



Minutes of the Meeting with Management Committee held on **Wednesday 30 April 2025 at 6.00pm** via in person & via Zoom at Forgewood Community Centre

Minutes

Present:	Callum Boughey, (CB) Vice Chair, in absence of Chair	John Burton (JB)	Margaret Hemmings (MH)
	Tommy Divers (TD)	Sandra Brown (SB)	Kirsty Wright (KW)
	Karen Brown (KB)	Angie Robinson (AR)	
In Attendance	Paul Lennon, Director (PL)	Elaine Hyslop, Housing Manager (EH)	Paul Murphy, Senior Corporate Services Officer (PM)

	Agenda Item	Action
1.	Welcome and Apologies	
	CB welcomed everyone to the meeting, and thanked committee members for attending.	PM to update register.
	Apologies were NOTED for Alan Thomson, Jolene Martin, Charlie Millar, Craig Anderson and Clark Davidson (due to attend for 15 mins prior to the meeting).	
	CB began with reflecting on the sad news that former Garrion Chair, Vice Chair and long-standing committee member Davie Cooper had sadly passed away at the weekend at home with his beloved wife Elizabeth.	
	Forgewood committee members shared stories of Davie, when they had attended joint events together.	
2.	PL advised that EH & PM had visited Elizabeth to pass on condolences from staff & both committees.	
	PL also advised he had written an article for the Scottish Housing News online housing daily news.	
3.	Declarations of Interest	
	PL declared an interest in item 19	
3.	Minutes of Previous Meeting held on 26 March 2025	
	Proposed John Burton	

	Seconded Karen Brown	
	Matters Arising	
4.	PL went through the matters arising schedule from the previous meeting with committee and all matters were completed. He gave an appropriate update on each issue.	
	Ethical Conduct and Notifiable Events	
5.	None	
	Annual Assurance Statement visit (AASV) - Scottish Housing Regulator (SHR) to Forgewood Housing Co-op 28/05/2025 (issued in advance to committee)	
6.	<p>PL stated that the Co-op had received the news that the Scottish Housing Regulator would visit FHC as one of their ten planned annual assurance statement visits for 2025.</p> <p>PL reminded committee of the current good practice in place and how the visit is sure to generate a lot of positives and good constructive sharing of information as well as our ability to clarify what the SHR require in terms of the AAS. PL also touched on the presentation at the AGM where the AASV was discussed, particularly because tenant members and committee members were in attendance.</p> <p>PL pointed to the benefits for RSLs from previous SHR visits over recent years and of all the current good practice and focus on key areas that are focal points at present for the SHR. He also confirmed he networks with another 5 RSL Co-op directors, one who has had the visit and the experience was shared which was useful.</p> <p>PL confirmed that both co-ops operated with the same commitment despite the differences in many areas such as housing type, demand, management of area requirements, future of stock at Garrion, etc, so was grateful it was only one co-op being visited as doubling the work would have been resource intense,</p> <p>He reminded committee that every month the SHR is the main provider of correspondence on the agenda with a lot of topics covering the AAS for landlords. This is always discussed with committee and also where it fits with FHC's aims and objectives.</p> <p>A committee member enquired about the exact format of the visit.</p> <p>PL confirmed that the bulk of the discussions would take place with our Chair and PL, Craig Anderson would also be in attendance for any finance related queries or questions. The Scottish Housing Regulator would be represented by</p>	

