

a. Chairperson

The Chief Executive advised that the Committee must now appoint their office bearers commencing with the Chairperson. Mr van der Lee proposed that j' be appointed Chairperson and this was seconded by Mr Black. There were no other nominations. j' was duly appointed Chairperson.

j' took over the Chair for the remainder of the meeting.

b. Vice Chairperson

Mr van der Lee proposed that Mr Black be appointed Vice Chairperson which was seconded by j'. Mr van der Lee suggested that he would like to job share the duties of Vice Chair, as it will be his last year of remaining an office bearer. Mr Black proposed that Mr van der Lee be appointed Joint Vice Chair with Mrs Wilson seconding this proposal. There were no other nominations and members approved the appointment of Joint Vice Chairs.

c. Secretary

Mr Black proposed that Mr Cowe be appointed Secretary but Mr Cowe declined. He advised that he would prefer to have more experience on the Committee before accepting such a proposal.

Mr van der Lee then proposed that Mrs Wilson be appointed Secretary which was seconded by Mr Cowe. There were no other nominations and Mrs Wilson was confirmed as Secretary.

d. Finance Convenor

Mr van der Lee proposed that Mrs Hendry be appointed Finance Convenor and this was seconded by Mr Black. There were no other nominations and Mrs Hendry was confirmed as Finance Convenor.

7. Affirmation of Emergency Sub Committee

The Chief Executive advised that an Emergency Sub Committee would only take place occasionally. They are held when there was an urgent matter of business that needs to be addressed between meetings. It would comprise of the Chairperson or Vice-Chair and any other two members of the COM. All present confirmed they were happy to continue this format. There were no queries.

8. Affirmation of Sub Committees

The Chief Executive advised that the new constitution delegates authority to Sub Committees and therefore Chairpersons can be elected at each individual Committee. All agreed to this and for this meeting all members would indicate which committee they wished to attend.

The following members of the COM agreed to sit on the following Sub Committees:

- **Audit Sub Committee**
Mr van der Lee; Mrs Hendry; j'; Mr Black; Mr Miller
- **Customer Relations (CR) & Staffing Sub Committee**
j'; Mr Black; Mrs Wallace; Mr van der Lee; Mrs Wilson; Mr Miller; Mr Bruce
- **Finance & Corporate Services Sub Committee**
Mr van der Lee; j'; Mrs Wilson; Mrs Wallace; Mr Black; Mr Miller; Mrs Hendry; Mr Cowe
- **Housing Management (HM) Sub Committee**
Mr van der Lee; j'; Mrs Wilson; Mr Black; Mrs Wallace; Mr Miller; Mr Cowe; Mr Bruce
- **Property Management & Development (PM&D) Sub Committee**
Mr van der Lee; Mrs Hendry; j'; Mr Black; Mrs Wallace; Mr Miller; Mrs Wilson

The Director of Finance will email Ms Linton to ask if she would like to become a member of the Finance & Corporate Services Sub Committee. The names of Mrs Wallace and Mr Miller have been included on the Committees that they currently attend but it will be clarified whether they wish to remain on these Committees.

Directors were asked to note the names of members who were elected at the AGM to various Sub Committees – to ensure papers were issued to them for each meeting.

9. Authorised Signatories

The Chief Executive advised that it is recommended that all COM members agree to be authorised signatories, except for bank transactions where the Chair, Vice Chair, Secretary and Finance Convenor are mandated to sign cheques. The Director of Finance advised of changes required to the bank mandate. The updated bank mandate document was approved and signed by the Chair.

10. Regulatory Code of Governance

This was signed by everyone present.

11. Tenants First Code of Conduct

This was signed by everyone present. Forms will be sent to Ms MacGregor, Mrs Wallace, Mr Miller and Ms Linton.

12. Signing of Health & Safety Policy

The Chief Executive advised that the H&S policy had to be agreed and signed by all COM members. All present accepted the policy and signed to confirm they approved.

Items for Approval/Decision

13. Strategic Risk

The Chief Executive suggested that a stand alone session be arranged with members to discuss Strategic Risk. All agreed and The Chief Executive will fix a date and time.

14. Housing Charter

The Chief Executive suggested that a date be agreed for a small group to discuss a response to the draft Charter. The Chair advised that several members had attended the recent City event. Mrs Wilson, Mr van der Lee and Mr Black said they would be interested in attending a meeting and j' asked that Mr Miller and Mrs Wallace also be contacted. The Director of Development agreed to arrange a suitable date.

Mrs Shaw advised there was an event to discuss the new Regulator's role taking place in Aberdeen on November 9th. She hoped that committee members would be able to attend and give their views. The Chief Executive said he would share the committee's responses with Mrs Shaw.

14. Governance Masterclass – EVH

The Chief Executive reported to members that he had signed the Co-op up to a Governance Masterclass from Employers in Voluntary Housing (EVH) at a greatly discounted rate and that this should take place before the end of the calendar year. He will notify members shortly of the proposed date for this masterclass but strongly recommended all members to attend.

Noting

16. Proposed Meeting Dates 2012-13

Members were asked to note these dates in their diaries.

AOCB

a) Housing Support Manager

The Director of Corporate Services advised members that Mr Watson, the Housing Support Manager, would be leaving the Co-op's employment at the end of October.

A member suggested that a vote of thanks and appreciation of all the work that has been undertaken by Graeme Watson during his period of employment with the Co-op be minuted and that the Committee ask that Directors pass on their good wishes to him.

b) Presentation for Alan Davies

A member proposed that a leaving gift be purchased for Mr Davies as a thank you for the long service that he has given the Committee. All approved and suggested that The Chief Executive arrange the purchase of said gift. The Director of Finance

commented that such a gift must be within the guidelines of Schedule 7 and not exceed a value of £35.

c) CEO's Appraisal

A member asked if the CEO's appraisal had been discussed recently and was advised by the director of Corporate Services that this had been raised at the recent Customer Relations and Staffing Sub Committee.

16. Date of Next Meeting

The date of the next Committee of Management meeting will be 14 November 2011.

There being no further business, the meeting closed at 8.20pm.