

**MINUTES OF THE FULL MANAGEMENT COMMITTEE
MEETING HELD ON WEDNESDAY 29th JANUARY 2014.**

1 SEDERUNT

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

APOLOGIES

P WILSON	LEAVE OF ABSENCE
P THOMPSON	CO-OPTED MEMBER

IN ATTENDANCE

J McMORROW	DIRECTOR
B JOHNSTONE	DEPUTE DIRECTOR
C McGRAW	SENIOR HOUSING OFFICER
B SWEENEY	WELFARE RIGHTS OFFICER

The meeting opened at 6.30pm.

B Sweeney was introduced to the Committee and welcomed to her first meeting.

It was agreed to take item 11 on the agenda first.

11 OPERATIONS REPORT

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

C McGraw advised that the presentation of the report had been adjusted to reflect the request of Committee at the previous meeting.

It was noted that current arrears had reduced from quarter two to quarter three.

C McGraw advised Committee the eviction agreed at the last meeting had not been enforced, as the tenant had paid the full amount outstanding.

Consideration was given to the benefits of the new Welfare Rights Service as part of the Community Banking project. It was noted that 78 referrals have been made to this service since the appointment of the new Welfare Rights posts on 18th December 2013.

It was agreed to continue with arrears reporting at each meeting as this continues to be a priority.

It was also noted that void loss in accordance with regulatory guidance was within target and demonstrating a year-on-year improvement.

C McGraw described the improved year-on-year improvement in maintenance performance and recommended in accordance with the contract provisions extending the City Technical gas servicing contract for a period of one year.

Committee agreed to the one-year extension of the City Technical contract.

B Sweeney left the meeting at this point.

2 PREVIOUS MINUTES

The previous minutes of 27th November 2013 were proposed a true record by J Gracey and seconded by M Davidson.

3 MATTERS ARISING

3.1 Governance Report

It was reported that the last two annual appraisals had been concluded.

3.2 Pensions Review Verbal Update

Consideration was given to the report circulated with the agenda in relation to the outcome of the pension consultation.

After reviewing this report, consultation returns, Chiene & Tait report, the joint statement from EVH and Unite, it was agreed to change the current pension from Defined Benefit to Defined Contribution (10% organisation and 5% staff) with effect from the 1st April 2014.

Committee agreed to offer all staff a one year period in which their 5% contribution would be met by the organisation along with continued life cover and critical illness cover whilst employed.

It was agreed that should there be a significant shift in offers from other RSLs to their staff as a consequence of the joint statement that the Committee would revisit potential additional enhancements to this package if this occurred.

3.3 Audit Committee

A verbal update was given to the Committee in relation to the plans to consider the value of introducing an audit sub-committee.

It was agreed that further consideration to this matter be given at a future meeting.

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 noted that since writing the report work has been undertaken

on the first section of the Health & Safety policy and procedures and approval was being sought for this section.

Approval was granted and therefore the policy statement was duly signed at the meeting.

It was agreed that a section would be prepared for consideration by the Committee at each normal meeting throughout the coming year.

No other Health & matters were raised at the meeting.

6 LONG TERM PROJECTIONS

Committee reviewed the report outlining changes to the draft long-term projections that had been circulated at the last meeting.

After consideration of the changes Committee approved the projections.

7 BUDGET 2013/14 & RENT REVIEW

Committee reviewed the report circulated with the agenda in relation to the preparation of the draft budget as extracted from year one of the long term projections and this was agreed.

Committee considered in detail comparative information in the context of proposed rent increases and average rents charged by other social landlords.

Committee approved the rent increase of 3.1% for the period 2014/15.

8 CORRESPONDENCE

Committee noted the following correspondence:

- GWSF
 - Briefing on the Housing (Scotland) Bill – copies are available upon request
- Scottish Housing Regulator
 - Regulatory Advice Notice – Maintaining the integrity of gas flues during maintenance/improvement works

- Governance Matters – training event, J Gracey and M Davidson attended on the 28th January 2014
- ODS Consulting
 - Survey via e-mail of Scottish Housing Regulator’s communications and how organisations view this. It was agreed not to participate in this survey.
- EVH
 - Various events held by EVH.
- Alexander Sloan
 - Engagement Letter with Alexander Sloan received updating changes in legislation and best practice. This letter was approved and therefore signed at the meeting.

9 STRATEGIC PLAN REVIEW

Committee reviewed the report and the draft strategic plan as circulated with the agenda and after consideration approved the plan.

It was noted that in 2014 there would be a comprehensive review of the strategic plan, as the three year period of the plan would come to an end.

10 ASSET MANAGEMENT STRATEGY

Committee reviewed the report and draft asset management strategy.

Committee noted recent investment performance was within budget and tenant feedback for the kitchen contract was extremely positive.

Committee approved the draft asset management strategy.

Committee also approved the extension of the maintenance contract to MITIE Property Services until 31st March 2015. It was recognised this was the final year of the contract and a new procurement plan was in place.

12 SIGNING OF DOCUMENTS POLICY

Committee reviewed the signing of documents policy as circulated with the agenda and this was duly approved.

13 STAFFING REVIEW

Committee considered the staffing review report circulated with the agenda and after consideration agreed the new posts accordingly.

It was recognised that this staffing review has no impact on the budget assumptions or rent increase that was agreed earlier in the meeting.

It was noted that there was one additional Housing Assistant vacant post and that this would be advertised along with the new posts immediately.

14 DERELICT LAND REPORT

Committee noted the report updating action in relation to Derelict Land and the creation of a training opportunity for young people as circulated with the agenda.

It was agreed to approve the costs of preparing a bill to deliver this project.

15 AOCB

15.1 Roof Repairs

It was reported that a number of roofs had a few tiles missing.

It was explained that the Co-operative has an internal process for checking the condition of properties along with annual roof anchor inspections. It was agreed that if the addresses are past to the office repairs would be instructed.

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

Meeting Closed at 8.00pm.

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