	<p>the Co-op's regulation manager Eleanor Sneddon, Rosie O'Neill (finance regulation manager) and David Allison (SHR analyst).</p> <p>The meeting would take place in the IT room as its easier to control the room temperature for comfort. PL confirmed the attendees and that the SHR members would get an opportunity to see our centre delivering for the community we serve and beyond as events were already planned on the day but the key focus would be the AAS and backing up what we have previously submitted. PL also stated that tenant safety and covenant compliance, as per the report, were the key areas they would look at. A few members on committee stated that the tenant and resident safety should be an easy one as we take it and report on it so seriously every month. PI confirmed that this was always the case and that the SHR would want to see evidence that the committee were assured in that area, similar to covenant compliance, which includes all returns financially to the SHR. PL referred to room for improvement in all areas, hence why we have internal audits. With the most recent on tenant safety concentrating on the co-op's approach to tenant and resident safety and stated he felt this was times perfectly as the high levels of assurance were presented to committee in January 2025.</p> <p>Committee wished the Chair and the staff team well. PM stated that the May meeting had already been planned for 21 May 2025 mainly due to the ARC return (annual return on the charter). PL advised this would allow us to confirm to all in committee the evidence sent over, which was overseen by key staff and AT (Chair) and any other members to maximise assurance for the visit.</p> <p>Committee NOTED the comprehensive report and felt confident the co-op would receive a positive AASV.</p>	<p>Updates to chair and committee on progress to be provided as and when required</p>
7.	<p>Planned Maintenance Report - Bathroom contract (joint procurement, sent out in advance to committee) issued in advance</p> <p>PL spoke to the report provided on the outcome of the tender for the work as stated at both Co-ops.</p> <p>New bathrooms to flats in Forgewood were also required to be completed as 100 were carried out during the pandemic so the remaining 40 units were due for completion.</p> <p>New kitchens were required at Law View, Overtown (Garrion) 28 units</p> <p>An advert was placed on Public Contracts Scotland website with a full specification compiled between all in the project team. A potential 28 contractors specialising in kitchen and bathroom renewals would have been able to show interest. 17 contractors initially showed an interest. This was narrowed down to 8 after some never responded or withdrew their interest due to timing.</p> <p>Four contractors tendered for the work.</p> <p>It was recommended to management committee that after all submissions had been checked and scored for quality and price by Iain Thomson (Quantity</p>	<p>Registers and public contracts Scotland</p>

<p>8.</p> <p>9.</p>	<p>surveyor and employer's agent) Everwarm, part of the SureServe group, are awarded the contract, and we will arrange for a prestart meeting as soon as possible thereafter. SureServe were top in both Quality and price as previously stated and this was also validated after being looked at by Iain (QS).</p> <p>A committee member asked if the company had positive references.</p> <p>PL provided committee with two glowing references, one from a large housing association and a large local authority. These were distributed as were only emailed the day before the meeting.</p> <p>A committee member asked when the work would start.</p> <p>PL confirmed that we have a 10 day legal requirement to notify the successful company and the unsuccessful companies. It made no difference whether we started at Forgewood or Garrion but given the Garrion contract involved elderly tenants, it made sense to commence there and hopefully we would not experience adverse weather, hence why it was delayed slightly.</p> <p>Another committee member asked about the scoring process and this was explained again by PL.</p> <p>Committee APPROVED the award of the planned maintenance contract.</p>	<p>website to be updated and contractors all notified.</p>
	<p>Finance Function – Management accounts to 31 03 2025</p>	
	<p>PL advised that Craig Anderson would bring the accounts to the next committee meeting, along with a commentary for them as well as the five year financial projections (FYFP)</p>	
	<p>Stock Condition Survey – issued in advance</p>	
<p>10.</p>	<p>PL stated that it was important for the Co-op to carry out regular stock condition surveys. This helps to ensure that we have an up to date picture of where we are with all stock and that our investment plans adequately match the needs of the stock for the short, medium and long term.</p> <p>A committee member suggested that it didn't seem so long ago since the last Stock Condition Survey and asked if it was needed.</p> <p>PL confirmed that it was in 2022 and something the SHR encourages RSLs to do on a regular basis. They are also important for lenders but ultimately, every RSL is expected to know everything about their stock and what needs planned and when, and at what cost. This all forms part of the 30 year financial projections. For the record, PL confirmed the last one completed was late 2022 and we had budgeted it for financial year 2025-26 anyway and felt the sooner the better.</p>	<p>PL to contact John Martin Partnership</p>

