

**MINUTES OF THE FULL MANAGEMENT COMMITTEE
MEETING HELD ON WEDNESDAY 27th MAY 2015.**

1 SEDERUNT

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

APOLOGIES

C HARVEY	SECRETARY
P WILSON	LEAVE OF ABSENCE

IN ATTENDANCE

J McMORROW	DIRECTOR
E WHYTE	HOUSING MANAGER
B McMAHON	SENIOR MAINTENANCE OFFICER
A ROY	FINANCE MANAGER
K GALLACHER	FINANCE OFFICER

The meeting opened at 6.30pm.

2 PREVIOUS MINUTES

The previous minutes of 29th April 2015 were proposed a true record by C Skewis and seconded by A Cushingham.

3 MATTERS ARISING

The following matters arising from the previous minute were considered:

3.1 Human Resources

Committee received an update on the Housing Assistant appointment, it was reported that this post is filled with the

successful applicant starting on the 1st June 2015.

It was agreed not to fill the receptionist/clerical assistant post that is now vacant at this point in time.

Consideration was also given to various confidential matters relating to staffing and Committee agreed to various points as discussed.

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.

It was reported that the archive room is due for a clear out as per the safety inspection.

No other matters were raised at the meeting.

6 MANAGEMENT ACCOUNTS

Committee reviewed and noted the Management Accounts for the period ending March 2015 that were circulated with the agenda.

It was reported that the Co-operative has continued to have strong overall performance in relation to finance with the outturn exceeding expectations.

Committee noted the requirement to continually monitor budget headings as part of the Co-operative's aim to achieve value for money.

It was noted that there would be some amendments to the accounts

at audit stage however these should not be material and these will be reported accordingly.

A Roy and K Gallacher left the meeting at this point.

7 ANNUAL RETURN ON THE CHARTER

Committee reviewed the contents of the report circulated with the agenda outlining the headline figures of the Annual Return on the Charter (ARC), which will form the indicators for the Scottish Housing Regulator's landlord report that will be published in August 2015.

E Whyte provided an electronic copy of the ARC return and explained themes in the return related to how we perform against the Scottish Social Housing Charter, progress achieving the Scottish Housing Quality Standard and details of our general organisational and governance context.

It was noted that the ARC had been prepared by the Housing Manager and requires to be signed off prior to submission.

It was also reported that the return had been prepared in line with the pre audit assessment and last year's audit of the 2014 ARC return undertaken by Scottish Housing Best Value Network.

After consideration it was agreed that the ARC presented could be issued to the Scottish Housing Regulator.

8 RISK MANAGEMENT REGISTER

Committee noted the report circulated with the agenda in relation to the Risk Management Register and it was agreed to approve this as per the recommendation of the Audit and Finance Sub-Committee.

9 CORRESPONDENCE

Committee noted the following correspondence:

- Pensions Trust
 - Employer Debt on withdrawal letter along with explanation of why the debt is showing an increase

- Auto Enrolment staging date letter – June 2016
- GWSF
 - Bridging the Gap Conference Friday 5th June
- EVH
 - May 2015 Briefing

10 ARREARS REPORT

Committee considered the report in relation to April 2015 outturn arrears performance.

Committee also considered the proposed targets in relation to arrears performance for 2015/16 and these were duly agreed.

Committee approved moving to quarterly reporting on arrears as a consequence of the strong performance in the financial year. It was noted that additional information will be supplied in the quarterly reports such as actual cash amounts along with percentage performance and consideration will be given as to whether there is value in looking at how case types are performing.

On this basis the next arrears report will be presented in August unless performance is not maintained.

11 STRATEGIC PLAN

Committee noted the report circulated with the agenda outlining the introduction of the new strategic plan.

It was agreed that the current annual Return on the Charter would form the baseline for monitoring performance during 2015/16.

Committee approved the review of the plan and agreed that the next report would be presented in August.

12 AUDIT & FINANCE SUB COMMITTEE

Committee noted the draft minutes of the Audit & Finance sub Committee held on the 18th May 2015.

Committee approved the appointment of Quinn Internal Audit

along with the proposed internal audit priorities as outlined in the report circulated with the agenda.

Committee considered at agenda item 3.1 an update on payroll under the Human Resources report.

13 AOCB

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

Meeting Closed at 8.00pm.

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