

**MINUTES OF THE FULL MANAGEMENT COMMITTEE
MEETING HELD ON WEDNESDAY 26th AUGUST 2015.**

1 SEDERUNT

M DAVIDSON	CHAIR
C SKEWIS	VICE-CHAIR
C HARVEY	SECRETARY
A CUSHINGHAM	TREASURER
R MURPHY	COMMITTEE MEMBER
C COOPER	COMMITTEE MEMBER
G McNAUGHT	COMMITTEE MEMBER
P THOMPSON	CO-OPTED MEMBER

APOLOGIES

J WARLEY	CO-OPTED MEMBER
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IN ATTENDANCE

J McMORROW	DIRECTOR
E WHYTE	HOUSING MANAGER
A ROY	FINANCE MANAGER
B McMAHON	SENIOR MAINTENANCE
P MORRICE	ALEXANDER SLOAN & CO

The meeting opened at 6.40pm.

2 AUDITED ACCOUNTS

Philip Morrice was welcomed to the meeting and he reviewed with the Committee the audited accounts for the period ending 31st March 2015 which had been circulated with the agenda.

It was reported that the Co-operative had received an unqualified audit report.

After consideration of the accounts these were duly approved and subsequently signed.

Consideration was given to the Management letter and it was noted that there was only one recommendation and Committee approved the recommendation.

Committee reviewed the letter of representation and this was duly approved and signed at the meeting.

Philip Morrice was thanked for his attendance and left the meeting at this point.

3 PREVIOUS MINUTES

The previous minute of 24th June 2015 were proposed a true record by M Davidson and seconded by A Cushingam.

The confidential minute of 24th June 2015 were proposed a true record by M Davidson and seconded by C Skewis.

The special meeting minute of 6th July 2015 were proposed a true record by M Davidson and seconded by C Skewis.

4 MATTERS ARISING

4.1 Home Energy Efficiency Package

Committee noted that the report circulated with the agenda providing an update on the works to Wardie and Westerhouse Road as part of the Home Energy Efficiency Package.

4.2 Value for Money Strategy

Committee noted that the report circulated with the agenda along with the draft value for money strategy. It was noted that further work is required on the Value for Money Monitoring Table and with this exception the strategy was approved.

It was agreed that the monitoring tables would be developed over the coming months.

There were no other matters arising from the previous minutes.

5 DECLARATION OF INTEREST

There were no declarations of interest noted at the meeting.

6 HEALTH & SAFETY

Committee considered whether there were any issues of a Health & Safety matter.

No Health & Safety matters were raised at the meeting.

7 MANAGEMENT ACCOUNTS

Committee considered the summary of the management accounts for the first quarter, April to June 2015, which was circulated at the meeting.

It was reported that the first quarter had not shown any issues and the management ratios had still to be completed however it is anticipated there would be no adverse results.

Consideration was given to the estate caretaker value for money report as contained within the summary accounts.

After consideration the accounts were duly noted and approved.

Audrey Roy left the meeting at this point.

8 OPERATIONS REPORT

Committee reviewed the revised operations report circulated with the agenda.

Committee noted the drop in allocation of homeless lets as a consequence of GCC Homeless Section being on strike.

It was also noted that Landlords in Easterhouse are finding it increasingly difficult to relet flats particularly in ex GHA stock.

It was agreed to look at alternative ways of increasing interest in this stock and that this be reported back to the Committee.

It was agreed that the next quarterly operations report outline more specific reasons for termination of tenancies.

Committee noted the increase in arrears for the first quarter along with the impact of Universal Credit and Bedroom Tax on tenants.

Consideration was given to neighbour nuisance complaints of which a review is currently underway, the repairs and maintenance, customer satisfaction and service complaints performance.

9 AUDIT & FINANCE SUB COMMITTEE

Committee noted the contents of the draft minutes of Audit & Finance Sub Committee meeting held on the 17th August 2015.

The Management Committee noted the Sub-Committee had considered in detail the internal audit report for 2015 that included financial viability receiving full assurance and tenancy sustainment receiving reasonable assurance from the auditor.

Committee also noted as outlined in the report the submission of the 5 year financial projections that were sent to the Scottish Housing Regulator and the Loan Portfolio return.

Consideration was given to the confidential item noted in the minute.

An update on the outcome of the thematic study into rent consultation was given at the meeting and it was reported that the Scottish Housing Regulator will be publishing this study around October or November prior to next year's rent consultation.