	<p>John Martin Partnership are a company who are familiar with our stock from previous surveys and have provided value for money particularly with their HUB asset management system that we subscribe to annually.</p> <p>Committee APPROVED a Stock Condition Survey to be commissioned from John Martin Partnership.</p>	
	HUB - Asset Management System (John Martin Partnership)	
11.	<p>PL described that the HUB system as an asset management system developed specifically for the social housing sector.</p> <p>A committee member asked if staff found the system beneficial.</p> <p>PL advised that users can view, interrogate, update and edit all their property data and run short and long term investment reports and Quality Standard compliance assessments.</p> <p>In addition to HUB Manager, HUB Surveyor allows for bulk data capture on smart phones for Surveyors and Landlords that sync remotely back into HUB Manage.</p> <p>Committee APPROVED the Co-op implementing the HUB - Asset Management System hosted by John Martin Partnership for another year, based on this and the previous agenda item 10.</p>	HUB database annual renewal agreed
	Finance Function	
	Committee APPROVED Quinn Internal Audit to be commissioned to carry out a draft advisory report on the Co-op's 30-year projections. This was discussed previously when the co-op knew Clark Davidson's services were nearing an end.	
12.	Risk Strategy	
	The Committee discussed the Co-op's Business Continuity Plan and it would have formed part of May's meeting, however with this being mainly a reporting meeting it would be June 2025.	
13.	Business Plan	
	PL stated that the Business Plan is a document that is always work in progress and is updated in line with changes to the Co-op, the environmental demands, the sector in general and various other factors. He also stated that the plan was being updated with contextual information but also in other key areas and this would be brought to a future meeting. With the SHR visit coming up, it is likely it may be June 2025 before a new draft is presented and this was agreed with all in attendance.	BP to be updated
14.	Payments, Benefits & Entitlements	
	None	

15.	Membership Report	
	PM advised committee that there weren't any new membership applications.	
16.	Sexual Harassment issued in advance	
	Committee discussed the guidance from EVH, which had previously been discussed at a meeting and while Committee NOTED the guidance note, PM stated that a draft policy would be discussed at the next committee meeting.	New draft policy to come to the next meeting
17.	Senior staffing – Depute Director function	
	Committee NOTED the report provided. It was agreed to wait until mid year 2025-26 and await performance information, governance and financial management updates, as well as the pending SHR visit prior to making a commitment in terms of the previous recommendation, to keep the staffing set up as is or to look at filling any evident gaps but PL advised that the one director for both co-ops with a housing manager, senior officer in maintenance and corporate, that the senior staff set up was working well.	Sep/Oct meeting for future updated report, discussion and recommendation/decision
18.	Neonatal Care Leave & Pay Policy	
	Committee APPROVED the Neonatal Care Leave & Pay Policy after some discussion amongst the group and questions to staff	Policy register to be updated
19.	Directors Appraisal	
	Committee AGREED to make arrangements for the Directors Appraisal to take place after the summer holidays.	
20.	Date for next Community Development Session	
	Committee AGREED the next meeting date for a Community Development Session.	
	Items for Noting	
21.	Correspondence	
	Committee discussed and NOTED the correspondence, mainly from SHR	
22.	Use of Delegated Authority	
	None	
23.	Any Other Competent Business	

	PL confirmed that Clark Davidson was invited to attend the meeting by ZOOM at 5.45 just say thanks and goodbye to all of the committee. As he did not show, PL assumed it was for a health reason and said he would try to make contact again. If all else fails, the gift planned would be personally dropped off to his home but enquiries on his own health issues would be made.	Clark update for next meeting
	Summary of actions / decisions at this meeting	
24.	<ul style="list-style-type: none"> Appointment of Contract for the Planned Maintenance – Bathroom APPROVED Stock Condition Survey to be commissioned from John Martin Partnership APPROVED Quinn Internal Auditors to be commissioned to carry out an audit of the Co-op's 30-year projections APPROVED The Co-op implementing the HUB - Asset Management System hosted by John Martin Partnership APPROVED Neonatal Care Leave & Pay Policy APPROVED Date for Community Development session AGREED Delay decision on senior position and if gaps being filled only if necessary Director appraisal to take place around September 	
	Meeting Evaluation	
25.	<p>CB asked members for their evaluations of the meeting.</p> <p>Committee members felt that the meeting had been worthwhile and productive.</p>	
	Date and time of next meeting Wednesday 21st of May 2025 at 6pm	
26.	CB advised committee members of the date of the next meeting (3 weeks from tonight).	
	Meeting Close	
27.	CB thanked committee & staff for attending the meeting. The meeting closed at 7.47pm.	

