

**MINUTES OF THE FULL MANAGEMENT COMMITTEE
MEETING HELD ON WEDNESDAY 29th MARCH 2017
AT THE GLENBURN CENTRE**

1 SEDERUNT

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

APOLOGIES

R MURPHY	COMMITTEE MEMBER
C HARVEY	LEAVE OF ABSENCE
J HENDRY	FINANCE MANAGER
C McGRAW	HOUSING MANAGER
B McMAHON	SENIOR MAINTENANCE

IN ATTENDANCE

J MCMORROW	DIRECTOR
-------------------	-----------------

The meeting opened at 6.35pm. It was noted that Committee had agreed to review C Harvey's leave of absence. After consideration it was agreed to extend this by one month with a further review in April 2017.

It was noted that Y Smith had failed to attend four meetings in a row and would automatically be removed as a committee member.

2 PREVIOUS MINUTES

The previous minutes of 22nd February 2017 were proposed a true record by M Davidson and seconded by G McNaught.

3 MATTERS ARISING

There were no 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.

No 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 2016/17.

At this point P Thompson joined the meeting.

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

Committee therefore approved the changes to individual staff salary increments.

Consideration was given to the Time Off in Lieu policy and this was duly approved.

Consideration was also given to the electronic communications policy and this too was approved.

Committee noted and approved the revised staff sickness report, agreed that the staff appraisals would be undertaken later than planned and noted the remainder of the confidential report.

7 WRITE OFF REPORT

The report outlining former tenant write off details was circulated at the meeting and consideration was given to the write off figure for the 2016/17 period.

After consideration it was agreed to write off the sum of £11,097.70 as presented in the report relating to former tenants and recharges not recoverable.

8 CORRESPONDENCE

Committee noted the following correspondence:

- EVH
 - Affiliation Renewal Membership Pack - it was agreed to renew membership for the 2017/18 period
 - SHAPS Support Group – Committee Seminar 16th May
- SFHA
 - Affiliation Renewal Membership Pack - it was agreed to renew membership for the 2017/18 period
- TPAS
 - Request for tenant member to speak at conference in November – it was agreed that Ashley Scotland would attend along with the Director
- Scottish Housing Regulator
 - Thematic study – Development of Affordable Housing in Scotland

Mary Davidson expressed an interest in the following point and took no part in the discussion.

- Sharon Bell Irish Dance
 - 25th Anniversary Celebrations – it was agreed to donate £200 which was consistent with costs for the other acts that took part in the celebrations

9 COMMITTEE PLAN 2017/18

Committee considered the Committee plan for the 2017/18 period as circulated with the agenda and this was duly approved.

10 STRATEGIC PLAN

Committee considered the report that was circulated with the agenda along with the draft strategic plan for 2017/18 – 2019/20.

Committee reviewed and adopted the plan at the meeting.

11 LETTING PLAN 2017/18

Consideration was given to the letting plan circulated at the meeting which outlined outcome for the period 2016/17 and proposed targets for the 2017/18 period.

Committee noted issues relating to homelessness referrals for the 2016/17 period which has impacted on outcomes and it was reported that GWSF and local Landlords have expressed their concern over the lack of referrals.

Committee approved the 2017/18 letting plan as circulated.

12 EQUALITIES REVIEW & IMPACT ASSESSMENTS

Committee considered the report circulated with the agenda outlining action taken in year one of the equalities action plan.

Consideration was also given to the equalities impact assessment form which was due for review.

Committee noted the outcomes, proposed that every major policy review has a copy of this assessment included within the report presented to them to ensure consistency of approach.

It was noted that over the next three months support will be delivered in equality measures by May Fong to assist improvements in equality measures.

13 SIGNING OF DOCUMENT POLICY

Consideration was given to the Signing of Documents policy circulated with the agenda and this was duly approved at the meeting.

14 MEMBERSHIP APPROVALS

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

15 AOCB

15.1 Insurance 2017/18

Committee noted that the Office Bearers had approved placing the 2017/18 insurance via AJ Gallagher broker recommendations. It was noted that this cover excluded terrorism cover and included cyber security cover.

15.2 Shared Ownership & Owner Buy Outs

Committee noted that two shared ownership properties were due to expire in 2017 and the three options available to the sharing owners. It was agreed that the Co-operative’s preferred option was to purchase outright.

Consideration was also given to the possibility of purchasing an owner’s property and it was agreed that in principle this was something the Co-operative would be interested in.

The Director was given delegated authority to negotiate the above and further details were to be presented once negotiations materialised.

15.3 Eviction Report

Committee considered the eviction report circulated at the meeting and after consideration approved the recommendation contained in this report.

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

Meeting Closed at 8.30pm.

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