

**MINUTES OF THE FULL MANAGEMENT COMMITTEE
MEETING HELD ON WEDNESDAY 29th APRIL 2015.**

1 SEDERUNT

C SKEWIS	VICE-CHAIR
C HARVEY	SECRETARY
A CUSHINGHAM	TREASURER
R MURPHY	COMMITTEE MEMBER
C COOPER	COMMITTEE MEMBER
P THOMPSON	CO-OPTED MEMBER
J WARLEY	CO-OPTED MEMBER

APOLOGIES

M DAVIDSON	CHAIR
G McNAUGHT	COMMITTEE MEMBER
P WILSON	LEAVE OF ABSENCE

IN ATTENDANCE

J McMORROW	DIRECTOR
E WHYTE	HOUSING MANAGER
B McMAHON	SENIOR MAINTENANCE

The meeting opened at 6.40pm. C Skewis chaired the meeting in the absence of the chairperson.

2 PREVIOUS MINUTES

The previous minutes of 25th March 2015 were proposed a true record by C Skewis and seconded by A Cushingam.

3 MATTERS ARISING

3.1 Human Resources

Committee considered the verbal report outlining plans to replace the Housing Assistant's post that will be vacated at end of May 2015. It was reported that there has been a significant interest in this post with over 100 packs issued.

Committee noted that the Modern Apprentice had taken up

their post with effect from Monday 27th April. It was also noted that the volunteer admin support would begin on Tuesday 5th May.

3.2 Equal Opportunities Action Plan

Consideration was given to the Action Plan that was circulated with the agenda.

It was noted that the section on the local context to the plan would require to be amended to reflect the ARC return.

After considering the plan and the amended section this was agreed subject to the amendments being inserted into the Action Plan.

It was reported that PATH had received Big Lottery Funding to assist Housing organisations develop equalities and best practice around positive action and retention of Black and Minority Ethnic housing staff.

It was agreed that the Director would look at whether we could participate in this project.

3.3 Insurance Renewal Group Life & Income

Committee noted the report outlining changes to the group life and income protection cover and this was duly noted and approved.

3.4 Internal Audit Review

Committee noted the outcome of the internal audit tender review and agreed that R Murphy along with the Director would carry out the interview of the top three tender returns.

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.

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

Committee agreed to review section 5 after the outcome of the new CDM legislation changes.

It was reported that the Health & Safety Committee would carry out their inspection of the offices at the next meeting.

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

6 OPERATIONS REPORT

E Whyte discussed the contents of the Operations report that was circulated with the agenda.

Committee noted the year-end current arrears figure of 2.84%.

It was reported that the current arrears performance target had been met.

E Whyte outlined performance in neighbour nuisance and anti-social behaviour management and allocations.

Committee noted overall operational performance.

E Whyte discussed letting plan performance in 2014/15 and targets for 2015/16.

Committee noted that homeless lets of 33% were slightly below target.

After consideration the letting plan for 2015/16 was approved.

B McMahon outlined performance in relation to repairs and it was noted that there may be some minor changes to the performance reported after auditing the contractor's performance and these will be reported as part of the charter return.

7 REGENERATION REPORT

Committee considered the Regeneration Report that was circulated with the agenda.

Committee noted the variety of regeneration activities carried out from the Glenburn Centre and, in particular, noted the significant support provided by the Co-operative to achieve the successful outcomes.

J McMorrow reported that officers representing City Property have confirmed their intentions to lease two areas of land for the derelict land training project that has been developed to Easthall Residents Association.

Committee noted the in principle approval from People & Communities Fund (PCF) for another SVQ2 Health & Social care Class along with funding for the Practice What we Preach (Derelict Land) Project.

Committee noted the conflicts of interests or dual interest and agreed that this will continue to be monitored and reported on when making decisions relating to joint work with ERA.

The update on Welfare Rights Service was noted with 157 referrals to the project in the year. Debt for the period was £91,387.06 and a wide variety of claims have been submitted on behalf of clients.

It was reported that the highest back date of benefits was £6,000 for one client with another client receiving £1,252 towards energy debt.

8 PROBITY REPORT

Committee noted the probity report along with the gifts and hospitality information as circulated with the agenda

Committee agreed that the next probity report will be prepared for the October meeting in accordance with the agreed meeting schedule.

9 CORRESPONDENCE

Committee noted the following correspondence:

- Scottish Housing Regulator
 - Regulation Plans - Easthall Park Low Engagement
 - National Report on Social Housing Charter – plans to issue summaries and hard copies
 - How we Work – Dealing with potentially serious issues in RSLs
- GWSF
 - Report on Regulation Plans
- Scottish Government
 - Home Owners Support Programme (Mortgage to Rent Scheme) – The Co-operative will need to determine whether we wish to participate in this scheme
- Arthur J Gallagher
 - Insurance Placement 2015

10 RESIDENT ENGAGEMENT

Committee considered the Resident Engagement report circulated at the meeting.

Committee noted the contents of the report, the proposed implementation of the action plan as supported by the Residents Panel.

11 FACTORING – WRITTEN STATEMENT OF SERVICES

Committee considered the report and the revised draft written statement of services which was circulated with the agenda.

It was explained each owner would receive their own copy of the written statement.

J McMorrow explained that the written statement outlines the service charges and management services Easthall Park deliver to factored owners.

Committee approved the written statement of services and agreed it would be issued to every factored owner accordingly.

12 AOCB

12.1 Fixed Term Deposit

It was reported that, in accordance with delegated authority, a sum of-marginally over £912,000 had been rolled over on deposit on a fixed term with the Bank of Scotland on 1.1% interest rate to February 2016 with a further £800,000 for 3 months at 0.65%.

12.2 Housing Excellence Award

Committee noted that the Co-operative has been shortlisted in the Housing Excellence awards under the category of Social Landlord of the Year - Small.

It was noted that the award ceremony would be held in Manchester on the 6th May and Mary Davidson along with Alison Cushingam would attend on behalf of the Committee along with staff and partner representation.

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

Meeting Closed at 8.15pm.

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