

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

1 SEDERUNT

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

APOLOGIES

R MURPHY	COMMITTEE MEMBER
J WARLEY	CO-OPTED MEMBER

IN ATTENDANCE

J McMORROW	DIRECTOR
B JOHNSTONE	DEPUTE DIRECTOR
A ROY	FINANCE MANAGER
C McGRAW	SENIOR HOUSING OFFICER
B McMAHON	MAINTENANCE OFFICER
P MORRICE	ALEXANDER SLOAN & CO

The meeting opened at 6.30pm.

2 AUDITED ACCOUNTS

Philip Morrice was welcomed to the meeting and he reviewed with the Committee the audited accounts for the period ending 31st March 2014.

After consideration of the accounts these were duly approved and subsequently signed.

Consideration was given to the Management letter and it was noted that there were no matters and it was viewed as a clean audit.

It was agreed that J Gracey & M Davidson would have delegated authority to sign the representation letter.

P Morrice was thanked for his attendance and left the meeting at this point.

3 PREVIOUS MINUTES

The previous minutes of 25th June were proposed a true record by J Gracey and seconded by A Cushingam.

4 MATTERS ARISING

4.1 Options Appraisal

Committee noted that the Co-operative had been successful in the bid to deliver an options appraisal on behalf of another registered social landlord.

4.2 EFQM

It was noted that the summary report will be presented in October along with the Investors in People update.

There were no other matters arising from the previous minutes.

5 DECLARATION OF INTEREST

There were no declarations of interest noted at the meeting.

6 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 (3.10 & 3.16) of the Health and Safety Policy which was circulated with the agenda and this was approved.

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

7 MANAGEMENT ACCOUNTS

Committee considered the management accounts for the first quarter, April to June 2014, which was circulated with the agenda.

It was reported that the Finance & Audit sub committee had reviewed these accounts in detail at their meeting on 18th August 2014.

The accounts were duly noted and approved.

A Roy left the meeting at this point.

8 OPERATIONS REPORT

Committee reviewed the operations report circulated with the agenda.

Committee noted the significant decrease in non-technical rent arrears for the period ending July 2014 which in part was due to the fact that we have reviewed how we calculate technical arrears and introduced a more comprehensive and sophisticated approach.

It was noted that we anticipate a sustained and consistent further reduction in arrears. It was agreed that at the next operations report in October 2014 consideration be given to changing the target to reflect the above.

Committee noted the remainder of the operational report.

P Thompson left the meeting at this point.

9 AUDIT & FINANCE SUB COMMITTEE

Committee noted the contents of the draft minutes of Audit & Finance Sub Committee meeting held on the 18th August 2014.

The Management Committee noted the Sub-Committee had considered in detail the arrears internal audit report of August 2014, the 2013/14 statutory accounts and the first quarter accounts for 2014/15.

Committee also noted as outlined in the report the submission of the 5 year financial projections that were sent to the Scottish Housing Regulator and the Loan Portfolio return.

10 CORRESPONDENCE

The following correspondence was noted at the meeting:

- Scottish Housing Regulator
 - Social Charter Landlord Reports – to be published on Friday 29th August.
- Pensions Trust
 - Financial Assessment questionnaire – completed and we are designated as low risk
- Scottish Parliament
 - Humza Yousaf – congratulations on receiving Investors in Young People Award
- Scottish Federation of Housing Associations (SFHA)
 - AGM 27th August – held earlier today
- Glasgow City Council
 - Authorised Signatories list for DRS – Committee approved the signatory list at the meeting, namely J Gracey, M Davidson, J McMorrow, B Johnstone and A Roy. This document was therefore signed at the meeting
- TIS/TPAS
 - Scottish Social Housing Charter – Where we are now seminar details

11 SECRETARY'S REPORT & AGM

Consideration was given to the Secretary's Report that was circulated with the agenda and the contents were duly noted.

It was agreed that the members outlined within the report would stand down and all would seek re-election.

It was also agreed that the other co-options would be extended,

subject to the approval of the membership and additional co-options advertised.

12 STRATEGIC PLAN

Committee considered the report circulated with the agenda along with the draft strategic plan and the risk register for 2014/15.

B Johnstone explained the format of the plan had been reviewed to provide high level measures to help Committee monitor progress implementing strategic objectives.

Consideration was given to a seminar to discuss the draft strategic plan in detail and it was agreed that this would be the focus of the annual away day with Committee and staff . This will be held in October 2014 with the venue to be decided at a later date.

After consideration Committee agreed the risk register and noted the Audit and Finance Sub-Committee would review this on a regular basis.

13 SCOTTISH SOCIAL HOUSING CHARTER

Committee reviewed the report circulated with the agenda outlining the process in developing the Social Housing Charter Residents Report and Committee approved the content.

Committee expressed their thanks to the Resident's Panel for their support in preparing this document.

14 GOVERNANCE REVIEW

Committee noted the report circulated with the agenda highlighting an update on the annual self-assessment, committee member's handbook and the requirement for a potential rule change.

After consideration Committee approved the self-assessment and agreed to seek professional support to assist in the rule change with a further report to be presented at the October meeting.

15 RECHARGEABLE REPAIRS POLICY

Committee considered the rechargeable repairs policy circulated

with the agenda and as the changes were minimal agreed to these accordingly.

16 AOCB

16.1 People & Communities Fund

It was reported that the above fund has just opened for applications and it was agreed to look at specific projects that may be eligible such as an extension to the SVQ2 Health & Social Care course and the derelict land project.

A further report on bids submitted will be presented at a future meeting.

16.2 Common Allocation Policy

It was reported that the next meeting of this group would be held on the 5th September with a view to approving the policy.

It was agreed that P Wilson and C Skewis have delegated authority to approve this policy on behalf of the Committee.

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

Meeting Closed at 8.15pm.

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