

**MINUTES OF THE FULL MANAGEMENT COMMITTEE  
MEETING HELD ON WEDNESDAY 28<sup>th</sup> MARCH 2018 AT THE  
GLENBURN CENTRE**

**1 SEDERUNT**

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

**APOLOGIES**

<b>C SKEWIS</b>	<b>LEAVE OF ABSENCE</b>
<b>C COOPER</b>	<b>COMMITTEE MEMBER</b>
<b>A LIVINGSTONE</b>	<b>COMMITTEE MEMBER</b>
<b>G GILLESPIE</b>	<b>CO-OPTED MEMBER</b>
<b>P THOMPSON</b>	<b>CO-OPTED MEMBER</b>
<b>J HENDRY</b>	<b>FINANCE MANAGER</b>
<b>B McMAHON</b>	<b>MAINTENANCE MANAGER</b>

**IN ATTENDANCE**

<b>J McMORROW</b>	<b>DIRECTOR</b>
<b>S FLYNN</b>	<b>TEMP HOUSING MANAGER</b>

The meeting opened at 6.30pm.

**2 PREVIOUS MINUTES**

The previous minutes of 7<sup>th</sup> March 2018 (reconvened February meeting) were proposed a true record by M Davidson and seconded by P Waddell.

**3 MATTERS ARISING & OUTSTANDING ISSUES**

Committee reviewed the report circulated with the agenda relating to previous minutes and matters arising.

Committee noted any outstanding items awaiting action; those

actions completed as outlined in the register of items outstanding.

Committee agreed to affiliate with GWSF for a further year.

Committee noted and approved the changed date to the internal audit which would undertake a review of factoring.

Committee noted that since writing the report our insurers has asked for the declaration in relation to crime/professional indemnity earlier than the meeting and this exercise was therefore undertaken.

It was noted that the insurance for 2018/19 had the option of entering into a three year long term agreement however it was decided not to on the basis that this would allow the Co-operative to test the market during the year.

There were no other matters arising from the previous minute.

#### **4 DECLARATION OF INTEREST**

Committee noted the declaration of interest register as outlined in the report circulated with the agenda.

There were no other declarations of interest noted.

#### **5 HEALTH & SAFETY**

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

Committee noted that the actions in relation to registering the defibrillator and testing this had been carried out.

A revised action plan was circulated at the meeting which outlined proposed dates for actions to be undertaken and these were duly noted and approved.

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.

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

Committee therefore approved the changes to individual staff salary increments.

Committee noted and approved the revised staff sickness report, agreed that the staff appraisals would be undertaken later than planned with a review to be undertaken on the current appraisal process and they noted the remainder of the confidential report.

The Director left the meeting and Committee discussed annual leave carry forward.

Committee agreed to the carry forward of annual leave as outlined in the report with the exception of the Director's carry forward as they wished this increased from five to ten days. Committee requested that Staff take this leave which is carried forward within April 2018 unless it is used to accommodate already planned extended leave later in the year.

The Director returned to the meeting at this point.

It was agreed that P Waddell and J Gracey would form part of the small working group revising the staff appraisal process in conjunction with staff members.

## **7 WRITE OFF REPORT**

Committee reviewed the Write Off and Bad Debt Policy which was circulated with the agenda and approved this accordingly.

Committee considered a report outlining former tenant write off details that was circulated at the meeting and consideration was given to the write off figure for the 2017/18 period.

It was noted that the rechargeable repairs write off will form part of the audit process and this will be reported at a later date.

After consideration it was agreed to write off the sum of

£12,289.25 as presented in the report.

A credit write off report will be presented during 18/19.

## **8 CORRESPONDENCE**

Committee noted the following correspondence:

- EVH
  - Affiliation Renewal Membership
  - AGM papers and details
  - CHAS donation acknowledgement
  
- Scottish Government Consultations
  - Fire Suppression Systems
  - Landlord Registration in Scotland
  
- PATH (Scotland)
  - 20<sup>th</sup> Anniversary Celebrations – 30<sup>th</sup> May 2018 at 10.30am
  
- Scottish Housing Regulator
  - Analysis of Finances – report available on their website

## **9 COMMITTEE PLAN 2018/19**

Committee considered the Committee plan for the 2018/19 period as circulated with the agenda and this was duly approved.

It was noted that this plan would be flexible depending on circumstances and would act as the template for the next years' meeting programme.

Committee agreed that the Annual general meeting could be changed from the 3<sup>rd</sup> September to the 10<sup>th</sup> September to accommodate an individual committee members holidays.

## **10 LETTING PLAN 2018/19**

Consideration was given to the letting plan circulated with the agenda which outlined outcome for the period 2017/18 and proposed targets for the 2018/19 period.

Committee approved the 2018/19 letting plan as circulated.

It was noted that Wellhouse Housing Association will become members of the Common Housing Register from April 2018.

## **11 EQUALITIES REVIEW**

Committee considered the report circulated with the agenda in relation to equalities along with the outcome of action taken in year two of the equalities action plan.

Committee noted the outcomes and the proposals for the third year of the plan which were duly approved.

Consideration was given to the revised Equal Opportunities policy and this was duly approved.

## **12 MEMBERSHIP APPROVALS**

Committee noted the membership update as circulated at the meeting along with a probity report and both were duly approved and noted.

## **13 SCHEME OF DELEGATED AUTHORITY**

Committee considered the report circulated with the agenda along with a scheme of delegated authority.

Committee reviewed this and approved the scheme of delegated authority.

## **14 RECHARGEABLE REPAIR POLICY**

Committee considered the report circulated with the agenda along with the draft revised Rechargeable Repair Policy.

Committee approved this policy.

## **15 VOID MANAGEMENT POLICY**

Committee considered the report circulated with the agenda along with the draft revised Void Management Policy.

Committee approved the Void Management policy.

**16 WIDER ACTION STRATEGY**

Committee considered the report circulated with the agenda along with the draft Wider Action Strategy.

After consideration this was duly approved.

**17 AOCB**

**17.1 Eviction Report**

Committee considered a verbal report relating to an eviction decree that was granted today and approved that this decree be enforced.

**17.2 Smoke Alarms**

An issue was raised in relation to smoke alarms in homes and it was reported that the recent announcement will mean that smoke alarms will have to be linked along with a heat alarm in the kitchen.

It was noted that plans will be developed to ensure all our homes are compliant within the two year period that will be allowed for this.

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

Meeting Closed at 8.15pm.

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