

**MINUTES OF THE FULL MANAGEMENT COMMITTEE
MEETING HELD ON WEDNESDAY 22nd FEBRUARY 2017**

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
J GRACEY	COMMITTEE MEMBER
R MURPHY	COMMITTEE MEMBER

APOLOGIES

C HARVEY	LEAVE OF ABSENCE
P THOMPSON	CO-OPTED MEMBER
B McMAHON	SENIOR MAINTENANCE

IN ATTENDANCE

J McMORROW	DIRECTOR
C McGRAW	HOUSING MANAGER
J BOYLE	FINANCE MANAGER

The meeting opened at 6.30pm. R Murphy was welcomed back to the Committee after her leave of absence.

2 PREVIOUS MINUTES

The previous minutes of 25th January 2017 were proposed as a true record by M Davidson and seconded by P Waddell.

The previous minutes of 1st February 2017 were proposed as a true record by M Davidson and seconded by A Cushingham.

3 MATTERS ARISING

It was agreed to leave agenda item 3.1 to later in the meeting.

3.2 Kildermorie Greenspace

Committee reviewed the report circulated with the agenda outlining an amendment to the location of the work, after consideration it was agreed to change the location to the rear of the Glenburn Centre if this was acceptable to the funder.

3.3 Rule Change

Committee noted that there had been only one request in relation to the Rule change and this was to request a further copy of the current rules.

There were no other matters arising from the previous minute.

4 DECLARATION OF INTEREST

There were no declarations of interest noted at this point in the meeting.

It was noted that under agenda item 10 declarations in relation to planned investment undertaken to four homes of members were involved in these and were duly noted.

5 HEALTH & SAFETY

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

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 13th February 2017.

Committee reviewed the contents of the summary internal audit circulated at the meeting and noted the actions planned.

It was reported that the audit committee had agreed that this updated summary be presented at the meeting.

Committee agreed that the recommendation in relation to broken arrangements was not acceptable and therefore would not be adopted as policy.

Committee approved the 2.0% rent increase.

Committee reviewed the treasury management policy and approved this accordingly.

Committee noted the outcome of the treasury management report and noted the financial and non-financial covenants which are all being achieved.

Committee reviewed and approved the risk management policy.

Committee approved the intent based leadership programme.

7 MANAGEMENT ACCOUNTS

Committee noted the management accounts as circulated with the agenda, which had previously been discussed at the audit meeting.

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

After consideration the accounts were duly approved.

8 LONG TERM PROJECTIONS

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

Committee therefore approved the 2017/18 budget as per year one of the 30 year projections.

9 CORRESPONDENCE

Committee noted the following correspondence:

- GWSF
 - Freedom of Information Response – deadline for final comments 1st March
 - Welfare Reform Update
 - Draft Strategic Priorities
 - Co-option to GWSF Board being sought
 - GWSF Update January/February

- Scottish Housing Regulator
 - Whistleblowers to be Celebrated
 - Importance of rent Consultation
 - Good Governance & risk assessment crucial for successfully building new homes
 - Importance of RSL Self-Governance Reviews

- Employers in Voluntary Housing
 - A – Z Guide of Social Housing was circulated at the meeting

10 INVESTMENT REPORT

Committee noted the latest investment report circulated with the agenda outlining work undertaken in 2016/17.

11 COMPLAINTS REVIEW

C McGraw outlined the content of the complaint report which was circulated with the agenda.

Committee noted the number and categories of complaints received between April 2016 and end 13th January 2017.

Committee also noted and approved the improvements to service delivery and reviewed specific type complaints at the meeting.

Consideration was given to the format of the report and it was agreed not to make any specific changes at present.

12 STRATEGIC PLAN

Committee noted the report outlining progress in reviewing the strategic plan.

Committee approved the strategic objectives as outlined within the report.

It was reported that the final plan had yet to be developed due to work pressures and it was agreed to review this at the next meeting.

13 AOCB

13.1 Membership Approvals

It was noted that the standing item of membership approvals had been omitted from the agenda and therefore this was being considered as any other competent business.

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

13.2 25th Anniversary Celebrations

Committee were reminded of the 25th anniversary celebrations planned for the 28th February 2017.

13.3 Factoring Increase

Committee noted the 2.5% factoring increase proposed and the lack of responses in relation to this increase.

After consideration it was agreed to increase the factoring fee by 2.5%.

13.4 Anti-Social behaviour Policy

Committee noted plans for training on this policy to be held jointly with Lochfield Park on the 22nd March 2017 and it was agreed that J Gracey and M Davidson would attend.

Committee returned to agenda point 3.1 at this point in the meeting.

3.1 Staffing Report

Committee noted the confidential report in relation to staffing and reviewed the information contained therein.

It was agreed to delay any decision on this matter until the next meeting to allow further consideration of the report and the attached appendices.

Consideration was given to the advert for the estate caretaker post and it was agreed to advertise on the current salary with a note that a pay review is being undertaken.

Committee also considered the ballot from EVH in relation to a two year deal and it was agreed to vote in favour of this option.

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

Meeting Closed at 8.30pm.

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