

**MINUTES OF THE FULL MANAGEMENT COMMITTEE
MEETING HELD ON WEDNESDAY 30th APRIL 2014.**

1 SEDERUNT

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

APOLOGIES

J GRACEY	CHAIR
P WILSON	COMMITTEE MEMBER
C COOPER	COMMITTEE MEMBER

IN ATTENDANCE

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

The meeting opened at 6.40pm. C Skewis chaired the meeting in the absence of the chairperson.

2 PREVIOUS MINUTES

The previous minutes of 26th March 2014 were proposed a true record by C Skewis and seconded by M Davidson.

3 MATTERS ARISING

3.1 Former Tenant Debt – Dealing with Estate

Committee considered the report circulated with the agenda outlining policy and practice for dealing with former tenant debt after the death of a tenant.

After reviewing this report it was agreed to adopt the policy

recommendations-that former tenant debt in this context would only be recovered when aware of the estate or executor.

Accordingly, the write off policy was approved.

3.2 Audit Sub Committee

A verbal update was given on plans in relation to the establishment of the new Finance and Audit Sub Committee and it was noted that a training event has been arranged for Monday 12th May 2014 and will be delivered by P McNeil, HRC Ltd.

3.3 European Foundation of Quality Management Award

Committee noted the invite to the Scottish Awards for Business Excellence, 2014 to be held in Glasgow on the 17th June at 12 noon when the Co-operative will receive an award.

It was agreed to book a table with J Gracey (if available) M Davidson, R Murphy and C Skewis attending on behalf of the Committee with the remaining spaces designated for staff.

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.

Consideration was given to the Health & Safety report circulated with the agenda and the contents were duly noted.

Committee considered the revised Section 3 (3.1 – 3.4) of the Health and Safety Policy which was circulated at the meeting and

after consideration this was approved.

It was reported that the Health & Safety Committee had carried out inspection of the offices and the only work required was a general clear out of the archive room.

No other Health & Safety matters were raised at the meeting.

6 OPERATIONS REPORT

C McGraw discussed the contents of the Operations report that was circulated with the agenda.

Committee noted the year-end current arrears figure of 3.98%. C McGraw explained that the current arrears performance target had been met, although there had been a marginal decline in performance since March 2013.

C McGraw highlighted that since September 2013 there had been a consistent and sustained improvement in current arrears performance.

C McGraw outlined quarter 4 performance in neighbour nuisance and anti-social behaviour management, allocations and reactive repairs.

Committee noted overall operational performance and requested arrears updates continue to be presented on a monthly basis, as this was the area of performance where further improvement was required.

C McGraw discussed letting plan performance in 2013/14 and targets for 2014/15.

Committee noted that homeless lets of 22% were below target. C McGraw explained how we had been working closely with Glasgow City Council to improve the referral process to increase lets and achieve targets in 2014/15.

After consideration the letting plan for 2014/15 was approved.

7 REGENERATION REPORT

Committee considered the Regeneration Report that was circulated with the agenda.

Committee noted the variety of regeneration activities carried out from the Glenburn Centre and, in particular, noted the significant support provided by the Co-operative to achieve the successful outcomes.

J McMorrow reported that officers representing City Property LLP have confirmed in writing their intentions to lease two areas of land for the derelict land training project that has been developed.

8 PROBITY REPORT

Committee noted the probity report along with the gifts and hospitality information as circulated with the agenda

Committee agreed that the next probity report will be prepared for the October meeting in accordance with the agreed meeting schedule.

B McMahan left the meeting at this point.

9 CORRESPONDENCE

Committee noted the following correspondence:

- Scottish Housing Regulator
 - Regulation Plans - Easthall Park Low Engagement
 - Cordale Housing Association – recognition of support
- University of Stirling
 - Research Study on Community Councils donation request – it was agreed not to donate on this occasion
- Blochairn
 - Newsletter
- TPAS (Tenant Participation Advisory Service)
 - Membership Invite – it was agreed to join TPAS
- Arthur J Gallagher
 - Insurance Placement 2014

10 RESIDENT ENGAGEMENT

Committee considered the Resident Engagement report outlining work undertaken in relation to the current action plan which was agreed in October 2013.

Committee noted the contents of the report, the successful implementation of the action plan and agreed that the action plan would be revised in September 2014 to provide opportunity for the Residents Panel to inform content.

11 FACTORING – WRITTEN STATEMENT OF SERVICES

Committee considered the report and the revised draft written statement of services which was circulated with the agenda.

It was explained each owner would receive their own copy of the written statement.

B Johnstone explained that the written statement outlines the service charges and management services Easthall Park deliver to factored owners.

B Johnstone highlighted success in 2013/14 in gaining significant grant funding to assist owners participate in major improvement work.

Committee approved the written statement of services and agreed it would be issued to every factored owner accordingly.

12 ENVIRONMENTAL CONTRACT

Committee considered the report circulated with the agenda in relation to Jobs and Business Glasgow's decision to withdraw from the contract.

B Johnstone explained the due diligence being undertaken to assess the options available to Easthall Park and the impact on the financial plans.

The initial analysis indicates bringing the service in-house appears the preferred option offering greater value in cost control and

performance improvement.

Committee noted the report, agreed in principle to examine further the possibility of bringing the service in house with a further report to be presented in May 2014.

13 REACTIVE MAINTENANCE PROCUREMENT

Committee considered the report circulated with the agenda in relation to the procurement support required to undertake a process to have a new contract and contractor in place by April 2015.

B Johnstone explained the professional support would include assistance in examining pricing models and assist managing a comprehensive procurement process that would comply with European regulations.

After consideration of this report, Committee approved the appointment of Brown & Wallace Construction Consultants as they were best positioned to offer the professional support required to deliver the aims of the project.

14 AOCB

14.1 Fixed Term Deposit

It was reported that, in accordance with delegated authority, a sum of marginally over £400,000 had been rolled over on deposit on a fixed term with the Royal Bank of Scotland from April to August 2014.

14.2 Late Night Opening

It was noted that the Co-operative has started piloting late night opening on the last Tuesday of each month.

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

Meeting Closed at 8.15pm.

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