

**MINUTES OF THE FULL MANAGEMENT COMMITTEE  
MEETING HELD ON WEDNESDAY 26<sup>th</sup> NOVEMBER 2014.**

**1 SEDERUNT**

<b>C SKEWIS</b>	<b>VICE-CHAIR</b>
<b>A CUSHINGHAM</b>	<b>TREASURER</b>
<b>G McNAUGHT</b>	<b>COMMITTEE MEMBER</b>
<b>P THOMPSON</b>	<b>CO-OPTED MEMBER</b>
<b>J WARLEY</b>	<b>CO-OPTED MEMBER</b>

**APOLOGIES**

<b>M DAVIDSON</b>	<b>CHAIR</b>
<b>P WILSON</b>	<b>LEAVE OF ABSENCE</b>
<b>C COOPER</b>	<b>LEAVE OF ABSENCE</b>

**IN ATTENDANCE**

<b>J McMORROW</b>	<b>DIRECTOR</b>
<b>C McGRAW</b>	<b>HOUSING MANAGER</b>
<b>A ROY</b>	<b>FINANCE MANAGER</b>
<b>B McMAHON</b>	<b>SENIOR MAINTENANCE</b>
<b>L McNALLY</b>	<b>HOUSING OFFICER</b>

The meeting opened at 6.30pm.

Committee approved a leave of absence for Caroline Cooper.

It was noted that there are two potential new members wishing to join the committee and it was agreed to appoint the members in request date order upon confirmation of casual vacancies or at the Special General Meeting to review the Rules, whatever is the earliest.

**2 PREVIOUS MINUTES**

The previous minutes of 29<sup>th</sup> October 2014 were proposed a true record by G McNaught and seconded by J Warley.

**3 MATTERS ARISING**

The following matters arising were considered at the meeting:

### **3.1 Staffing Report**

Committee noted the contents of the staffing report circulated with the agenda along with the equality monitoring report.

Committee noted and approved the model code of conduct for staff members as circulated at the meeting.

There were no other matters arising from the previous minutes.

## **4 DECLARATION OF INTEREST**

Committee noted an update on the annual declaration of interest submission by the Director and this was duly noted and approved.

There were no other declarations of interest noted at the meeting.

## **5 HEALTH & SAFETY**

Committee approved the Health and Safety Policy Statement and this was duly signed by M Davidson, Chairperson.

Committee also noted their specific responsibilities and this was duly approved and signed by those in attendance.

Consideration was given to the EVH model policy on stress management and after consideration Committee agreed to adopt this policy.

## **6 AUDIT & FINANCE SUB COMMITTEE**

Committee noted the contents of the draft minutes of Audit & Finance Sub Committee meeting held on the 17<sup>th</sup> November 2014.

Committee approved the recommendation to approve the financial regulations and procedures which were circulated with the agenda.

## **7 MANAGEMENT ACCOUNTS**

J McMorrow presented the second quarter management accounts which were circulated with the agenda.

Committee noted performance had exceeded expectations and approved the accounts.

## **8 LONG TERM PROJECTIONS**

A Roy presented the long-term financial projections overview.

A Roy explained the internal process involved in the financial planning, highlighting assumptions that underpinned the projections.

J McMorrow outlined how the projections were aligned with and were key to the successful delivery of the Easthall Park strategic plan which would be considered at agenda item 14 later in the meeting.

Committee noted the overview of the financial projections.

## **9 BUDGET 2015/16 (Draft)**

Committee were informed that a further draft budget would be presented to Committee in January 2015 following the conclusion of the rent consultation.

It was also agreed to provide a summary of the investment plan for 2015/16 at the same time.

## **10 RENT AND FACTORING REVIEW**

J McMorrow presented a report on the forthcoming proposals for a freeze on rents and for factoring charge.

J McMorrow highlighted average rent increase in the past 3 years had been below the rate of inflation and that 89% of tenants stated in the November 2012 survey that they felt their rent offered value for money whereas the November 2014 survey has dropped to 66.3% with 31.5% believing this was neither good or bad value and 2.2% saying rents were poor value.

It was noted that overall satisfaction levels remain high despite the above and there appears no correlation between service delivery performance and rents charged and it was viewed that the drop in value for money figure was as a result of the economy.

J McMorrow explained that the draft 2015/16 budget had been based on a rent and factoring increase of 0%.

It was agreed to consult the members on a rent freeze as proposed.

A discussion was held on the potential impact of Universal Credit for the community and the Co-operative and it was noted that we await the outcome of the Smith Commission and the Westminster elections to determine whether there will be changes to direct payments.

Notwithstanding the outcome of the above the risk assessment and financial projections include the potential impact of direct payments of universal credit affecting arrears performance.

Committee also noted actions taken from our Welfare Reform strategy to minimise the impact of this on the business as outlined in the October meeting.

## **11 CORRESPONDENCE**

Committee noted the following correspondence:

- EVH
  - November/December Briefing
- Scottish Housing Regulator
  - Regulatory Consent to Group Structures interim guidance
- GWSF
  - Community Controlled Housing Association's Still Transforming Local Communities brochure
- ERA
  - Donation Request for Christmas Fayre & Festive Activities – Committee agreed to donate £500

## **12 TRAINING PLAN COMMITTEE**

Committee considered the report circulated with the agenda outlining proposals for training.

Committee requested an additional training event on Finance be

held in January and approved the proposed training plan for the 2015 calendar year with this addition.

It was agreed to issue the training plan with this addition to the members.

### **13 ARREARS REPORT**

C McGraw presented a report highlighting October arrears performance that was circulated with the agenda.

C McGraw highlighted the improvement in performance and measures in place to sustain this trend.

Committee noted the content of the report.

### **14 STRATEGIC PLAN**

Committee noted the report and draft strategic plan for the period 2015- 18 along with the operational plan for 2015/16 as circulated with the agenda.

Committee approved the revised key strategic objectives contained in the strategic plan.

Committee agreed a subsequent report would be issued on the strategic plan after the outcome of the rent consultation with the strategic plan to be presented in January for final approval.

### **15 AOCB**

#### **15.1 Next Meeting**

It was agreed at the meeting to bring the January 2015 meeting forward by one week to Wednesday 21<sup>st</sup> January at 6.30pm.

#### **15.2 Rule Change**

Committee noted the update on the proposed rule change to bring the Co-operative's rules into harmony with regulatory requirements.

Committee approved the costs associated with this with the appointment of TC Young and the Director received delegated authority to progress the changes with a special general meeting to be held for this purpose.

### **15.3 Cheque Signatories**

Committee considered arrangements for signatories in relation to our account with the Royal Bank of Scotland and it was resolved that the Authorised signatories in the current mandate, for the accounts detailed in section two (of the change of signing authority ) be changed in accordance with section five. Removal of Joe Gracey, add Charlotte Skewis and add Patricia Thompson.

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

Meeting Closed at 8.00pm.

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