

**MINUTES OF THE FULL MANAGEMENT COMMITTEE
MEETING HELD ON WEDNESDAY 27th MARCH 2019
AT THE GLENBURN CENTRE**

1 SEDERUNT

A CUSHINGHAM	TREASURER
P WADDELL	COMMITTEE MEMBER
C COOPER	COMMITTEE MEMBER
D BARNES	COMMITTEE MEMBER
C HARVEY	COMMITTEE MEMBER
P THOMPSON	CO-OPTED MEMBER
J KENNA	CO-OPTED MEMBER

APOLOGIES

M DAVIDSON	CHAIR
J GRACEY	VICE CHAIR
G McNAUGHT	SECRETARY
C SKEWIS	COMMITTEE MEMBER
K MUIR	COMMITTEE MEMBER
G GILLESPIE	CO-OPTED MEMBER

IN ATTENDANCE

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

The meeting opened at 6.30pm. A Cushingam chaired the meeting in the absence of the Chairperson.

2 PREVIOUS MINUTES

The previous minutes of 27th February 2019 were proposed a true record by A Cushingam 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 considered a confidential report circulated at the meeting on the IT audit tender and agreed the appointment of the Information Technology Audit firm.

Committee noted and approved the amendments to the Internal Audit Tender.

Committee agreed to open the tenders' on the 15th April at 3.00pm with G Gillespie and d Barnes to represent the Committee at this tender opening.

Committee approved the amendments to the strategic plan and agreed that this be adopted subject to further work being undertaken on affordability and any amendments identified from the revised tenant satisfaction survey.

It was agreed that part of the Committee Away day would examine affordability as a topic.

Committee approved that a painting tender exercise be run concurrently with the painting options exercise.

There were no other matters arising from the previous minute.

4 DECLARATION OF INTEREST & NOTIFIABLE EVENTS

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

Committee approved the guidance for declaring entitlements, payments and benefits as circulated with the agenda.

Committee noted that there has been no new the notifiable event(s) reported to the Scottish Housing Regulator since the last meeting.

The Director informed Committee that he has updated his declaration and with this exception there were no other 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.

Committee approved the settlement and severance agreement policy which was circulated with the agenda.

Committee reviewed whether the Co-operative would undertake the review of Investors in People accreditation and it was agreed that we would undertake this assessment.

Committee approved the draft policy and procedures on handling serious complaints against the senior officer which was circulated with the agenda.

Committee considered the ballot relating to salaries for 2019 – 2021 and approved the recommendation. It was noted that there was an error in the report which should read 2.30% and not 2.85% as recorded.

All staff left the meeting at this point with the exception of the Director.

A separate (confidential) report on staffing was circulated at the meeting and after consideration 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, noted that staff appraisals had been undertaken and considered any special leave granted in the year.

Committee agreed to the carry forward of annual leave as outlined in the report.

Committee instructed that Staff take this leave which is carried forward no later than April 2019.

Committee considered a confidential item at this report and it was agreed that the outcome of this would be reported in a confidential minute.

All staff returned to the meeting at this point.

7 WRITE OFF POLICY & REPORT

Committee reviewed the Write Off and Bad Debt Policy which was circulated with the agenda and approved this subject to the following amendments:

- Amend tenants reference to tenants/owners
- Criteria for write off credits to include the following
 - if no forwarding address known
 - if no will or estate is known
 - if greater than 3 years
- Amend reference to bad debts to bad debts/credits

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 2018/19 period.

It was noted that the rechargeable repairs write off is included in the report.

After consideration it was agreed to write off the sum of £17,049.45 and write back £15,001.66 as presented in the report.

There was an extension of standing orders agreed by Committee at this point in the meeting.

8 CORRESPONDENCE

Committee noted the following correspondence:

- Employers in Voluntary Housing
 - Recommendation on Salaries 2019 -21 Employers Ballot (considered at agenda item 6)
 - 21st AGM – Monday 1st April at 6pm & Annual Review
 - Monthly Update for March

- Scottish Housing Regulator
 - Regulatory Framework from 1st April - Committee agreed that the next training session on the 15th April cover this topic

- Scottish Government – Aileen Campbell Minister
 - Cabinet Secretary Brexit letter – implications of no deal Brexit for Scotland

- Scottish Public Services Ombudsman (SPSO)
 - SPSO Support and Intervention Policy

- TIGERS
 - Thank you letter for supporting their first ever youth conference

- Scottish Federation of Housing Associations (SFHA)
 - Members Briefing Number eleven via email

9 COMMITTEE PLAN 2019/20

Committee considered the Committee plan for the 2019/20 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.

Concern was raised by a member at the proposed date of July for the away day and after deliberation it was agreed to keep this in the programme at present.

10 LETTING PLAN 2019/20

Consideration was given to the letting plan circulated with the agenda which outlined outcome for the period 2018/19 and proposed targets for the 2019/20 period.

Committee approved the 2019/20 letting plan as circulated.

11 EQUALITIES & HUMAN RIGHTS REVIEW

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

Committee noted the outcomes and the proposals for the 2019/20 action plan was duly approved.

12 MEMBERSHIP APPROVALS

Committee noted the membership update as circulated at the meeting and these were duly approved and noted.

13 LEARNING & DEVELOPMENT STRATEGY

Committee considered the report and draft learning and development strategy as circulated with the agenda.

Committee approved the learning and development strategy.

14 CRISIS FUND POLICY & REFERRAL PROCEDURES

Committee considered the report and draft crisis fund policy and procedures.

After consideration this was duly approved as policy.

15 AOCB

15.1 Easthall Park App

Committee noted details of the Easthall Park app to be launched shortly.

Committee approved that this app be put onto apple for use with iphones along with the \$99 per annum expenditure to be a developer on this site.

15.2 Court Action

Committee noted and approved taking court action in relation to a refused succession to tenancy application.

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

Meeting Closed at 8.55pm.

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