

**MINUTES OF THE FULL MANAGEMENT COMMITTEE
MEETING HELD ON WEDNESDAY 26th MARCH 2014.**

1 SEDERUNT

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

APOLOGIES

NONE

IN ATTENDANCE

J McMORROW	DIRECTOR
B JOHNSTONE	DEPUTE DIRECTOR
C McGRAW	SENIOR HOUSING OFFICER

The meeting opened at 6.30pm.

2 PREVIOUS MINUTES

It was noted that J Warley had intimated her apologies for the last meeting and these had not been recorded.

The previous minutes of 26th February 2014 were proposed a true record by J Gracey and seconded by C Skewis subject to the above amendment.

3 MATTERS ARISING

3.1 Audit Sub Committee Update

Committee noted the report circulated with the agenda

outlining the draft remit for a Finance and Audit Sub Committee, an indicative annual Audit Committee plan and details of training to be considered.

After consideration of this it was agreed to accept this remit and progress establishing a Finance and Audit Sub Committee.

It was agreed J Gracey, M Davidson, A Cushingam, C Harvey, C Lewis and P Thompson would be the members of this Committee.

It was agreed B Johnstone will organise training on the role of an Audit Committee member prior to the initial meeting, anticipated to be held in June 2014.

3.2 Equality Impact Assessment

Committee approved the equality impact assessment on the rent management policy as circulated with the agenda.

3.3 Common Allocation Policy

Committee considered the verbal report presented by C McGraw outlining progress with the common allocation policy.

C McGraw confirmed the key format and principles of the policy had been endorsed by the partner landlords and were consistent with details reported to Committee in February 2014.

It was agreed that C Skewis and P Wilson would continue to represent Easthall Park on the joint working group and have delegated power to approve the final policy.

C McGraw advised it was anticipated the new policy would be approved at the end of May 2014 and Committee would be kept informed of progress.

There were no other matters arising from the previous minutes.

4 DECLARATION OF INTEREST

There were no declarations of interest noted at this point in the meeting.

5 HEALTH & SAFETY

Committee considered whether there were any issues of a Health & Safety matter.

Committee considered the revised Section 2 (2.10 – 2.13) of the Health and Safety Policy and approved this accordingly.

No other health and safety matters were raised at the meeting.

6 STAFFING REPORT

Committee reviewed and noted the contents of the report circulated with the agenda.

B Johnstone explained the purpose of the report was to provide the Management Committee with a review of Human Resource performance in 2013/14.

Committee approved the changes to individual staff conditions of service as outlined along with the salary increments.

It was noted that, since writing the report, there has been some staff sickness and therefore the anticipated outturn would be approximately 2.3% to 2.4%.

It was reported that if long term absences were removed from the above outturn, absence performance would be less than 2%.

Committee noted that short-term absence performance was an important indicator of employee engagement.

Committee also noted the content in relation to the details of staff learning and development progress and the results of the annual staff satisfaction survey.

7 WRITE OFF POLICY & REPORT

A report outlining former tenant write off details was circulated at the meeting and consideration was given to the write off figure for the 2013/14 period.

C McGraw explained the present procedure for managing former tenant arrears and improvements planned with the new staffing structure.

It was noted that this figure is based on the current policy as at March 2013. After consideration it was agreed to write off the sum presented in the report.

In relation to the new policy, Committee asked for a further report reviewing policy and practice in recovering former tenant debt from the estate of a deceased tenant.

C McGraw confirmed a report would be presented in April 2014 for consideration.

8 CORRESPONDENCE

Committee noted the following correspondence:

- EVH
 - Subscription Renewal Acknowledgement
 - AGM details – 6th April 2014
 - March 2014 monthly briefing report
- SHAPS (Pension Scheme)
 - Announcement – improvement to funding position
 - Acknowledgement of completed Form of Authority (changes to new scheme)
- SHARE
 - Make more use of SHARE letter
- SFHA
 - Model Code of Conduct for Governing Body Members – it was agreed that this new model would be examined and incorporated at the next review
- Glasgow City Council
 - Co-operative Development Unit – telephone survey

- PATH (Scotland)
 - Equality in Housing Event – 1st April at the City Chambers

9 COMMITTEE PLAN 2014/15

Committee considered the Committee plan for the 2014/15 period as circulated with the agenda and this was duly approved.

10 ARREARS REPORT

Committee considered the report that was circulated with the agenda in relation to arrears.

C McGraw explained that there had been a consistent and sustained improvement in rent arrears performance since September 2013 with the exception of the month of December, when there was a slight increase.

Committee noted the improved performance in arrears management.

11 PAYMENT & BENEFITS POLICY

Committee considered the report circulated with the agenda in relation to the Payment & Benefits Policy and it was agreed to continue with the existing policy until such time as the SFHA issue their new policy linked to the new governance handbook.

12 EUROPEAN FOUNDATION OF QUALITY MANAGEMENT

B Johnstone provided Committee with an update on the visit of Quality Scotland to carry out the European Foundation of Quality Management assessment (EFQM).

The assessment had taken place Monday, 24th March to Wednesday 26th March and involved a number of interviews with staff and Committee.

A report will be available in June providing our EFQM score and highlighting our organisational strengths and areas identified for improvement.

13 INSURANCE RENEWAL 2014/15

Consideration was given to the report circulated with the agenda outlining details on the insurance renewal tender returns.

It was noted that additional work is being undertaken to review the costings in relation to Group Life Assurance and Group Income Protection and therefore approval of the insurance to be placed is to exclude this sum in the meantime whilst additional costings are clarified.

After consideration of this report, Committee approved the new insurance details subject to the above with a three year deal.

It was also reported that to enact the Group Life Assurance the scheme would have to be registered with HM Revenue & Customs RC and that a deed would have to be enacted for this purpose.

Appropriate legal advice had been sought to clarify our obligations with regard to this requirement.

Committee approved in principle setting up this deed and delegated authority was given to the Director to complete this on behalf of the Co-operative.

14 DERELICT LAND – YOUTH TRAINING PROJECT

Committee considered the report circulated with the agenda in relation to the derelict land – youth training project and after consideration it was agreed that the Director had delegated authority to apply to various funders to support this project.

It was noted that the current list of potential funders included, BIG Lottery, Active Places and People in Communities Fund.

It was noted that delegated authority included to the above and any other relevant funders.

15 AOCB

15.1 Greenvelope Project

Committee noted the submission in partnership with SFHA

that had been made to develop a new build home with European Funding utilising 3D printer technology.

It was agreed that the outcome of this proposal would be presented at a future meeting.

15.2 HEEPs

Committee noted progress in relation to the Home Energy Efficiency Package (HEEPs) which would support capital work to Westerhouse Road and 99 Wardie Road resulting in external fabric and a roof renewal programme being progressed.

It was noted that owners' costs should be delivered at no charge and the Co-operative costs, although slightly higher than budgeted, could be delivered due to other savings within the overall major repairs budget.

The intention is that the project will be procured and delivered by Glasgow City Council through their framework agreement.

It was noted, however, we would use our own resources to have an active role monitoring the scope and quality of the work.

Committee approved the project in principle and it was agreed Committee would be kept informed of progress through the regular investment reports.

15.3 Eviction – Anti-social Behaviour

Committee noted the verbal report providing an update on action to progress an eviction on the basis of anti-social behaviour.

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

Meeting Closed at 8.00pm.

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