

**MINUTES OF THE FULL MANAGEMENT COMMITTEE
MEETING HELD ON WEDNESDAY 27th AUGUST 2008.**

1 SEDERUNT

J GRACEY	CHAIR
M DAVIDSON	VICE-CHAIR
C HARVEY	SECRETARY
J GALLAGHER	COMMITTEE MEMBER
C COOPER	COMMITTEE MEMBER
N RYAN	COMMITTEE MEMBER
J WARLEY	CO-OPTED MEMBER
J WALKER	CO-OPTED MEMBER
P THOMSON	CO-OPTED MEMBER

APOLOGIES

A SWEATON	TREASURER
M KERR	COMMITTEE MEMBER
C SKEWIS	COMMITTEE MEMBER

IN ATTENDANCE

J McMORROW	DIRECTOR
B JOHNSTONE	CORE SERVICES MANAGER

The meeting opened at 6.40pm.

2 PREVIOUS MINUTES

The previous minutes of 25th June 2007 were proposed a true record by M Davidson and seconded by C Harvey.

3 MATTERS ARISING

3.1 Shares

Committee approved the signing and sealing of share numbers 766 – 769.

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.

It was reported that J McCuaig has undertaken the initial review of the policy and that the Health & Safety committee would meet to discuss the proposed amendments and that the amendments will be presented to the next meeting.

No other matters were raised at the meeting.

6 MANAGEMENT ACCOUNTS

Committee reviewed the management accounts for the period ending June 2008 that was circulated with the agenda.

After consideration the accounts were duly noted and approved.

It was reported that the Finance Training had been postponed due to annual leave and that the training would be held on Wednesday 11th September at 6.30pm.

7 ARREARS REPORT

Committee noted that the arrears report for the period ending July 2008 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.

It was agreed that options need to be looked at for delivering the estate services and it was agreed that options will be considered in time for the next review of the contract.

9 INTERNAL MANAGEMENT PLAN

Committee consider the report pertaining to the review of the internal management plan along with the plan that was circulated.

The plan was agreed subject to tidying up the layout along with additional references to the environmental issues as outlined within the estates issues report.

10 SCOTTISH HOUSING QUALITY STANDARDS REPORT

Committee reviewed the report relating to the Scottish Quality Housing Standard that was circulated with the agenda and this was noted.

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 Development & Regeneration Services.

12 TENANT PARTICIPATION STRATEGY

Consideration was given to the tenant participation strategy and the revised strategy was agreed.

It was noted that this strategy would be published at the AGM on the 1st September.

13 CORRESPONDENCE

The following correspondence was noted at the meeting:

- The Scottish Government
 - Offer of Wider Role Grant HNC working with communities & housing. This was agreed and approved after consideration.
 - Responding to changing economic climate.
 - New regional structure for housing investment division.
 - Affordable housing investment reform project seminar.
- The Scottish Housing Regulator
 - Letter regarding borrowing arrangements.
- Glasgow West of Scotland Forum
 - 4th Annual Conference – Friday 19th September 2008. It was agreed that the Director along with the Core Services Manager would attend along with C Cooper and P Thomson.
- SFHA
 - Events Information
 - Tigers Advisers Lending Services Partnership.
 - Taking Charge Committee members conference – 12th – 14th September Dunblane Hydro. It was agreed that J Gracey, M Davidson and C Harvey would attend.
- Employers in Voluntary Housing
 - Coach transport details for Annual Conference – 17th-19th October. It was noted that some members were unable to attend and it was agreed that J Gallagher, P Thomson and J Walker would attend in their place.
 - Great EVH 2008 CHAS Giveaway – It was agreed to pledge £50.
- West Whitlawburn Co-operative
 - Details of charitable status. It was agreed that this subject be looked at further with a report to Committee on the implications of such.
- Co-operative's UK
 - Launch of commission on mutual & co-operative housing.
 - Co-operative's review 2008.
- The Pensions Trust
 - Consultation – Statement of Investment Principles.

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 C Skewis, C Cooper, C Harvey and S Campbell would stand down 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 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 2008/09.

B Johnstone left the meeting at this point.

15 STAFFING ISSUES

Committee noted the staffing report circulated with the agenda.

After consideration it was agreed to fund the outstanding costs of the final year of the MBA for the Core Services Manager.

16 AOCB

16.1 Fire Damage Tender

Committee approved the tender for the fire damage to 14 Eddlewood Path.

16.2 Common Housing Register

Committee considered the report circulated at the meeting in relation to the common housing register. After consideration it was agreed to proceed with the recommendation to change to a new system.

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

Meeting Closed at 8.30pm.

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