10 CORRESPONDENCE

The following correspondence was noted at the meeting:

- Resignation
 - A Roy Finance Manager – retiring – it was noted that the post has been advertised and that the deadline for applications is Monday 31st August at 12 noon with a planned interview date set for Tuesday 8th September

The Director received delegated authority to carry out any appointment after interview

- Pensions Trust
 - Financial Assessment questionnaire – completed and the Co-operative is designated as low risk
 - Operational Changes – introduction of administrative charges for late payment contributions

- Scottish Housing Regulator
 - Governance Matters - Edition 6
 - Thematic Study Rent Consultation – noted earlier in the meeting
 - Regulatory Guidance announced along with details of new recommended practice on treasury management

- Employers in Voluntary Housing
 - Employee Counselling Service Provider – Rowan
 - Monthly briefing

- GWSF
 - £1 per house homeless campaign – question and answer session to be held on 27th August 2015

- Scottish Government – PCF Grant Offer
 - £200,000 towards Practice What we Preach Project (derelict land employability training project) – it was noted a meeting with GCC will be held tomorrow to discuss how this project could proceed
 - £62,250 towards SVQ2 Health & Social Care project – it was agreed to accept this offer and the Director was given delegated authority to sign the grant offer

- EHRA Scottish Government – PCF Grant Offer
 - Blairtummock – pARTicipation project £80,000 towards supporting art in the community
 - Modern Apprenticeship Phase 4 - £20,000

11 SECRETARY’S REPORT & AGM

Consideration was given to the Secretary’s Report that was circulated with the agenda and the contents were duly noted.

It was agreed that the members outlined within the report would stand down and all would seek re-election. Committee approved

the candidates standing for re-election.

It was also agreed that the other co-options would be extended, subject to the approval of the membership and additional co-options advertised if numbers permitted this.

12 STRATEGIC PLAN

Committee considered the report circulated with the agenda outlining plans for the review of the strategic plan.

It was explained that the format of the plan should not require significant review.

Committee noted plans for the strategic plan review day which will be held on Friday 11th September in Glasgow City Centre.

13 SCOTTISH SOCIAL HOUSING CHARTER

Committee reviewed the report circulated with the agenda outlining the process in developing the Social Housing Charter Residents Report and Committee approved the content.

Committee expressed their thanks to the Resident's Panel for their support in preparing this document.

14 RENT MANAGEMENT POLICY

Committee reviewed the report and draft Rent Management policy as circulated with the agenda.

It was noted that this draft policy focused on the three stages of rent management namely, prevention, arrears management and legal action.

Committee approved in principle the draft policy with the following amendments to be made, amendments to spelling and typing errors to be resolved, additional work on the section relating to the Quality Efficiency Forum, write off policy and more detail on how to deal with Committee Members in arrears.

The latter to include the following:

There is a potential conflict of interest in terms of Committee involvement in dealing with arrears related issues where a Committee member themselves has rent arrears.

The general rule to be applied in the case of existing Committee members is that if the Committee member concerned has responded immediately to notification of their arrears by paying these off in full or by entering into and maintaining an appropriate arrangement under the terms of the Co-operative's Rent Management Policy then the conflict would be considered satisfactorily resolved. Otherwise, the Committee member concerned would be considered to have a conflict of interest and consequently would be required not to participate in any discussions relating to rent arrears. This would require declaring an interest in the relevant Agenda Item of any Committee Meeting. The same general rule would apply to tenants joining Committee as new members.

Immediately upon identifying a Committee member with rent arrears the Housing Officer will, in addition to following Policy as for all other tenants, will advise the Housing Manager of the case. The Housing Manager will, in turn, raise the case the Committee Member to discuss their responsibilities should they not immediately contact the Housing Officer to deal with the arrear.

15 MUTUAL EXCHANGE POLICY

Committee reviewed the report and Mutual Exchange policy as circulated with the agenda.

After consideration this was duly approved.

16 COMMON ALLOCATION POLICY

Committee reviewed the report and changes to the Common Allocation policy as circulated with the agenda.

After consideration these changes were duly approved.

17 AOCB

17.1 Eviction

Consideration was given to the eviction report circulated at the meeting outlining action taken to approve an eviction during the summer recess with delegated authority from the Chairperson and Secretary.

This eviction and action taken was duly noted and approved.

17.2 Next Meeting

It was agreed that the next meeting be held on the 7th October as opposed to the planned date of the 30th September 2015.

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

Meeting Closed at 8.40pm.

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