

## Agenda Item 3



Minutes of the Meeting with Management Committee held on **Wednesday 27 March 2024 at 6pm** via in person & via Teams at Forgewood Community Centre

### Minutes

<b>Present:</b>	Alan Thomson (Chair)	John Burton	Karen Brown
	Tommy Divers	Sandra Brown	Margaret Hemmings
	Sharon Bonnar	Angie Robinson	
<b>In Attendance</b>	Paul Lennon, Depute Director (PL)	Elaine Hyslop, Housing Manager (EH)	Paul Murphy, Senior Corporate Services Officer (PM)

	Agenda Item	Action
1.	<b>Welcome and Apologies</b>	
	AT welcomed everyone to the meeting.  Apologies were <b>NOTED</b> for Callum Boughey, Nichola Mooney, Charlie Millar and Cathy Brien.	<b>PM to update register.</b>
2.	<b>Declarations of Interest</b>	
	Staff declared an interest in agenda item 6.	
3.	<b>Minutes of Previous Meeting held on 28 February 2024</b>	
	Proposed <b>Karen Brown</b> Seconded <b>Alan Thomson</b>	
4.	<b>Matters Arising</b>	
	None	
5.	<b>Insurance Renewal 2024-2025</b>	
	PL spoke to his report, unfortunately the prices for insurance had increased dramatically across all sectors.  The cost for Forgewood is slightly higher than we expected and initially budgeted for.	

	<p>A committee member advised they had experience of working as an insurance underwriter, they stated that an insurance broker doesn't have the full insurance market at their disposal. Certain insurance providers will not work with brokers.</p> <p>The committee <b>AGREED</b> to review the procurement of insurance for 2025/26.</p> <p>The insurance renewal for 2024/25 was <b>APPROVED</b></p>	<p><b>Review to take place later in the year</b></p> <p><b>PL to notify insurance broker</b></p>
	<b>EVH Ballot – Pay Negotiations</b>	
6.	<p>PL spoke to the paper that a proposal negotiated by EVH (Employers in Voluntary Housing) with the Union is:</p> <p>A consolidated percentage increase of 6% on all salary points from 1st April 2024. This will also be applied to all allowances apart from the fixed mileage rates set by the HMRC. The proposal was discussed by committee.</p> <p>The proposal was <b>APPROVED</b>.</p>	<p><b>A ballot confirming agreement to be returned to EVH</b></p>
	<b>Staffing Paper</b>	
7.	<p>Agenda item <b>DEFERRED</b> to the next meeting.</p>	<p><b>Agenda item deferred</b></p>
	<b>Planned Maintenance</b>	
8.	<p>PL advised that the Co-op was focusing on bathrooms and a detailed paper would come to the May meeting.</p>	<p><b>Paper to come to the May meeting</b></p>
	<b>Policy Review</b>	
9.	<p>PM asked for any queries or questions regarding the policies:</p> <ul style="list-style-type: none"> <li>• Attendance &amp; Absence Management Policy</li> <li>• Audit &amp; Risk Subcommittee Remit</li> <li>• Committee Reporting Template</li> <li>• Disciplinary Policy</li> <li>• Grievance Policy</li> <li>• Performance, Staffing and Health &amp; Safety Subcommittee Remit</li> <li>• Recruitment and Selection Policy</li> <li>• Standing Orders and Delegated Authorities</li> <li>• Unacceptable Actions Policy</li> <li>• Value for Money Policy</li> </ul> <p>All policies, remits and the template were <b>APPROVED</b></p>	<p><b>PM to update policy register</b></p>
10	<b>Contractor Rates</b>	

	<p>PL explained that across all our contractors we expect a cost increase for any goods and services we purchase from the 1st of April 2024.</p> <p>Some contractors have been sending in price increases for the coming year. None have given us any real concern.</p> <p>A committee member added that a lot of contractors work to the 6<sup>th</sup> of April not the 1<sup>st</sup> of April as their tax year.</p> <p>PL also confirmed we would update the approved contractors list as and when there are changes and bring necessary information to a future meeting.</p>	
	<b>Bank</b>	
11.	<p>PL provided an updated report to committee on the current borrowing arrangements with Nationwide. PL added that there was not a lot to add to the comprehensive report provided last month, however the Heads of Terms were due from the lender soon. Other standard matter will be taken care of as and when required e.g. identification.</p> <p>PL will provide an update at the April meeting.</p> <p>PL confirmed that are legacy accounts that are no longer required by the Co-op and Committee approval was required to close them.</p> <p>Committee <b>APPROVED</b> the closures.</p>	<b>No longer relevant bank accounts to be closed</b>
	<b>Staff Annual Leave 2023/24</b>	
12.	<p>Committee were asked to approve some carry over leave for staff from the holiday year 2023/2024. PM explained that similar to the financial year the holiday year runs until the 31 March 2024. The majority of the carry over leave will be used next month.</p> <p>A committee member asked if staff were able to take annual leave with the office and community centre being so accessible do to the opening hours.</p> <p>EH confirmed that we always try to accommodate staff to enable them to get the annual leave they request.</p> <p>Committee <b>APPROVED</b> the request.</p>	
	<b>Membership Report</b>	
13.	PM confirmed that no new membership applications had been received.	
	<b>Regulatory status (Engagement Plan)</b>	
14.		

