

**MINUTES OF THE FULL MANAGEMENT COMMITTEE
MEETING HELD ON WEDNESDAY 24th MAY 2017 AT THE
GLENBURN CENTRE**

1 SEDERUNT

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

APOLOGIES

NONE

IN ATTENDANCE

J McMORROW	DIRECTOR
C McGRAW	HOUSING MANAGER
B McMAHON	MAINTENANCE MANAGER
J HENDRY	FINANCE MANAGER

The meeting opened at 6.30pm. M Davidson had intimated that she would be late in attending so P Waddell chaired the meeting from this point.

2 PREVIOUS MINUTES

The previous minutes of 26th April 2017 were proposed a true record by C Skewis and seconded by A Scotland.

3 MATTERS ARISING

3.1 Eviction Report

The director outlined action taken under delegated authority from the last meeting in relation to two evictions.

It was noted that one eviction was carried out that had previous approval of the Committee and the other eviction has been recalled at court.

There were no matters arising from the previous minutes.

4 DECLARATION OF INTEREST

There were no new declarations of interest noted.

5 HEALTH & SAFETY

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

No matters were raised at the meeting.

6 MANAGEMENT ACCOUNTS

Committee reviewed and noted the Management Accounts for the period ending March 2017 that were circulated at the meeting.

It was reported that the Co-operative has continued to have strong overall performance in relation to finance with the outturn exceeding expectations.

It was noted that there may be some minor amendments to the accounts at audit stage and that the audited accounts will be presented next month to the Committee.

Committee agreed that the Audit & Finance Committee should hold an additional meeting on the 19th June to review these accounts.

7 ANNUAL RETURN ON THE CHARTER

Committee reviewed the contents of the Annual Return on the Charter (ARC), which outlined key indicators for the Scottish Housing Regulator's landlord report that will be published in August 2017.

C McGraw reviewed with Committee the electronic copy of the

ARC return and explained themes in the return related to how we perform against the Scottish Social Housing Charter, progress achieving the Scottish Housing Quality Standard and details of our general organisational and governance context.

It was noted that an amendment to the write off figure was being requested for the sum of £1.99 and committee approved this addition.

It was therefore noted that the total write of figure for 2016/17 was £11,099.69.

M Davidson joined the meeting at this point.

It was noted that the ARC had been prepared by the Housing Manager and requires to be signed off prior to submission.

It was also reported that the return had been prepared with a pre validation visit undertaken by Scottish Housing Network.

After consideration it was agreed that the ARC presented subject to minor typing errors and one additional note to be inserted could be issued to the Scottish Housing Regulator.

Consideration was also given to the Energy Efficiency Standard for Social Housing return submitted and this too was approved by the Committee.

Committee approved in principle a simplified version of the Charter return for members with plans to circulate a more detailed 25th anniversary report during this celebratory year.

M Davidson chaired the meeting from this point forward.

8 RISK MANAGEMENT REGISTER

Committee noted the report circulated with the agenda in relation to the Risk Management Register and it was agreed to approve this with amendments incorporated as per the recommendation of the Audit and Finance Sub-Committee.

These amendments were as follows:

- Interest/Inflation minor typing error and insert business planning as additional control measure
- Financial Stability insert management reporting as additional control measure
- Health & Safety insert insurance cover as an additional control measure

9 CORRESPONDENCE

Committee noted the following correspondence:

- Scottish Housing Association Pension Scheme (SHAPS)
 - Two options – employer only committee or employer committee and scheme committee – it was agreed that the Co-operative had no strong views either way
- EVH
 - HR Conference
 - Governing Body Leadership Programme
 - SHAPs Support Group – it was agreed to affiliate for another year at the cost of £120
 - Counselling Support – It was agreed to continue with the current arrangement
- SFHA
 - Housing Scotland Magazine
- Share
 - Share Training News
- Scotland Excel
 - Procurement Involvement Programme – it was noted that it was suggested that priority for this programme would be given to organisations with housing development programmes, albeit the Maintenance Manager had attended a seminar today gave another impression

10 STRATEGIC PLAN

Committee noted the report circulated with the agenda outlining the plans to review the current strategic plan.

It was agreed that the current annual Return on the Charter would form the baseline for monitoring performance during 2017/18 along with the specific sections within the plan.

Committee agreed that the next performance report would be presented in August.

11 AUDIT & FINANCE SUB COMMITTEE

Committee noted the draft minutes of the Audit & Finance sub Committee held on the 22nd May 2017 as circulated at the meeting.

Committee noted the annual report on the outcome of the 2016/17 internal audit.

Committee noted that since the Audit and finance Committee had met Quinn Internal Audit Services had issued a list of possible internal audit priorities for review and these were circulated at the meeting.

Committee approved the terms for the next internal audit priorities as outlined in the report circulated with the agenda with a focus on the relationship between the Co-operative and Easthall Residents Association.

Committee approved P Waddell attending the EVH Governing Body Leadership programme.

12 PROCUREMENT POLICY & STRATEGY

Committee reviewed the report and the draft procurement strategy along with the equality impact assessment enclosed with the agenda.

Committee agreed an amendment to the works costs approval limits in the financial regulations and procedures to align with the policy.

It was noted that the Procurement Register is currently being worked on and it was agreed to present a copy of this to the next meeting.

Committee approved the procurement policy and it was agreed that

consideration to publishing a procurement strategy be undertaken in line with the next review of the asset management strategy.

13 MEMBERSHIP APPROVALS

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

14 STAFFING UPDATE

Committee noted the report relating to staff changes and agreed to appoint a temporary Housing Manager for a one year period as soon as practical to cover maternity leave.

15 EASTERHOUSE HOUSING REGENERATION ALLIANCE

Committee noted the report on Easterhouse Housing and Regeneration Alliance as circulated with the agenda.

Committee approved the Poverty Strategy.

Consideration was given to various training and it was agreed that A Scotland and C Skewis would attend the terms of conditions training with A Scotland and M Davidson attending the Complaints training session.

16 AOCB

16.1 Committee Training

Committee noted that the 5th June training session was planned to examine the implications of Brexit however as this had not progressed enough to hold a training session it was agreed to postpone this session.

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

Meeting Closed at 8.25pm.

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