

**MINUTES OF THE FULL MANAGEMENT COMMITTEE
MEETING HELD ON WEDNESDAY 27th NOVEMBER 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
P THOMPSON	CO-OPTED MEMBER
J WARLEY	CO-OPTED MEMBER

APOLOGIES

C HARVEY	LEAVE OF ABSENCE
P WILSON	LEAVE OF ABSENCE
J McMORROW	DIRECTOR

IN ATTENDANCE

B JOHNSTONE	DEPUTE DIRECTOR
C McGRAW	SENIOR HOUSING OFFICER
A ROY	FINANCE MANAGER

The meeting opened at 6.30pm.

2 PREVIOUS MINUTES

The previous minutes of 30th October 2013 were proposed a true record by J Gracey and seconded by C Skewis.

3 MATTERS ARISING

The following matters arising were considered at the meeting:

3.1 Governance Report Verbal Update

It was reported that two Committee member annual appraisals had still to be concluded and B Johnstone and J Gracey would arrange dates and times with each member.

3.2 Pensions Review Verbal Update

It was noted that the staff consultation on Pensions has commenced and that the Union have been informed of the consultation process.

It was agreed that a full report analysing feedback will be presented to the Management Committee in January 2014.

3.3 Welfare Rights Adviser Post Verbal Update

It was reported that the welfare rights officer has been appointed.

It was noted that from 18th November 2013, Bernadette Sweeney, Welfare Rights Officer and Leigh Marinelli, Welfare Rights Trainee will be working from the Glenburn Centre.

3.4 Humza Yousaf, MSP

A response had been issued to correspondence from Humza Yousaf, MSP and was made available to members.

3.5 Scottish Social Housing Charter

It was reported that the Easthall Park Charter Report had been issued to all residents and had generated significant interest.

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 approved the Health and Safety Policy Statement and this was duly signed by J Gracey, Chairperson.

Committee also noted their specific responsibilities and this was duly signed by those in attendance.

6 MANAGEMENT ACCOUNTS

A Roy presented the second quarter management accounts.

Committee noted performance had exceeded expectations and approved the accounts.

7 LONG TERM PROJECTIONS

A Roy presented the long-term financial projections.

A Roy explained the internal process involved in the financial planning, highlighting assumptions that underpinned the projections.

B Johnstone outlined how the projections were aligned with and were key to the successful delivery of the Easthall Park strategic plan.

Committee noted the financial projections.

8 BUDGET 2014/15 (Draft)

A Roy presented a draft budget for 2014/15.

A Roy highlighted changes to variations including proposed pension provision and staffing costs.

B Johnstone provided a summary of the investment plan for 2014/15.

Committee were informed that a further draft budget would be presented to Committee in January 2014 following the conclusion of the rent consultation.

9 RENT AND FACTORING REVIEW

B Johnstone presented a report on the forthcoming rent increase and factoring charge consultation.

B Johnstone highlighted average rent increase in the past 3 years had been below the rate of inflation and that 89% of tenants stated

in the November 2012 survey that they felt their rent offered value for money.

B Johnstone explained that the draft 2014/15 budget had been based on a rent and factoring increase of 3.5%.

B Johnstone advised, however, that RPI had not been released for November 2013 and this would inform final proposed consultation figure. Accordingly, it was agreed that senior staff would liaise with the Chairperson once November RPI was released to clarify the consultation figure.

It was agreed that the maximum proposed increase would be 3.5%.

10 CORRESPONDENCE

Committee noted the following correspondence:

- PATH
 - Copy of Annual Report
- Scottish Housing Regulator, Regulatory Advice Note: Financial Risk and Viability
 - B Johnstone summarised content, highlighting risk of welfare reform, defined benefit pensions and borrowing debt
- Housing News
 - B Johnstone provided copies of housing news articles featuring Easthall Park in relation to our Scottish Social Housing Charter report and Grand Central Savings project

11 TRAINING STRATEGY – COMMITTEE AND STAFF

B Johnstone presented a report on training strategies.

B Johnstone explained the staff strategy and the strong commitment to continued personal and organisational development.

B Johnstone advised the draft Committee strategy was influenced by the self-assessment against governance standards, the Easthall Park Governance Charter and the Committee annual review process.

Committee approved the staff and committee training strategies.

12 ARREARS REPORT

C McGraw presented a report highlighting October arrears performance.

C McGraw highlighted the improvement in performance and measures in place to sustain this trend.

C McGraw also provided an insight as to the work of the new welfare rights staff and how this linked with the development of the Grand Central Savings service, the Scottish Housing Regulator's Welfare Reform survey and the Christmas rent arrears strategy.

Committee noted the content of the report.

13 INTERNAL AUDIT – GOVERNANCE

B Johnstone summarised the internal audit governance report.

B Johnstone highlighted this was a positive report that endorsed measures introduced following the recent governance review.

The main area of recommendation in the audit report was to consider the value of an audit sub-committee and it was agreed a subsequent report would be issued to Committee in January on this matter.

14 AOCB

14.1 Eviction Report

C McGraw presented an eviction report and after consideration, the Committee agreed for the eviction order to be enforced.

14.2 UK Housing Awards

The Committee agreed to submit with partners an application for campaign of the year in relation to the Grand Central Savings project.

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

Meeting Closed at 8.00pm.

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