

**MINUTES OF THE FULL MANAGEMENT COMMITTEE
MEETING HELD ON WEDNESDAY 27th JANUARY 2016.**

1 SEDERUNT

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

APOLOGIES

C HARVEY	SECRETARY
J McMORROW	DIRECTOR

IN ATTENDANCE

C McGRAW	HOUSING MANAGER
E WHYTE	TEMP HOUSING MANAGER
B McMAHON	SENIOR MAINTENANCE
J BOYLE	FINANCE MANAGER

The meeting opened at 6.30pm.

3 PREVIOUS MINUTES

The previous minutes of 25th November 2015 were proposed a true record by M Davidson and seconded by C Skewis.

3 MATTERS ARISING

3.1 Training Plan Committee

Committee reviewed the report circulated with the agenda which outline the training plan for 2016.

After consideration this was duly approved.

There were no other matters arising from the previous minutes.

4 DECLARATION OF INTEREST

There were no declarations of interest noted at the meeting.

5 HEALTH & SAFETY

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

It was noted that the health & safety audit had been carried out and an update on the outcome of this report will be presented at a future meeting.

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

6 STAFF SATISFACTION AND UPDATE REPORT

Committee reviewed the report circulated with the agenda outlining staff satisfaction along with an update on staffing issues.

Committee noted the outcome of the survey and approved the proposals contained in the report.

Committee approved the plan to appoint a new assistant maintenance officer.

Committee also noted the report and the update on staffing arrangements.

7 LONG TERM PROJECTIONS

Committee reviewed the report outlining the main points from the long-term projections that had been considered at the last meeting.

After consideration Committee agreed that the final projections would be submitted to the next meeting.

8 BUDGET 2015/16 & RENT REVIEW

Committee reviewed the report circulated with the agenda in relation to the preparation of the draft budget as extracted from year one of the long term projections and it was agreed that this would be presented at the next meeting for approval.

Committee considered in detail comparative information in the context of proposed rent increases and average rents charged by other social landlords.

Committee reviewed the outcome of the rent consultation exercise and after consideration of this Committee formally approved the 1.5% rent increase for the period 2016/17.

Committee requested that in advance of rent increase consultation letter being sent to tenants for financial year 2017/18 they approve draft copy.

9 CORRESPONDENCE

Committee noted the following correspondence:

- Employers in Voluntary Housing
 - Certificate of Membership

- Scottish Housing Regulator
 - Business Intelligence System – from 1st February Notifiable events and consent applications to be made via this electronic portal

- Scottish Federation of Housing Association
 - Parliamentary Reception – invite for Chairperson & Director Tuesday 9th February 6pm – 8pm
 - Joint Letter with GWSF to A Neil regarding funding arrangements for building new homes

- FASS ((Families affected by alcohol and drug use)
 - Donation request – funds for respite caravan – it was agreed to donate. Amount to be recommended at next meeting in February for approval after reviewing Donations Policy.

10 ASSET MANAGEMENT STRATEGY

Committee reviewed the report and draft asset management strategy.

Committee approved the asset management strategy.

Committee requested more information on tenant satisfaction and future planned investment work at ex GHA properties. This requested was duly noted and it was agreed that B McMahon senior maintenance officer provide this information at the next meeting.

11 OPERATIONS REPORT

Committee reviewed the Operations report circulated with the agenda and the contents were duly noted.

12 MAINTENANCE POLICY

Committee considered the report circulated with the agenda.

Committee approved changes to the policy review timetable and agreed that this policy be presented after consideration of the void policy at the next meeting.

13 FACTORING – WRITTEN STATEMENT OF SERVICES

Committee considered the report relating to the written statement of services which was circulated with the agenda.

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

It was noted that the written statement outlines the service charges and management services Easthall Park deliver to factored owners.

Committee approved the 1.5% increase on management fees and agreed that the written statement of services be issued to every factored owner accordingly once costs associated with insurance are clarified.

14 DIGNITY AT WORK POLICY

Committee noted and approved the dignity at work policy as circulated with the agenda.

15 OPENNESS & CONFIDENTIALTY POLICY

Committee reviewed and noted the report on the openness and confidentiality policy.

After consideration this policy was approved.

16 CUSTOMER CARE STANDARDS

Committee reviewed the report relating to the introduction of Customer Care Standards and the Unacceptable Actions policy and both these documents were approved.

17 AOCB

17.1 SFHA Conference

Committee noted the booking of the SFHA Governance Conference taking place at Apex City Quay Dundee from 26 – 28 February 2016 and it was agreed that M Davidson, A Scotland, P Thompson and C Skewis would attend on behalf of the Co-operative.

17.2 Easterhouse Housing & Regeneration Alliance

Committee noted that the Easterhouse Housing & Regeneration Alliance (EHRA) is planning a hustings on the 25th April in the Bridge.

17.3 Royal Bank of Scotland

Committee noted a review of the agreement for the loan of £2,767,474 (13th January 2010) in which the Royal Bank of Scotland were suggesting the removal of the requirement to advise them of right to buy sales.

After consideration this supplemental agreement was approved and duly signed at the meeting.

17.4 Provisional Offer of Housing

Committee approved a provisional offer of tenancy and this was recorded in the Co-operative's probity register.

17.5 Temporary Staffing Report

Committee noted a report circulated at the meeting seeking approval for a one month extension on a temporary contract and this was duly approved.

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

Meeting Closed at 8.30pm.

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