

**MINUTES OF THE FULL MANAGEMENT COMMITTEE
MEETING HELD ON WEDNESDAY 28th MAY 2014.**

1 SEDERUNT

| | |
|---------------------|--------------------------|
| J GRACEY | CHAIR |
| M DAVIDSON | SECRETARY |
| A CUSHINGHAM | TREASURER |
| C SKEWIS | VICE-CHAIR |
| G McNAUGHT | COMMITTEE MEMBER |
| C HARVEY | COMMITTEE MEMBER |
| P WILSON | COPMMITTEE MEMBER |
| P THOMPSON | CO-OPTED MEMBER |

APOLOGIES

| | |
|--------------------|-------------------------|
| C COOPER | COMMITTEE MEMBER |
| R MURPHY | COMMITTEE MEMBER |
| B JOHNSTONE | DEPUTE DIRECTOR |

IN ATTENDANCE

| | |
|-------------------|-------------------------------|
| J McMORROW | DIRECTOR |
| C McGRAW | SENIOR HOUSING OFFICER |
| L McNALLY | HOUSING OFFICER |
| B McMAHON | MAINTENANCE OFFICER |

The meeting opened at 6.35pm. Louise was welcomed to her first meeting.

2 PREVIOUS MINUTES

The previous minutes of 30th April 2014 were proposed a true record by C Skewis and seconded by M Davidson.

3 MATTERS ARISING

The following matters arising from the previous minute were considered:

3.1 Environmental Contract

Committee considered the report circulated with the agenda

and this was duly noted.

It was noted that the initial analysis and due diligence confirms that we should be able to bring the contract in-house with savings and establish the capacity to achieve improved performance.

Committee noted the action plan developed to manage the change and risks to the Co-operative and it was agreed that a further report be presented at the next meeting.

3.2 Audit & Finance Sub Committee

Committee considered the report updating the position of the Audit and Finance Sub-committee that was circulated with the agenda.

It was agreed that the first meeting of this Committee would be held on Wednesday 18th June.

It was noted that the training session entitled “*More than a landlord*” originally planned for the 12th May had been replaced by the Audit Committee training and therefore a new date of Monday 7th July was agreed.

3.3 Late Night Opening

A verbal update was given on the late night opening and it was noted that, although there has not been significant take up from the community, it was anticipated that this would be slow to start with and we will measure outcomes after 6 months.

It was agreed to market the new opening times further.

There were no 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 agreed to continue the revision of section 3 of the Health and Safety Policy at the next meeting.

It was reported that there has been a minor clear out of the archive room as per the safety inspection.

No other matters were raised at the meeting.

6 MANAGEMENT ACCOUNTS

Committee reviewed and noted the Management Accounts for the period ending March 2014 that were circulated with the agenda.

It was reported that there would be some amendments to the accounts at audit stage and these will be reported accordingly.

7 ANNUAL RETURN ON THE CHARTER

Committee reviewed the contents of the report circulated with the agenda outlining the headline figures of the Annual Return on the Charter (ARC), which will form the indicators for the Scottish Housing Regulator's landlord report that will be published in August 2014.

It was noted that since writing the report, the process of internally auditing the ARC return had produced a few minor amendments and consequently a revised outturn report was circulated at the meeting.

Committee reviewed this report at the meeting.

C McGraw provided a copy of the ARC return and explained themes in the return related to how we perform against the Scottish Social Housing Charter, progress achieving the Scottish Housing Quality Standard and details of our general organisational and

governance context.

It was noted that the ARC had been prepared by the Senior Housing Officer, overseen by the Depute Director and requires to be signed off by the Director and Chairperson prior to submission.

It was noted that there was one amendment required to the indicators in the ARC return. This related to the number of Management Committee vacancies at the September Annual General Meeting.

It was agreed that after this amendments the ARC could be issued to the Scottish Housing Regulator.

8 RISK MANAGEMENT REGISTER

Committee noted the report circulated with the agenda in relation to the Risk Management Register and it was agreed to delegate the review to the Audit and Finance Sub-Committee and align with the review of the strategic plan.

It was therefore agreed that the risk register would be presented to the August meeting.

9 CORRESPONDENCE

Committee noted the following correspondence:

- EVH
 - Annual Conference 3rd – 5th October – it was agreed that four members would attend
 - SHAPS Employers Group – Affiliation – it was agreed to affiliate to this for one further year
 - SHAPS Training Event – 17th June – it was noted that no one could attend this event as it clashed with the Quality Scotland EFQM award ceremony.
- Pensions Trust
 - Annual Review 2013 - noted

- Scottish Housing Regulator
 - Progress with completion of ARC Return and Landlord Report – noted
- Glasgow West of Scotland Forum (GWSF)
 - Community anchor seminar – it was agreed that C Skewis would attend on behalf of the Co-operative

10 ARREARS REPORT

It was explained that we were not in a position to report April's performance. This was a consequence of work to complete the Annual return on the Charter and time taken to undertake due diligence on the unanticipated environmental contract changes.

Despite the actual figures not being available it was believed that the downward trend is continuing and it was noted that the new staff have all settled into their respective roles very quickly and effectively. Accordingly, we should see the benefit of this staff structure change in the coming months.

It was agreed that at the next meeting an update will be given on current arrears performance.

11 STRATEGIC PLAN

Committee noted the report circulated with the agenda outlining work to progress the review of the Strategic Plan.

It was noted that we anticipate the outcome of the European Foundation of Quality Management report and that may assist in providing further guidance and recommendations as to how we effectively implement strategy.

12 SERVICE LEVEL AGREEMENT – EHRA PROJECT

Committee noted the report circulated with the agenda outlining the service level agreement in relation to the Easterhouse Housing and Regeneration Alliance members and Connect Community Trust to develop a Money Advice Service along with the creation of Job Clubs as part of the People's Gateway Project.

After consideration Committee approved this agreement.

13 AOCB

13.1 Eviction Reports

Committee considered three reports relating to evictions, one for anti-social behaviour and two for rent arrears.

Committee approved the action as per the reports.

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

Meeting Closed at 7.30pm.

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