

**MINUTES OF THE FULL MANAGEMENT COMMITTEE  
MEETING HELD ON WEDNESDAY 25<sup>th</sup> FEBRUARY 2015.**

**1 SEDERUNT**

<b>M DAVIDSON</b>	<b>CHAIR</b>
<b>C HARVEY</b>	<b>SECRETARY</b>
<b>C SKEWIS</b>	<b>VICE-CHAIR</b>
<b>A CUSHINGHAM</b>	<b>TREASURER</b>
<b>G McNAUGHT</b>	<b>COMMITTEE MEMBER</b>
<b>C COOPER</b>	<b>COMMITTEE MEMBER</b>
<b>R MURPHY</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>P WILSON</b>	<b>LEAVE OF ABSENCE</b>
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**IN ATTENDANCE**

<b>J MCMORROW</b>	<b>DIRECTOR</b>
<b>E WHYTE</b>	<b>HOUSING MANAGER</b>
<b>L McNALLY</b>	<b>HOUSING OFFICER</b>

The meeting opened at 6.30pm.

**2 PREVIOUS MINUTES**

It was noted that C Skewis was recorded as in attendance and apologies on the previous minutes and should have been recorded as an apology.

With this change the previous minutes of 21<sup>st</sup> January 2015 were proposed as a true record by M Davidson and seconded by A Cushingham.

**3 MATTERS ARISING**

**3.1 Rule Change**

Committee noted the updated report in relation to the proposed rule change and agreed to present the rule change

to the membership at the next annual general meeting.

#### **4 DECLARATION OF INTEREST**

There were no declarations of interest noted at the meeting.

#### **5 HEALTH & SAFETY**

Committee considered the report circulated with the agenda in relation to Health and Safety.

It was noted that progress in relation to revising the policy had been delayed as a consequence of staff changes and that this will be addressed over the coming months.

No other health and safety items were raised at the meeting.

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

Committee noted the contents of the draft minutes of Audit & Finance Sub Committee meeting held on 16<sup>th</sup> February 2015.

Committee noted and approved the internal audit process.

Committee noted that the terms for insurance renewal in 2015 have been submitted and we are awaiting costings.

Committee expressed delight at the news of the Co-operative have been shortlisted as finalists for the CIH Inside Housing UK Award of Outstanding landlord of the Year and it was agreed that Mary Davidson and Alison Cushingam would attend the ceremony along with staff and that Charles Harvey would confirm whether he could attend.

#### **7 COMPLAINTS REVIEW**

J McMorrow outlined the content of the complaint report.

Committee noted the number and categories of complaints received between April 2014 and January 2015.

It was noted that improvements to monitoring and recording complaints were required and it was agreed that these would be

introduced to take effect from the 1<sup>st</sup> April 2015.

## **8 INVESTMENT REPORT**

Committee reviewed the investment report circulated with the agenda.

Committee noted work undertaken to ensure adequate stock condition information.

Committee noted and approved the reactive maintenance contract and agreed the delay in the gas servicing contract as a consequence of an unsuccessful contractor dispute in relation to the tendering process.

Committee considered overall performance during 2014/15 and expressed satisfaction at the performance being achieved.

It was reported that since writing the report we have received from Glasgow City Council a Programme Agreement of £126,310.61 towards the costs associated with the Home Energy Efficiency Programme.

It was agreed not to sign this agreement until confirmation of funding for the other costs have been clarified and the offer reflects our Co-operative status.

## **9 ARREARS REPORT**

Committee noted the latest arrears report and the overall downward trend in arrears performance.

Louise McNally presented two eviction reports at the meeting and both were duly approved after consideration.

## **10 MANAGEMENT ACCOUNTS**

Committee noted the management accounts as circulated with the agenda.

Committee acknowledged performance exceeded expectations noting the operating surplus was higher than forecast with budgets being effectively controlled.

Committee considered the financial report contained within the accounts detailing value for money performance in relation to the estate caretaking service.

It was noted that although there will be an overall increase in the budget assumptions the additional work undertaken by the estate caretaking team should offset this accordingly.

A general discussion was held on the introduction of bringing this service in house and it was believed that this has been a success so far.

## **11 CORRESPONDENCE**

Committee noted the following correspondence:

- EVH
  - February Briefing
  - 2015/16 and 2016/17 Wage Increase
- SFHA
  - EGM postponed and new date to be set
- GWSF
  - 2015 Looking Forward Brochure
  - Affiliation fee £2,222 – after consideration it was agreed to affiliate in 2015/16
- Scottish Government
  - Changes to shared equity after sales procedures guidance note – not applicable to Easthall Park

## **12 WIDER ACTION STRATEGY**

Committee reviewed the report highlighting the aim and value of the wider action strategy along with a revised strategy.

It was agreed to accept this strategy and that this links to our current strategic outcome from the strategic plan in relation to maintaining a strong and vibrant community.

## **13 AOCB**

### **13.1 Community Bank**

Committee considered the report outlining an update on the community bank.

After consideration it was agreed that the Co-operative would agree to an extension of the banking element of this project to the end of June 2015 under the terms outlined in the report.

It was agreed that the Co-operative would not be in a position to support beyond the end of June date and that the project would end unless there was external support for this project.

### **13.2 Staffing Report**

Committee noted the report outlining a reduction in the Finance Manager's hours and approved this from the 1<sup>st</sup> March 2015.

Committee also approved on a temporary basis an increase to the Finance Officer and Assistant duties and salaries for a one year period subject to staff agreements whilst the organisation determines the implications of the Finance Manager's retirement plans.

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

Meeting Closed at 7.45pm.

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