

**MINUTES OF THE FULL MANAGEMENT COMMITTEE  
MEETING HELD ON WEDNESDAY 30<sup>th</sup> MARCH 2016.**

**1 SEDERUNT**

<b>M DAVIDSON</b>	<b>CHAIR</b>
<b>C HARVEY</b>	<b>SECRETARY</b>
<b>A CUSHINGHAM</b>	<b>TREASURER</b>
<b>G McNAUGHT</b>	<b>COMMITTEE MEMBER</b>
<b>P WADDELL</b>	<b>COMMITTEE MEMBER</b>
<b>P THOMPSON</b>	<b>CO-OPTED MEMBER</b>
<b>J WARLEY</b>	<b>CO-OPTED MEMBER</b>

**APOLOGIES**

<b>C SKEWIS</b>	<b>VICE-CHAIR</b>
<b>C McLACHLAN</b>	<b>COMMITTEE MEMBER</b>
<b>C COOPER</b>	<b>COMMITTEE MEMBER</b>
<b>R MURPHY</b>	<b>COMMITTEE MEMBER</b>
<b>A SCOTLAND</b>	<b>COMMITTEE MEMBER</b>

**IN ATTENDANCE**

<b>J MCMORROW</b>	<b>DIRECTOR</b>
<b>C McGRAW</b>	<b>HOUSING MANAGER</b>
<b>B McMAHON</b>	<b>SENIOR MAINTENANCE</b>
<b>J BOYLE</b>	<b>FINANCE MANAGER</b>
<b>L LAFFERTY</b>	<b>HOUSING OFFICER</b>

The meeting opened at 6.40pm.

**2 PREVIOUS MINUTES**

The previous minutes of 24<sup>th</sup> February 2016 were proposed a true record by M Davidson and seconded by A Cushingham.

**3 MATTERS ARISING**

There were no other matters arising from the previous minutes.

**4 DECLARATION OF INTEREST**

There were no declarations of interest noted.

## **5 HEALTH & SAFETY**

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

It was noted that M Gourlay Health and Safety Administrator has taken on this role and making good progress with training and implementation of her responsibilities.

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

## **6 HUMAN RESOURCES REPORT**

Committee reviewed and noted the contents of the report circulated with the agenda.

It was explained the purpose of the report was to provide the Management Committee with a review of Human Resource performance in 2015/16.

At this point in the meeting all staff with the exception of the Director left the meeting.

A separate (confidential) report on staffing was circulated at the meeting and after consideration of both documents approval was given to the recommendations contained therein.

Committee therefore approved the changes to individual staff salary increments, approved the auto-enrolment pension contribution and also approved the revised learning and development strategy.

Staff returned to the meeting at this point.

## **7 WRITE OFF POLICY & REPORT**

Consideration was given to the write off and bad debt policy and after consideration this was approved subject to the last sentence at section four being reworded.

A report outlining former tenant write off details was circulated at the meeting and consideration was given to the write off figure for the 2015/16 period.

After consideration it was agreed to write off the sum of £37,286.75 as presented in the report relating to former tenants and recharges not recoverable.

## **8 CORRESPONDENCE**

Committee noted the following correspondence:

- SHAPS
  - Past Service Deficit Contribution - £54,483 (£2,225 more than budget assumptions)
  - Valuation and Benefit Review
- Financial Services Ombudsman
  - Letter outlining not able to deal with Clydesdale Bank Compensation Request
- SFHA
  - Subscription Renewal Request - £7,189 – it was agreed to renew membership for the 2016/17 period.
- Scottish Housing Regulator
  - Procedure for appeals to challenge regulatory decisions now published online.

## **9 COMMITTEE PLAN 2016/17**

Committee considered the Committee plan for the 2016/17 period as circulated with the agenda and this was duly approved, subject to an amendment on the committee and staff away day being reversed and the factoring arrears policy to be presented in April.

## **10 ARREARS REPORT**

Committee considered the report that was circulated with the agenda in relation to arrears.

Committee noted the slight increase from January 2016 however it was also noted that there had been significant reduction in overall arrears from this time last year.

## **11 INSURANCE RENEWAL 2016/17**

Consideration was given to the report circulated with the agenda outlining details on the insurance renewal tender returns.

Committee approved the current insurance placement under the terms and agreed to extend for the three year deal.

## **12 AFFORDABLE HOUSING PROGRAMME**

Committee considered the report circulated with the agenda outlining proposals to develop homes by the Wheatley Group in the Greater Easterhouse area.

Concern was raised that one development was within Kildermorie adjacent to the Co-operative's stock and it was agreed to write to the Council seeking an explanation as to how this has been approved.

## **13 RECHARGEABLE REPAIRS POLICY**

Consideration was given to the Rechargeable Repairs policy circulated with the agenda along with the report outlining the background and key provisions within the proposed policy.

After consideration this policy was duly approved.

## **14 AOCB**

### **14.1 HEEPs Cashback Scheme**

Committee noted the offer of grant from the Scottish Government via The Energy Savings Trust and approved this grant offer accordingly.

Committee also noted practicalities in ensuring that this grant was utilised by the 30<sup>th</sup> September 2016.

It was therefore agreed to extend the Westerhouse Road contract with Everwarm to ensure that the grant was fully utilised by the deadline date.

## **14.2 Eviction Report**

Committee considered three eviction reports circulated at the meeting and it was agreed in each case to monitor the situation whilst the decrees remain live.

## **14.3 Estate Walkabouts**

Confirmation was sought from Committee on whether estate walkabouts were being undertaken and it was noted that the Director and Housing Manager had carried out one in the last week.

A general discussion was held on specific areas of concern and it was noted that staff are engaging with certain tenants in relation to the condition of their property and garden areas.

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

Meeting Closed at 8.15pm.

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