

**MINUTES OF THE FULL MANAGEMENT COMMITTEE
MEETING HELD ON WEDNESDAY 28th JANUARY 2009.**

1 SEDERUNT

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

APOLOGIES

A SWEATON	TREASURER
C COOPER	COMMITTEE MEMBER
J WARLEY	CO-OPTED MEMBER
C SHEPHERD	INTERNAL AUDITOR

IN ATTENDANCE

J McMORROW	DIRECTOR
B JOHNSTONE	CORE SERVICES MANAGER

The meeting opened at 6.30pm.

It was reported that C Skewis had resigned from the committee.

Committee agreed that a casual vacancy would be offered to C Webster to fill the post vacated by S Campbell as outlined at the last meeting.

2 INTERNAL AUDIT REPORT

Apologies were noted from C Shepherd as a consequence of illness.

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 of this report.

Consideration was also given to the maintenance review progress reports and after consideration these were approved and the action identified agreed.

3 PREVIOUS MINUTES

The previous minutes of 26th November 2008 were proposed a true record by J Gracey and seconded by C Harvey.

4 MATTERS ARISING

4.1 Long Term Projections

Committee noted the contents of the long-term projections and it was agreed after consideration that final comments and or amendments would be made no later than the 25th February and at the next meeting approval of the projections would be sought.

Committee also noted the contents of the Scottish Housing Regulator letter outlining their analysis of the housing sector in relation to financial risk and viability.

It was reported that the Finance Manager had examined the current covenants with our banks and there were no issues to report.

4.2 Budget 2009/10 & Rent Review

Committee noted the contents of the report circulated with the agenda. Committee approved the rent increase of 4.2% for the period 2009/10.

Consideration was given to the draft budget for 2009/10 as circulated with the agenda.

It was agreed that final comments and or amendments would be made no later than the 25th February and at the next meeting approval of the budget would be sought.

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.

No matters were raised at the meeting.

7 TREASURY MANAGEMENT REPORT

Committee noted that the treasury management report would be considered in April 2009 as the policy was reviewed one year earlier and the report would be held on the anniversary of this policy rather than the January date as outlined in the internal management plan.

8 COMPLAINTS REVIEW

Consideration was given to the Complaints Review report that was circulated with the agenda and the contents were duly noted.

It was agreed that the complaints process would be further publicised as part of the information leaflet series.

9 CORRESPONDENCE

Committee noted the following correspondence:

- GHA
 - Draft Business Plan 2009/10 – deadline for responses 4th February 2009
- CCG –
 - Letter outlining that rather than sending a token of gratitude at Christmas a donation has been made to a single charity
- The Scottish Housing Regulator
 - Investing in Affordable Housing consultation – deadline for responses 17th March 2009
- Glasgow West of Scotland Forum
 - Briefing paper on above consultation

- EVH
 - Briefing paper on Investing in Affordable Housing consultation
 - One day seminar & AGM 29th March 2009 it was agreed that J Gracey would attend and M Davidson agreed to attend if she had no other events for that day
 - Customer Satisfaction Survey results
- SFHA Pension Scheme
 - Letter outlining employer debt regulations – period of grace notice and the fact that Moriehall Housing Association has less than 5 active members
 - Candidates election information
 - Committee & Board members residential school – February 2009, it was agreed that three of the office bearers would attend
- SFHA
 - New monthly update called “Comment”
 - Letter regarding shelter Scotland and inaccurate figures for evictions by RSLs
 - 2009 The Year of the Home Coming publicity information
- Shelter
 - Letter and report “Evictions & Social landlords in Scotland” as outlined in SFHA letter
- Jardine Lloyd Thompson
 - Letter regarding SFHA Diamond Insurance Scheme

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 and the contents were duly approved.

Consideration was given to the tenant panel proposals – “Your Voice – Your Choice” and this was agreed.

11 STAFFING REPORT

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

Consideration was given to the annual increments as outlined in the report and these were duly approved.

It was agreed that J Gracey and C Harvey would undertake the Director's staff appraisal.

An update was given on the modern apprentices programme and it was agreed to underwrite the costs whilst further funding is being sought.

Approval was given therefore to appoint the trainee on a contract beginning February and ending on the 30th July 2010.

12 ABANDONMENT & SUCCESSION POLICY

Committee reviewed the Abandonment and Succession to Tenancy Policies that were circulated with the agenda and these were duly approved.

13 WIDER ROLE PROJECTS

Committee considered the report circulated with the agenda in relation to the wider agenda projects and in principle agreement was given to the projects listed therefore these would be submitted to the Scottish Government for consideration.

14 ON LINE BANKING

Consideration was given to the report relating to on line banking and it was resolved that Audrey Roy and John McMorrow are authorised to complete and sign The Royal Bank of Scotland plc's Bankline mandate for provision of internet banking services and accept the Bankline Terms on behalf of the Co-operative.

It was also resolved that B Johnstone be added to the list of authorised signatories and that N Gordon be removed from the current list.

Committee therefore duly completed the necessary paperwork in relation to the above and the Secretary C Harvey signed the documentation.

15 RECHARGEABLE REPAIRS POLICY

Committee reviewed the Rechargeable Repairs Policy that was circulated with the agenda and this was approved.

16 AOCB

16.1 Shares

Share numbers 780 to 791 were presented at the meeting and these were duly approved, signed and sealed at the meeting.

16.2 Boarded/Vacant Property Ware Road

Committee sought clarification on the status of the above property and it was reported that the existing tenant had not given up the tenancy yet however it was anticipated that this would be happening over the next month or so.

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

Meeting Closed at 8.00pm.

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