

**MINUTES OF THE FULL MANAGEMENT COMMITTEE
MEETING HELD ON WEDNESDAY 25th JUNE 2014.**

1 SEDERUNT

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

APOLOGIES

NONE

IN ATTENDANCE

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

The meeting opened at 6.35pm.

2 PREVIOUS MINUTES

The previous minutes of 28th May 2014 were proposed as a true record by J Gracey and seconded by C Skewis.

3 MATTERS ARISING

3.1 Environmental Contract

Committee considered the report circulated at the meeting outlining progress in bringing the environment contract in-house.

It was noted that the new service would begin on the 4th August and the due diligence analysis indicates that we can deliver a better service at no extra cost.

It was agreed that a progress report be presented in September 2014 outlining initial performance, future plans and financial forecasts.

3.2 Audit & Finance Sub Committee – External Audit

Committee noted the contents of the draft minutes of Audit & Finance Sub Committee meeting held on the 16th June 2014.

Committee approved the recommendation to reappoint the existing internal audit provider on a one year extension with a full procurement exercise to be undertaken next year.

3.3 Annual Return on Charter – Benchmarking Report

Committee reviewed the report circulated with the agenda providing a comprehensive comparative analysis of the Annual Return on the Scottish Social Housing Charter.

Committee noted the positive comparison in rents and rent increases, as well as the higher than average performance with regard to the satisfaction indicators and tenancy sustainment.

It was acknowledged that the analysis highlighted that gross rent arrears was the main area of performance where improvement was required.

It was noted that the gross arrears figure reported at the last meeting had been amended downwards after an internal review of the return. This was to reflect additional Housing Benefit due monies. The Scottish Housing Regulator has been advised of the change and confirmed the return had been amended.

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.

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

Committee considered the revised Section 3 (3.5 – 3.20) of the Health and Safety Policy which was circulated with the agenda along with section 3.10 and 3.16 circulated at the meeting and after consideration this was approved.

It was reported that ACS had indicated their intention to carry out an audit of Health & safety this year. However, given the detailed review presently being taken by the Co-operative this will be carried out next year.

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

6 ANNUAL GOVERNANCE REVIEW

Committee noted the report circulated with the agenda highlighting the requirement and value of undertaking an annual governance review.

Committee split into various break out groups and each group focussed on the key aspects of the Scottish Housing Regulator's Governance and Financial Management standards.

Upon returning as a Full Committee, approval was given to the self-evaluation assessment which included actions to improve performance.

It was reported that, since issuing the papers for this meeting, the SFHA have issued the Committee Code of Conduct and this was considered at the meeting.

Committee approved this Code of Conduct and it was agreed that at each of the forthcoming annual committee member reviews the members would sign the Code and declare any interests accordingly.

It was reported that the 9th July has been set aside for these annual committee reviews and a timetable was issued to all members in attendance.

It was agreed that this new code would be incorporated within the Committee Members handbook.

7 ARREARS REPORT

Committee considered the arrears report as circulated with the agenda.

C McGraw explained the revisions to this report to align it with the Annual Return on the Charter and highlighted what underpinned the proposed new performance indicators.

Committee approved the targets set for 2014/15 and the content of the report.

8 EUROPEAN FOUNDATION OF QUALITY MANAGEMENT

Committee reviewed the report circulated at the meeting in relation to the European Foundation for Quality Management and they expressed their satisfaction at the “Recognised for Excellence” award.

It was noted that, since writing this report, we have received the comprehensive assessment report and it was agreed to present a summary of the report to the August Management Committee meeting.

It was also reported that the Co-operative has received congratulations from a number of organisations and individuals on achieving this award.

9 CORRESPONDENCE

Committee noted the following correspondence received:

- SFHA
 - 2014 – 15 affiliation – it was agreed to affiliate to the SFHA

- Scottish Government
 - Housing Supply Guidance Note 2014/05 – Affordable Housing Supply Programme Process and Procedures available online
- EVH
 - Salaries & Conditions of Service – Employers discussion paper – it was agreed that the Finance & Audit sub committee will consider this

10 WELFARE REFORM

Committee reviewed the report circulated with the agenda in relation to Welfare Reform.

Committee noted the position of “bedroom tax” arrears and support for tenants, the performance of the community bank and welfare rights service, funding applications to improve digital inclusion and the establishment of a job club.

Committee noted the resignation of the Welfare Rights Officer and delegated to the Chairperson the role of determining the best options to replace this post.

11 RETIREMENT POLICY

Committee reviewed the retirement policy circulated with the agenda and after consideration this was approved.

12 ENERGY EFFICIENCY STANDARD SOCIAL HOUSING

Committee reviewed the report circulated with agenda outlining the energy efficiency standard to be achieved by 2020 and the governance role in monitoring compliance.

Committee agreed to monitor compliance with further reports presented at future meetings.

13 AOCB

13.1 Options Appraisal

It was reported that a request to complete a tender on an options appraisal for another Housing Association has been

received at the office.

Committee delegated authority to the Director to consider submitting a tender price.

13.2 Common Allocation Policy

It was reported that this policy will be undergoing applicant consultation with an anticipated “live” date of October.

C Skewis and P Wilson had previously been nominated by Committee to liaise with C McGraw in relation to the development of the policy.

13.3 Evictions

It was noted that the three evictions (two for arrears and one for anti-social behaviour) previously agreed by Committee will be carried out, as there has been no satisfactory agreement to repay the rent arrears.

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

Meeting Closed at 8.30pm.

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