



Agenda Item 3

Minutes of the Meeting with Management Committee held on **Wednesday 22 May 2024 at 6pm** via in person & via Zoom at Forgewood Community Centre

Minutes

Present:	Alan Thomson (Chair) (AT)	Callum Boughey (Vice Chair) (CSB)	Jolene Martin (Secretary) JM
	Karen Brown (KB)	Tommy Divers (TD)	Sandra Brown (SB)
	Margaret Hemmings (MH)	Angie Robinson (AR)	John Burton (JB)
In Attendance	Paul Lennon, Director (PL)	Elaine Hyslop, Housing Manager (EH)	Paul Murphy, Senior Corporate Services Officer (PM)
	Craig Anderson, Senior Finance Officer (CA)	Gail Sherriff, Sherriff Development Consultants (GS)	

	Agenda Item	Action
1.	Welcome and Apologies	
	AT welcomed everyone to the meeting. Apologies were NOTED for	PM to update register.
2.	Declarations of Interest	
	EH declared an interest in agenda item 9.	
3.	Minutes of Previous Meeting held on 24 April 2024 (Issued in advance to committee)	
	Proposed Callum Boughey Seconded John Burton	
4.	Matters Arising	
	PL went through the matters arising schedule from the previous meeting with committee.	
5.	Management Accounts up to 31 March 2024	
	CA read through the Management Accounts up to 31 March 2024, running through all the figures, firstly referred to the minimal void loss for the year and commented on the very high-performance rate in relation to void management for 2023 – 24. CA then explained the operating costs and small deficit (which had been	

	<p>budgeted for) for the year and confirmed that it had been a reasonable year for the co-op..</p> <p>CA also confirmed that these will be adjusted as these are the draft annual accounts and for end of year reporting purposes only. Examples of the adjustments being Pensions.</p> <p>CA referred to pages 7 and 8 of the management accounts on the key indicators on the Management Accounts including, turnover, interest, statement of financial position, current assets and liabilities as well as budget v actual comparison. There was nothing of concern to note and he confirmed that overall, it has been a successful period for the Co-operative again and the accounts were healthy.</p> <p>CA advised that the management committee should be pleased with the result.</p> <p>CA was thanked for his report</p> <p>Proposed Alan Thomson Seconded Angie Robinson</p> <p>The Management Accounts up to 31 March 2024 were APPROVED</p>	
6.	<p>Five Year Financial Projections (Issued in advance to committee)</p> <p>CA spoke to the paper provided.</p> <p>The Five Year Financial Projections were APPROVED for submission to Scottish Housing Regulator (SHR).</p> <p>PL also touched on the loan for £1.25m with Nationwide that was being negotiated, which influenced the FYFP and advised committee that they have been and will be kept updated on that facility.</p>	<p>FYFP to be submitted to SHR</p>
7.	<p>ARC Return 2023 / 2024 (Issued in advance to committee)</p> <p>EH covered performance in areas including voids, lettings, anti-socials, rental loss as well as complaints against the Co-op.</p> <p>EH then covered performance in areas including the number of non-emergency repairs, emergency repairs, spending on void repairs throughout the reporting year.</p> <p>Members in attendance thanked Elaine and all staff for such positive and improved performance in some areas and PL also reiterated that during such difficult times for everyone, the performance in rent collection is up there with the best performing RSLs and we should be pleased with that. As well as the ever constant low void loss and tenant safety and repairs.</p> <p>Committee noted the content of the presentation provided by EH.</p> <p>The annual return on the charter was AGREED as a true and accurate reflection and would be submitted to the Scottish Housing Regulator (SHR).</p> <p>The ARC Return 2023 / 2024 submission for FHC was APPROVED</p>	<p>ARC Return to be submitted to SHR</p>

	EH left at 7.17pm	
	Staffing Paper (Issued in advance to committee)	
8.	The staffing paper was APPROVED	
	Asset Management Strategy Update	
9.	<p>EH returned to the meeting at 7.25pm.</p> <p>PL advised that a new asset management strategy would come to a future meeting but the draft was looking good with specialists in the field of asset management assisting.</p> <p>PL also confirmed the next Stock Condition Survey would be due next year but we have a good knowledge of our stock and what is required and if the we are successful with our loan application with Nationwide, will be able to commit to the investment programme, with bathrooms, heating systems and boilers first on the list.</p>	PL to provide a further update of progress
10.	Procurement Policy (Issued in advance to committee)	
	<p>GS advised committee that Procurement can be split into 2 broad categories:</p> <ul style="list-style-type: none"> • Regulated procurement due to contract values exceeding thresholds - (£5,372,609 and (£214,904) per the Regulations. • Unregulated procurement (£2m and 50k) per the Act. <p>Procurement relates to works, services, supplies, for example, buying new office furniture, materials, uniforms etc as well as works and services contracts.</p> <p>Unless FHC determines that they wish to embark on further new build housing opportunities, it is most likely that future procurement will be deemed 'unregulated' and therefore, Section 7 of the new PP applies. In summary, works less than £2m and services and supplies less than £50k are 'unregulated' and the Co-op's policy should be followed.</p> <p>Takes account of key Financial Policies and Spend Authority Levels. Anything over £20k requires upfront discussion and agreement with the MC on the procurement route, and no award can be made until the Committee approves the award.</p> <p>procurement- free to join - Scotland Excel - no levy, set up by the council, / review frameworks when you need them / Scotland excel offer a rebate for community benefits - the best one look at our options / get them in to present, / you issue an expression of interest, who wants to tender? Go down quality price, better to have them competing against each other / follow best practice, transparency, clear on the website,</p> <p>Committee APPROVED Procurement training for all staff.</p>	PM to update policy