	<p>PL stated that the Co-operative have been advised by the Scottish Housing Regulator (SHR) that they do require some additional financial information from us because the Co-op is borrowing within the year.</p> <p>PL advised committee because we will be obtaining new private finance during 2024/25 to support our investment plans. Therefore we must by the 30<sup>th</sup> of April 2024 send to the Scottish Housing Regulator (SHR):</p> <ul style="list-style-type: none"> <li>• An update on the borrowing requirements for 2024/25; and</li> <li>• Its latest projected monthly cash flows for 12 months to 31 March 2025.</li> </ul> <p>SHR will:</p> <ul style="list-style-type: none"> <li>• Review the cash flow projections and engage as necessary; and</li> <li>• Update the published engagement plan in light of any material change to their planned engagement with Forgewood.</li> </ul> <p>Committee discussed and <b>NOTED</b> the update.</p>	
	<p><b>Housing Co-op Forum</b></p>	
15.	<p>PL spoke to the paper describing the potential benefits to tenants of the Co-op.</p> <p>PL advised committee that he had been in discussions with several housing co-ops in Scotland on helping to share best practice.</p> <p>A committee member asked what the increased level of administration work was likely to be.</p> <p>PL confirmed that there would be initial admin work as we set up each account.</p> <p>Committee <b>APPROVED</b> the housing perks proposal for the Co-op.</p>	
	<p><b>Ethical Conduct and Notifiable Events</b></p>	
16.	<p>PL confirmed that SHR didn't require anything further from the Co-op regarding the lead officer change.</p>	
	<p><b>Payments, Benefits &amp; Entitlements</b></p>	
17.	<p>None</p>	
	<p><b>Health &amp; Safety</b></p>	
18.	<p><b>18.1 Coronavirus Health &amp; Safety Policy</b> The policy was <b>APPROVED</b></p> <p><b>18.2 COSHH Policy</b> The policy was <b>APPROVED</b></p>	

	<p><b>18.3 Smoke Free Policy</b> The policy was <b>APPROVED</b></p> <p><b>18.4 Vehicle Policy</b> The policy was <b>APPROVED</b></p> <p><b>18.5 Dignity at Work Policy</b> The policy was <b>APPROVED</b></p> <p>PM advised that three members of staff had recently completed an ACS Legionella Awareness &amp; Management course.</p>	<b>PM to update policy register</b>
<b>19.</b>	<p><b>Correspondence</b></p> <p>Committee discussed and <b>NOTED</b> the correspondence.</p>	
<b>20.</b>	<p><b>Use of Delegated Authority</b></p> <p>None</p>	
<b>21.</b>	<p><b>Any Other Competent Business</b></p> <p>PL confirmed a committee refresher course would take place in May for all committee members.</p>	
<b>22.</b>	<p><b>Summary of actions / decisions at this meeting</b></p> <ul style="list-style-type: none"> <li>• Committee <b>AGREED</b> to review the procurement of insurance for 2025/26</li> <li>• Insurance Renewal 2024-2025– APPROVED</li> <li>• Ballot confirming agreement to be returned to EVH</li> <li>• Policy Register to be updated</li> <li>• Legacy bank accounts to be closed</li> <li>• Annual leave carry over – APPROVED</li> <li>• The housing perks proposal for the Co-op – APPROVED</li> </ul>	
<b>23.</b>	<p><b>Meeting Evaluation</b></p> <p>AT asked members for their evaluations of the meeting.</p> <p>A committee member shared that they felt it was a real positive that the Co-op would be working with other similar organisations to share learning and expertise.</p> <p>A committee member said that the more we can do to assist our tenants, the better.</p>	
<b>24</b>	<b>Date and time of next meeting 24 April 2024, 6pm</b>	

	AT confirmed that the next committee meeting would take place on the 24 <sup>th</sup> of April.	
25.	<b>Meeting Close</b>	
	AT thanked committee & staff for attending the meeting.	