

**MINUTES OF THE FULL MANAGEMENT COMMITTEE  
MEETING HELD ON WEDNESDAY 25<sup>th</sup> SEPTEMBER 2013.**

**1 SEDERUNT**

<b>J GRACEY</b>	<b>CHAIR</b>
<b>M DAVIDSON</b>	<b>SECRETARY</b>
<b>C HARVEY</b>	<b>VICE-CHAIR</b>
<b>A CUSHINGHAM</b>	<b>TREASURER</b>
<b>C SKEWIS</b>	<b>COMMITTEE MEMBER</b>
<b>G McNAUGHT</b>	<b>COMMITTEE MEMBER</b>
<b>C COOPER</b>	<b>COMMITTEE MEMBER</b>
<b>P THOMPSON</b>	<b>CO-OPTED MEMBER</b>

**APOLOGIES**

<b>J WARLEY</b>	<b>CO-OPTED MEMBER</b>
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**IN ATTENDANCE**

<b>J McMORROW</b>	<b>DIRECTOR</b>
<b>B JOHNSTONE</b>	<b>DEPUTE DIRECTOR</b>
<b>C McGRAW</b>	<b>SENIOR HOUSING OFFICER</b>

The meeting opened at 6.30pm. J McMorrow chaired the meeting whilst the election of the office bearers was being considered.

George McNaught was welcomed to the Committee as a new member elected at the Annual General Meeting.

It was noted that J Gallagher had informed staff of her resignation from the Committee. Committee expressed their thanks for all her hard work over the years.

**2 ELECTION OF OFFICE BEARERS**

**2. Chair**

J Gracey was proposed as Chairperson by M Davidson and seconded by C Skewis. This was unanimously agreed.

J Gracey chaired the meeting at this point.

## **2.2 Vice-Chair**

C Skewis was proposed as Vice-Chair by M Davidson and seconded by A Cushingham. This was unanimously agreed.

## **2.3 Treasurer**

A Cushingham was proposed as Treasurer by M Davidson and seconded by C Skewis. This was unanimously agreed.

## **2.4 Secretary**

M Davidson was proposed as Secretary by C Cooper and seconded by C Skewis. This was unanimously agreed.

# **3 PREVIOUS MINUTES**

The previous minutes of 28<sup>th</sup> August 2013 were proposed a true record by J Gracey and seconded by A Cushingham.

The previous minutes of 4<sup>th</sup> September 2013 were proposed a true record by J Gracey and seconded by M Davidson.

The previous minutes of 18<sup>th</sup> September 2013 were circulated at the meeting and after consideration were proposed a true record by J Gracey and seconded by A Cushingham.

# **4 MATTERS ARISING**

## **4.1 Governance Report – Committee Appraisals**

It was noted that these are progressing and that individual dates would be agreed with members who have not completed their appraisal at the tea break with those not in attendance contacted by letter.

## **4.2 Pensions Review**

Committee noted that the independent consultant would be meeting with staff on the 11<sup>th</sup> October to begin the pensions review consultation exercise.

There were no other matters arising from the previous minutes.

## **5 DECLARATION OF INTEREST**

Consideration was given to the annual declaration of interest of members and these were duly completed for all in attendance.

There were no other declarations of interest noted at the meeting.

## **6 HEALTH & SAFETY**

Committee considered whether there were any issues of a Health & Safety matter. A verbal update on work undertaken to the Glenburn Centre was reported.

No other items were raised at the meeting.

## **7 REGENERATION REPORT**

Committee considered the regeneration report as circulated with the agenda and this was duly noted.

Committee considered the arrangements for the launch of the Community Bank which would take place on the 1<sup>st</sup> October 2013 and these were duly noted.

It was reported that there is difficulty in obtaining staff for the Welfare Rights Officer position due to a number of similar posts being advertised. It was agreed to re-advertise and increase the salary by £4,000 per annum.

## **8 CORRESPONDENCE**

Committee noted the following correspondence:

- Pensions Trust
  - Financial assessment result – low risk
  - Pension Quality Mark (PQM) Ready – it was noted that this standard was the same as that being consulted on with staff.
  
- GEMAP
  - Temporary reduction in Money Advice Services.

- GWSF
  - ⊖ Summary Business Plan – it was agreed to delegate to senior staff with the response to be submitted by 25<sup>th</sup> October 2013.
- The Scottish Housing Regulator
  - Governance Matters – Number 4 issued electronically today.
- EHRA Training Equality & Diversity
  - To be held on the 21<sup>st</sup> October at 2.45pm – it was agreed that C Skewis and P Thompson would attend.

## **9 WELFARE REFORM**

Committee reviewed the report circulated with the agenda.

C McGraw presented the report and explained how the Co-operative was adapting to welfare reform and supporting our tenants.

C McGraw also highlighting the financial stress to the business that was a direct consequence of the Housing Benefit bedroom tax and the need to collect rent to realise our strategic objectives and achieve our purpose.

It was outlined how we supported the Glasgow and West of Scotland Forum's campaign to lobby Government to repeal the bedroom tax.

It was agreed that a report on the staffing structure in the context of adapting to welfare reform will be presented to Committee in November 2013.

## **10 STRATEGIC PLAN (AWAY DAY)**

Committee reviewed the report circulated with the agenda.

Committee noted the outcomes from the work-shops that were held on the day and how this information would inform the review of the strategic plan.

After consideration, it was agreed to advertise the vacant co-opted position to attract a member with specific skills that could potentially add value to the Committee. It was agreed a recruitment pack and selection process would be prepared.

## **11 EUROPEAN FOUNDATION QUALITY MANAGEMENT**

Committee reviewed the report on the European Foundation for Quality Management circulated with the agenda and it was agreed to proceed to the “Recognised for Excellence” stage with a submission made in December 2013.

## **12 STOCK CONDITION SURVEY**

Committee noted the report circulated with the agenda outlining progress in relation to the stock condition survey and life cycle review exercise.

Committee noted that the value of the exercise in demonstrating compliance with the Scottish Housing Quality Standard and ensuring investment plans were realistic with appropriate expenditure assumptions.

Committee agreed that further stock condition survey work would be considered as part of the budget and long-term projections review in November 2013.

## **13 STANDING ORDERS**

Committee noted that the review of the Standing Orders had been carried out however as this was not enclosed within the papers for the meeting it was agreed to consider at the next meeting.

## **14 ANNUAL REPORT**

Committee noted the update on the development of the annual report and the fact that the format of the report had changed to demonstrate how the organisation complies with the Scottish Social Housing Charter.

It was noted the importance of tenants informing the content of the report. An open day had been arranged for 5<sup>th</sup> October to discuss the report.

It was subsequently agreed a draft report would be presented to Committee at the “Strategy” training session on Monday 7<sup>th</sup> October 2013.

## **15 PROBITY REPORT**

M Davidson expressed an interest in this agenda item and left the meeting for this agenda item.

Committee noted and approved the report which was discussed at the meeting.

It was reported that the next meeting consideration will be given to the normal bi-annual report next month.

## **16 AOCB**

### **16.1 Fixed Rate Deposits**

It was noted that we have a deposit maturing on the 4<sup>th</sup> October 2013 and that this can be reinvested into the High Street London Marathon Account (Bank of Scotland) for 6 months at a rate of 1.1%.

It was agreed to invest the sum of £400,710.14 in this account as recommended by the Finance Manager and overseen by the Director.

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

Meeting Closed at 8.00pm.

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