

**MINUTES OF THE FULL MANAGEMENT COMMITTEE
MEETING HELD ON WEDNESDAY 30th OCTOBER 2013.**

1 SEDERUNT

J GRACEY	CHAIR
C SKEWIS	VICE-CHAIR
A CUSHINGHAM	TREASURER
M DAVIDSON	SECRETARY
C COOPER	COMMITTEE MEMBER
R MURPHY	COMMITTEE MEMBER
G McNAUGHT	COMMITTEE MEMBER
J WARLEY	CO-OPTED MEMBER

APOLOGIES

C HARVEY	LEAVE OF ABSENCE
P WILSON	LEAVE OF ABSENCE
P THOMPSON	CO-OPTED MEMBER
B JOHNSTONE	DEPUTE DIRECTOR

IN ATTENDANCE

J McMORROW	DIRECTOR
C McGRAW	SENIOR HOUSING OFFICER

The meeting opened at 6.30pm. It was noted that C Harvey had requested a leave of absence for personal reasons and this was granted. It was also agreed to grant a leave of absence to P Wilson.

It was also noted that A Sweaton had intimated her resignation for personal reasons and Committee expressed their thanks for her attendance over the years and requested that a card was sent by staff on Committees behalf to take recognition of her service.

2 PREVIOUS MINUTES

The previous minutes of 25th September 2013 were proposed a true record by J Gracey and seconded by M Davidson.

3 MATTERS ARISING

The following matters arising were considered at the meeting:

3.1 Governance Report Verbal Update

It was reported that the majority of the annual appraisals had been conducted and plans were put in place for the remainder to be undertaken.

3.2 Pensions Review Verbal Update

Committee noted the report from Chien & Tait and it was reported that the official consultation exercise would begin on the 1st November. It was highlighted that we have informed the Union of this and requested comments.

3.3 Welfare Rights Adviser Post Verbal Update

It was reported that the post has been verbally offered to a candidate today, 30TH October, subject to satisfactory references.

3.4 GWSF Consultation Response

It was noted that the response to the GWSF consultation has been issued and copies were made available to Committee members .

3.5 Standing Orders

Committee considered the Standing Orders that had been omitted from the papers at the previous meeting and after consideration this was duly approved.

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 the report circulated with the agenda in relation to Health & Safety.

No matters were raised at the meeting.

6 PROBITY REPORT

Committee noted that probity report circulated with the agenda for the period covering April 2013 to September 2013.

It was agreed that the next report would be presented in April 2014.

7 CORRESPONDENCE

Committee noted the following correspondence:

- Scottish Parliament
 - Humza Yousaf letter regarding welfare Reform – it was agreed to write to him expressing committees views on the impact of welfare reform on the organisation
- Share Training
 - Systems controls and fraud training – it was agreed that a two members would attend this along with the Finance Manager
- EHRA Quiz Night
 - Donation request for Eastmuir Primary School – it was agreed to donate £50 towards this cause
- Scottish Anti Bedroom Tax Federation
 - Request to affiliate – after discussion it was agreed not to affiliate, as Easthall Park affiliate to the SFHA and GWSF who are lobbying to have this legislation repealed.

8 OPERATIONS REPORT

Claire McGraw, Senior Housing Officer reviewed with the Committee the Operations Report that was circulated with the agenda.

It was agreed that arrears performance was the critical issue and

therefore closer scrutiny of this will be undertaken with reports on this to each normal monthly meeting.

Committee considered in detail each element of the operations report and the report was duly noted.

9 CARBON MANAGEMENT PLAN

Committee reviewed the report circulated with the agenda and the contents were duly noted and approved.

It was noted in particular that performance had not been expected for a variety of reasons as outlined within the report and Committee recognised these factors.

10 COMMITTEE LAPTOP AGREEMENT

Consideration was given to the current agreement as circulated with the agenda and this was agreed.

It was also agreed to look at alternative means of communication for production and dissemination of reports with a view to possible changes in autumn 2014.

11 CONTRACTOR IN LIQUIDATION POLICY

Committee noted the report circulated with the agenda and it was agreed that this policy is no longer required due to the Co-operative having no new build plans and the existing controls in place for programmed maintenance work.

12 SOCIAL HOUSING CHARTER REPORT

Committee noted that this report is currently at the designers and that this will be issued to all residents in November as opposed to October.

13 RESIDENT ENGAGEMENT STRATEGY

Committee considered the report circulated with the agenda along with the Resident Engagement Strategy and Action Plan for 2013/14 and these were duly approved.

It was reported that the Co-operative have established a residents panel.

It was highlighted that this was a very positive benefit to the organisation and should assist significantly in the Co-operative providing services that resident have been able to influence.

14 AOCB

14.1 Internal Audit

Committee noted that the internal auditor is undertaking an examination of the recent governance review and it was agreed that J Gracey and M Davidson would attend a meeting to discuss this with the auditor.

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

Meeting Closed at 7.45pm.

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