

**MINUTES OF THE FULL MANAGEMENT COMMITTEE
MEETING HELD ON WEDNESDAY 31st AUGUST 2016.**

1 SEDERUNT

C HARVEY	SECRETARY
A CUSHINGHAM	TREASURER
P WADDELL	COMMITTEE MEMBER
A SCOTLAND	COMMITTEE MEMBER
C COOPER	COMMITTEE MEMBER
G McNAUGHT	COMMITTEE MEMBER
P THOMPSON	CO-OPTED MEMBER

APOLOGIES

M DAVIDSON	CHAIR
C SKEWIS	VICE-CHAIR
J WARLEY	CO-OPTED MEMBER
R MURPHY	LEAVE OF ABSENCE
C McLACHLAN	LEAVE OF ABSENCE

IN ATTENDANCE

J McMORROW	DIRECTOR
C McGRAW	HOUSING MANAGER
J BOYLE	FINANCE MANAGER
B McMAHON	SENIOR MAINTENANCE
J GOURLAY	ALEXANDER SLOAN & CO

The meeting opened at 6.30pm. C Harvey chaired the meeting in the absence of the Chairperson.

2 AUDITED ACCOUNTS

Jim Gourlay was welcomed to the meeting and he reviewed with the Committee the audited accounts for the period ending 31st March 2016.

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

After consideration of the accounts these were duly approved and it was agreed that they would be duly 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.

Jim Gourlay was thanked for his attendance and left the meeting at this point.

It was agreed to take agenda item 8 next.

8 OPERATIONS REPORT

Committee reviewed the revised operations report circulated with the agenda.

A summary of this report was presented at the meeting outlining key operational performance and this was duly noted by the committee.

It was agreed that any changes to the format and content be communicated to the Housing manager prior to the next report.

Overall performance remains very strong and priorities for the Co-operative is to retain arrears levels within target, improve right first time and improve average re-let time.

Consideration was given to the number of refusals and whether there were any lessons that could be learnt. It was reported that there are no trends to report and that refusals tend to be for personal reasons rather than an issue with a property type or area.

Claire McGraw was thanked for her presentation and left the meeting at this point.

3 PREVIOUS MINUTES

The previous minute of 29th June 2016 were proposed a true record by A Cushingam and seconded by G McNaught.

4 MATTERS ARISING

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 management accounts for the first quarter, April to June 2016, which were circulated at the meeting.

It was reported that the first quarter had not shown any issues.

After consideration the accounts were duly noted and approved.

9 AUDIT & FINANCE SUB COMMITTEE

Committee noted the contents of the draft minutes of Audit & Finance Sub Committee meeting held on the 22nd August 2016.

The Management Committee noted the Sub-Committee had considered the submission of the 5 year financial projections and the Loan Portfolio that were sent to the Scottish Housing Regulator.

It was noted there was one amendment to the figures presented which clarified that any rent increase assumptions did not exceed inflation plus 1%.

Committee also noted that the Audit and Finance Committee had undertaken a self-assessment of performance and that they had achieved all requirements.

10 CORRESPONDENCE

The following correspondence was noted at the meeting:

- Pensions Trust
 - Financial Assessment questionnaire – completed and the Co-operative designated as low risk
- Pensions Regulator
 - Declaration of compliance
- Scottish Government – PCF Grant Offer
 - £62,250 towards SVQ2 Health & Social Care project
 - Consultation on UK Apprenticeship Levy
- SHARE
 - News Summer 2016 Edition
- Mellicks (incorporating Naftalin & Duncan)
 - Solicitor outlining merger with Mellicks
- EVH
 - CHAS Appeal – it was agreed to donate £60 to this appeal
- Scottish SPCA
 - Acknowledgement of donation
- Scottish Housing Regulator
 - Headline National Analysis Letter
 - Easthall Park Landlord Report – it was noted that all the performance indicators except one “reactive repairs right first time” exceeded the national average
- GWSF
 - Annual Report

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 including those affected by the 9 year rule on the basis of their overall contribution and the fact that there no need for elections.

It was also agreed that the other co-options would be extended subject to the approval of the membership and an additional co-option made with a focus on Finance.

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 Saturday 17th September.

13 SCOTTISH SOCIAL HOUSING CHARTER

Committee reviewed the report circulated with the agenda outlining the process of developing the Social Housing Charter Residents Report.

Committee considered the verbal update on changing the format and delegated authority to the Housing Manager and the Resident's panel to approve the format and content.

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

14 SUSTAINABILITY POLICY

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

After consideration this was duly approved.

15 COMMITTEE EXPENSES POLICY

Committee reviewed the report and Committee Expenses policy as

circulated with the agenda.

After consideration this was duly approved.

16 ANTI SOCIAL BEHAVIOUR POLICY

Committee reviewed the report and the Neighbour Nuisance, Anti-Social Behaviour policy as circulated with the agenda.

It was agreed that any sectarianism and homophobic harassment should be classified as a category “A” complaint.

It was agreed that if there are no other significant changes after meeting with partner organisations that this policy be consulted on.

17 MEMBERSHIP UPDATE

Committee noted the membership update as circulated at the meeting and this was duly approved.

18 AOCB

18.1 Scottish Housing Regulator

Consideration was given to the request from the Scottish Housing Regulator that the Director provide support to another Registered Social landlord.

Committee approved this request.

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

Meeting Closed at 8.00pm.

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