2008 were proposed a true record by J Gracey and seconded by R McCann.

## **3 MATTERS ARISING**

### **3.1 Staffing Report**

Committee noted that N Gordon had accepted an offer to become a Director at Copperworks Housing Association beginning on the 1<sup>st</sup> April 2008.

The Committee wished to minute their appreciation to Niall for his hard work and wished him well in his future career.

Consideration was given to the job advert, description and person specification to replace Niall and these were approved.

It was agreed that J Gracey, C Harvey and J Walker would form the recruitment panel along with the Director.

There were no other matters arising from the previous minutes.

P Littlewood and C Ralston left the meeting at this point.

## **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.

## **8 CORRESPONDENCE**

Committee noted the following correspondence:

- EVH
  - One day seminar and AGM – 6<sup>th</sup> April 2008
  - Personnel Conference 22<sup>nd</sup> May 2008 – C Skewis agreed to attend
  
- SFHA Pensions Trust
  - Nominations for Employers’ representatives – it was agreed not to nominate anyone at this point in time
  
- GWSF
  - Agenda for 6<sup>th</sup> March meeting @ 7pm – J Walker agreed to attend
  
- The Scottish Housing Regulator - Nominations for Non-executive Directors
  
- GHA
  - 5<sup>th</sup> Birthday Celebrations – 5<sup>th</sup> March 2008

## **9 ARREARS REPORT**

Committee noted that the arrears report for the period ending January 2008 along with a comparison of the previous month and financial year outturn figures.

The Director highlighted the high arrears cases at the meeting.

Committee also noted the position with void arrears and owners.

These were duly considered and the action noted was agreed.

It was agreed to write off the sum of £1,821.38 as outlined within the reports for former tenant accounts.

Committee also noted the work carried out to reduce potential Housing Benefit overpayments and historic council tax.

It was agreed that the outcome of this work would be presented in the next arrears report.

**10 ESTATE ISSUES REPORT & POLICY**

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

**11 ELECTRONIC COMMUNICATION POLICY**

Committee reviewed the contents of the Electronic Communication policy that was circulated with the agenda.

After consideration this policy was duly approved.

**12 SIGNING OF DOCUMENTS POLICY**

Committee reviewed the Signing of Documents policy that was circulated with the agenda and after consideration this was duly approved.

**13 GREATER EASTERHOUSE COMMUNITY OWNERSHIP**

Consideration was given to the report circulated with the agenda outlining the work of the Greater Easterhouse Community Ownership Forum. (GECOF)

The Committee approved in principle the concept of joint working and noted the outcome of the review day.

**14 AOCB**

**14.1 Shares**

Share numbers 756 – 759 were presented at the meeting for approval and these were duly signed and sealed at the meeting.

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

Meeting Closed at 8.15pm.

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