

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

**1 SEDERUNT**

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

The meeting opened at 6.30pm.

**2 PREVIOUS MINUTES**

The previous minutes of 25<sup>th</sup> February 2015 were proposed a true record by M Davidson and seconded by C Skewis.

**3 MATTERS ARISING**

**3.1 Rule Change**

Committee noted the update on the Rule change and the inclusion of rule 44.3 which states “he/she misses four MC meeting in a row without special leave of absence previously been granted by the committee”.

It was agreed that this rule was acceptable and would form part of the Rule Change to be presented to the membership at the next Annual General Meeting.

There were no other 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.

Committee considered the revised Section 4 (4.1 – 4.8) of the Health and Safety Policy and approved this accordingly.

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

#### **6 HUMAN RESOURCES REPORT**

Committee reviewed and noted the contents of the report circulated with the agenda.

It was explained the purpose of the report was to provide the Management Committee with a review of Human Resource performance in 2014/15.

Committee approved the changes to individual staff conditions of service as outlined along with the salary increments.

Committee also noted the content in relation to the details of staff satisfaction survey results.

A separate (confidential) report on staff appointments as a consequence of a planned retirement was circulated at the meeting and it was agreed that option two would be the preferred option.

The Director was given delegated authority to arrange this accordingly.

#### **7 WRITE OFF POLICY & REPORT**

A report outlining former tenant write off details was circulated at the meeting and consideration was given to the write off figure for

the 2014/15 period.

After consideration it was agreed to write off the sum of £10,311.57 as presented in the report.

## **8 CORRESPONDENCE**

Committee noted the following correspondence:

- SFHA
  - Subscription Renewal Request - £7,055 – it was agreed to renew membership for the 2015/16 period.
- EVH
  - AGM papers – Sunday 29<sup>th</sup> March 2015
  - Annual Review 2014/15
  - March 2015 Members Briefing
- GWSF
  - Guidance Note on Dealing with SHR Engagement for Committee
- SURF
  - Free membership with SFHA membership letter
- SHR
  - Consultation on Regulator Guidance
  - Annual Return on Charter guidance updates

## **9 COMMITTEE PLAN 2015/16**

Committee considered the Committee plan for the 2015/16 period as circulated with the agenda and this was duly approved.

## **10 ARREARS REPORT**

Committee considered the report that was circulated with the agenda in relation to arrears.

Committee noted the slight increase from January 2015 however it was also noted that there had been significant reduction in overall arrears from this time last year.

Committee also considered an eviction report circulated at the meeting and the action recommended was accepted.

## **11 VALUE FOR MONEY STRATEGY**

Committee considered the report circulated with the agenda in relation to preparation of a value for money strategy.

Committee approved the stakeholder sessions as outlined in the report and agreed to delay the introduction of the plan until after these events.

Committee also noted plans of the Scottish Housing Regulator to introduce their value for money standard and given this news agreed to await the outcome of their assessment due to be worked up in the summer.

## **12 EQUALITIES REVIEW**

Committee considered the report on equalities along with the draft equal opportunities circulated with the agenda.

After consideration it was agreed to adopt the draft policy, prepare an action plan for equalities and that this action plan be presented to the next meeting.

## **13 INSURANCE RENEWAL 2015/16**

Consideration was given to the report circulated with the agenda outlining details on the insurance renewal tender returns.

It was noted that additional costings have been sought to compare costings in relation to Group Life Assurance and Group Income Protection and we await the outcome of these.

Committee approved the current insurance placement under the terms of the three year deal.

Committee delegated authority to the Director to determine which Group Life Assurance and Group Income Protection was best placed for the organisation from the quotes being obtained.

**15 AOCB**

**15.1 Void Property**

Committee sought clarity on a void property that was currently boarded up and it was reported that this property will be offered to a new tenant in the immediate future.

**15.2 Internal Audit Review**

Committee noted that the tenders for internal audit have been received and it was agreed that M Davidson and C Skewis would open these on Friday 27<sup>th</sup> March and determine the best option for appointment.

**15.3 Confidential Item**

There was a confidential item discussed at the meeting under agenda item 15.3.

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

Meeting Closed at 8.15pm.

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