

**MINUTES OF THE FULL MANAGEMENT COMMITTEE
MEETING HELD ON WEDNESDAY 24th FEBRUARY 2016.**

1 SEDERUNT

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

APOLOGIES

C COOPER	COMMITTEE MEMBER
C McGRAW	HOUSING MANAGER

IN ATTENDANCE

J MCMORROW	DIRECTOR
B McMAHON	SENIOR MAINTENANCE
J BOYLE	FINANCE MANAGER

The meeting opened at 6.30pm.

2 PREVIOUS MINUTES

The previous minutes of 27th January 2016 were proposed as a true record by M Davidson and seconded by A Cushingam.

3 MATTERS ARISING

3.1 Assistant Maintenance Officer

Committee noted the report in relation to the appointment of the assistant maintenance officer.

3.2 Options Appraisal Stock Transfer

Committee reviewed the report circulated with the agenda

outlining a desktop options appraisal on the properties at Glenburnie Place and 9 Edderton Place.

After reviewing this report it was agreed to retain these properties and include these within the Co-operative's planned programmes for asset management.

3.3 Maintenance & Void Management Policy

Committee reviewed the report circulated with the agenda along with the two policies and after consideration agreed the following subject to public consultation:

- Introduction of a decoration allowance for those properties that are causing some delays in letting
- Introduction of a routine non-emergency category
- Revised timescales for non-emergency urgent repairs if these can be agreed within the terms of the current maintenance contract
- Updated tenant responsibilities

Committee also noted plans to consult on the draft policy.

3.4 Royal Bank of Scotland

Committee noted that the paperwork issued by the Royal Bank of Scotland as discussed and approved at the last meeting did not have the resolution submitted in relation to the supplemental agreement.

Therefore after consideration of all the circumstances and on being satisfied that it is for the benefit of the Association and in the interests of the Association for the purposes of carrying on its business to enter into a supplemental agreement (the "**Supplemental Agreement**") in the form now produced in respect of the loan of £2,767,474 made available to the Association by the Royal Bank of Scotland plc (the "Bank") in terms of the Agreement dated 13th January 2010.

It was resolved that in addition to and without amending, prejudicing or revoking any Bank Mandate/association Excerpt Minute or any other instruction/s provided or to be

provided by the Association to the Bank Mary Davidson be authorised to sign on behalf of the Association the Supplemental Agreement.

There were no other matters arising from the previous minute.

4 DECLARATION OF INTEREST

Ashley Scotland identified a possible declaration of interest and it was noted that neither party that she had appointed on a personal basis undertook work for the Co-operative therefore the declaration was not required.

There were no other declarations of interest noted at the meeting.

5 HEALTH & SAFETY

Committee considered the report circulated with the agenda in relation to Health and Safety.

Committee noted the outcome of the Health and Safety Audit undertaken by ACS and agreed to proceed with their recommendations.

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

6 AUDIT & FINANCE SUB COMMITTEE

Committee noted the contents of the draft minutes of Audit & Finance Sub Committee meeting held on 15th February 2016.

Committee approved the appointment of Rowan consultants.

7 MANAGEMENT ACCOUNTS

Committee noted the management accounts as circulated with the agenda.

Committee acknowledged performance exceeded expectations noting the operating surplus was higher than forecast with budgets being effectively controlled.

8 LONG TERM PROJECTIONS

Committee reviewed the report outlining the long term projections and after consideration Committee approved the projections within the business plan.

9 CORRESPONDENCE

Committee noted the following correspondence:

- EVH
 - 2016/17 Wage Increase – 1%
- GWSF
 - Manifesto
- Scottish Housing Regulator
 - Tenant Advisor Application
 - Governance Matters – March 2016 Seminar

10 ARREARS REPORT

Committee noted the latest arrears report circulated with the agenda.

11 COMPLAINTS REVIEW

J McMorrow outlined the content of the complaint report.

Committee noted the number and categories of complaints received between April 2015 and end of January 2016.

Committee also noted and approved the improvements to service delivery as outlined within the report that related to specific complaints received during the period.

12 STRATEGIC PLAN

Committee reviewed the report and final draft strategic plan circulated with the agenda.

Committee approved the plan subject to amendments to be made to the satisfaction levels and it was noted that the financial business

plan incorporated all the proposals set in the plan.

13 AOCB

13.1 Staff Appraisal Director

Committee noted that the staff appraisal for the Director had been delayed due to extenuating circumstances and it was agreed that the Chairperson and Vice-Chair would perform this by April 2016.

13.2 People & Communities Fund

It was noted that two submissions have been made to the Scottish Government People & Communities Fund Continuation have been made for the SVQ2 Health & Social Care and the Practice what we Preach derelict land projects.

The outcome of these will be presented at a future meeting.

13.3 FASS Donation

Consideration was given to the amount of donation to be made and it was agreed to send £100.

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

Meeting Closed at 8.00pm.

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