



Minutes of the Meeting with Management Committee held on **Wednesday 24 April 2024 at 6pm** via in person & via Zoom at Forgewood Community Centre

Minutes

Present:	Alan Thomson (Chair) (AT)	Callum Boughey (Vice Chair) (CSB)	John Burton (JB)
	Karen Brown (KB)	Tommy Divers (TD)	Sandra Brown (SB)
	Margaret Hemmings (MH)		
In Attendance	Paul Lennon, Director (PL)	Elaine Hyslop, Housing Manager (EH)	Paul Murphy, Senior Corporate Services Officer (PM)
	Richard Bolton, Senior Community Development Officer (RB)	Craig Anderson, Senior Finance Officer (CA)	

	Agenda Item	Action
1.	Welcome and Apologies	
	AT welcomed everyone to the meeting, especially PL as the meeting was the first one in his new position as Director. Apologies were NOTED for Nicola Mooney and Sharon Bonnar.	PM to update register.
2.	Declarations of Interest	
	None	
3.	Minutes of Previous Meeting held on 27 March 2024 (Issued in advance to committee)	
	Proposed Karen Brown Seconded John Burton	
4.	Matters Arising	

	PL advised that a planned maintenance paper would come to May's meeting.	Planned Maintenance paper to go to May's meeting
5.	Community Development Update	
	<p>RB provided committee with an update on the work of the community development team.</p> <p>RB reflected on a busy year with activities and applying for funding.</p> <p>RB's presentation focussed on funding submissions and some improvements which had been made with additional painting work downstairs due to take place in the next couple of weeks. After the work had been completed to repair the damage the flooding last year had caused. The centre looked a bit tired compared to the newly refurbished areas, therefore it was important to bring the downstairs of the building up to standard.</p> <p>RB highlighted some small levels of vandalism to the building which had taken place.</p> <p>Committee discussed the improvements to the community centre.</p> <p>RB was thanked for his presentation.</p> <p>RB left the meeting at 6.21pm</p>	
	Staffing Paper (Issued in advance to committee)	
6.	The staffing paper was APPROVED .	
	Assignment Policy (Issued in advance to committee)	
7.	The policy was APPROVED .	PM to update policy register
	Succession To Tenancy Policy (Issued in advance to committee)	
8.	The policy was APPROVED .	PM to update policy register
	Tenant Participation Policy (Issued in advance to committee)	

9.	<p>EH added that the outcomes from the recent tenant satisfaction survey had been incorporated into our Tenant Participation Policy.</p> <p>The policy was APPROVED.</p>	PM to update policy register
10.	Financial (Issued in advance to committee)	
	<p>CA took the committee through the next five years financial projections, advising that there are options of potentially bringing forward certain investments.</p> <p>CA cited the example of bringing forward new heating systems for some of the properties.</p> <p>A committee member suggested it would make sense to maybe bring forward the new heating system before the winter.</p> <p>A committee member asked what the Co-op owes in loans.</p> <p>CA advised that the Co-op owes around £2.4 million.</p> <p>PL added that the loan portfolio would come to the June meeting.</p>	
	Nationwide Loan Facility	
	<p>PL gave an update on Nationwide loan facility while there is a loan due to expire in June 2024. It was agreed that the new terms would allow for the paying off of that loan with the new facility we are applying for.</p> <p>PL explained the status of all loans to Nationwide and confirmed that loan portfolio return to the Scottish Housing Regulator (SHR) will be presented to Management Committee in June 2024 for approval and submission.</p> <p>CA was thanked for his presentation.</p> <p>CA left the meeting at 7.09pm</p>	
11.	Committee Training	
	<p>PM reminded committee of a training session taking place on Tuesday 07/05/24</p> <p>PL added that the course would focus on Governance.</p> <p>Committee confirmed when they were available for appraisal appointments.</p>	
12.	Membership Report (Issued in advance to committee)	

	<p>PM confirmed that no new membership applications had been received since the meeting.</p> <p>PM advised committee that two leave of absences requests had been received from Nicola Mooney and Sharon Bonnar for personal reasons.</p> <p>Both leave of absence requests were APPROVED.</p>	
	Website	
13.	EH advised committee that the website is in the process of being updated. Committee were shown the website and advised of some forthcoming improvements.	
	ARC 2023/2024	
14.	EH reminded committee of the amount of information the Co-op collates for the ARC return to the Scottish Housing Regulator.	Draft ARC Return to come to the May meeting
	Asset Management	
15.	PL reminded committee that the Co-op was working with an external consultant to produce a new asset management strategy for the Co-op. <p>Committee discussed and NOTED the update.</p>	
16.	Ethical Conduct and Notifiable Events	
	None	
	Payments, Benefits & Entitlements	
17.	None	
18.	Health & Safety	

	<p>PL advised committee that the Co-op is currently undertaking a Tenant Safety Compliance Audit.</p> <p>PM advised that we have scheduled in our EVH Health & Safety Audit. The audit is free as it is part of our EVH membership. The audit will be carried out by ACS (Health & Safety Specialists).</p> <p>The audit will take place in August.</p>	<p>PL to provide a further update of progress</p>
	<p>Correspondence (Issued in advance to committee)</p>	
19.	<p>18.1 SHR - Scottish Housing Regulator publishes factsheets on raising serious concerns about a landlord</p> <p>The correspondence was NOTED</p> <p>18.2 SHR - Join the Scottish Housing Regulator's Board to help safeguard and promote tenants' interests</p> <p>The correspondence was NOTED</p> <p>18.3 SHR - Regulator announces programme of annual assurance visits to social landlords</p> <p>The correspondence was NOTED</p> <p>18.4 Scottish Information Commissioner - Changes to investigations procedures from 1 January 2024</p> <p>The correspondence was NOTED</p> <p>18.5 North Lanarkshire Carers Together</p> <p>The correspondence was NOTED</p>	
20.	<p>Use of Delegated Authority</p> <p>None</p>	
21.	<p>Any Other Competent Business</p>	

	<p>Committee members were asked if anyone was interested in attending the forthcoming EVH Conference.</p> <p>One committee member expressed an interest in attending.</p> <p>TD passed on some compliments to staff for the new lighting which had been installed in a block near this home. Some tenants from the block wanted to pass on their thanks. The lighting is much brighter and make a big difference.</p> <p>PL thanked TD and said he would pass on the feedback to staff.</p>	
	Summary of actions / decisions at this meeting	
22.	<ul style="list-style-type: none"> • Succession To Tenancy Policy – APPROVED • Assignment Policy – APPROVED • Tenant Participation Policy – APPROVED 	
	Meeting Evaluation	
23.	<p>AT asked members for their evaluations of the meeting.</p> <p>Committee members were positive about their meeting experience, everyone felt they had an opportunity to contribute.</p>	
	Date and time of next meeting 22 May 2024, 6pm	
24.	AT confirmed the date of the next meeting.	
	Meeting Close	
25.	<p>AT thanked committee & staff for attending the meeting.</p> <p>The meeting closed at 7.47pm</p>	