	The policy was APPROVED .	register
	Construction Design and Management Policy (CDM)	
	<p>GS advised committee that Forgewood is client who instructs construction works and therefore is subject to the CDM Regs.</p> <p>The Construction (Design and Management) (CDM) Regulations 1994 came into force on March 31, 1995, and were in place for 12 years until CDM 2007 replaced them, which was then in turn replaced in 2015 by The Construction (Design and Management) Regulations 2015.</p> <p>The CDM Regs 1994 came into force primarily to protect the health and safety of those working in the construction, design and management sectors and ensure effective communication throughout, including risk management.</p> <p>Regardless of whether the works are notifiable or not, all works must comply with the CDM Regulations. Failure to comply can lead to prosecutions by HSE. The worst thing is not to report an incident that is reportable. It is essential that Risk Assessment Method Statements (RAMS) are in place for specific activities that have identified hazards, evaluated the risk and control measures to mitigate risk.</p>	
11.	<p>The SHR should also be notified as a Notifiable Event of any reportable incidents to HSE.</p> <p>Gail more than one contractor working on the project in peoples homes / regardless of the scale of the project CDM still applies, Gail - organise training for the maintenance staff - acting as the principal contractor, risk assessments laid out in front of you for every task, to mitigate risk, an overview - VD asks who decides who is the CDM? who is the contractor carrying the greatest risk, best / incident on site - someone falls over machinery/ trainer when would guide you based on / ? An accident riddor, is this for every accident / Gail - every accident is a riddor accident - - report on this / staff & committee training / SR example - accident, scaffolding accident / make sure H&S is followed / H&S plan</p> <p>Committee APPROVED Construction Design and Management (CDM) training for maintenance staff. PL reminded all committee that any training will be sent out to committee too for joining the session and emphasised the importance of training in all areas of our business. With changes only taking place at senior level last month, PL stated himself and PM were looking at menaingful committee training in important areas.</p> <p>The policy was APPROVED.</p>	PM to update policy register
	Membership Report	
12.	There were no new membership applications this month.	
	Forthcoming Audits	
13.	PM spoke to the paper provided, confirming tenant safety, payroll and payments and landlord safety were scheduled for 2024 25.	

	Committee NOTED the update.	
14.	Committee Appraisals	PM to send out appointments
	Appointment times to be sent out to committee members.	
15.	Ethical Conduct and Notifiable Events	
	None	
16.	Payments, Benefits & Entitlements	
	None	
17.	Health & Safety	Audit report to come to future meeting
	PL advised committee that the Co-op is still undertaking a Tenant & Residents Safety Compliance Audit. The audit is very detailed and comprehensive. The audit report will come to a future meeting.	
18.	Correspondence (Issued in advance to committee)	
	20.1 SHR - Housing Regulator publishes three year Strategy and work plans for 2024/25 The correspondence was NOTED and discussed.	
	20.2 Housing Regulator sets out its plans to review Charter performance indicators The correspondence was NOTED and discussed.	
	20.3 SHR - Engagement plan from 2 May 2024 to 31 March 2025 The correspondence was NOTED and PL confirmed that while the co-op was compliant, that there was the side issue of borrowing intentions in the year, which the SHR would keep in touch with us on.	
	20.4 SHR - Engagement plan from 26 April 2024 to 31 March 2025 Why we are engaging with Bridgewater Housing Association (Bridgewater) The correspondence was NOTED	
19.	Use of Delegated Authority	
	None	
20.	Police Surgery	
	PL highlighted the up and coming police surgery due to take place in the	

	Community Centre.	
	Any Other Competent Business	
21.	<p>The committee discussed the recent estate walkabout, gardens and waste were the main topics.</p> <p>PL referred to a report issued by Craig which effectively was the loan information broken down to be easily read by committee, confirming how many loans, when they were due to be paid off and the rates of repayments. Committee were grateful for the report and spreadsheet.</p>	
	Summary of actions / decisions at this meeting	
22.	<ul style="list-style-type: none"> • Management Accounts up to 31 March 2024 – APPROVED • Five Year Financial Projections – APPROVED • Procurement Policy – APPROVED • Construction Design and Management Policy (CDM) – APPROVED • Leave of absence request – APPROVED • Engagement Plan - ACCEPTED 	
	Meeting Evaluation	
23.	<p>AT asked members for their evaluations of the meeting.</p> <p>Committee members thought it had been a packed meeting with lots of interesting topics discussed and a positive ARC return.</p>	
	Date and time of next meeting 19 June 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 7.59pm</p>	