



Minutes of the Meeting with Management Committee held on **Wednesday 29 November 2023 at 6pm** via in person & via zoom at Forgewood Community Centre

Minutes

Present:	Alan Thomson, Chair (AT)	John Burton (JB)	Tommy Divers (TD)
	Angie Robinson (AR)	Sandra Brown (SB)	Karen Brown (KB)
	Margaret Hemmings (MH)		
In Attendance	Cathy Brien, Director (CB)	Paul Lennon, Depute Director (PL)	Elaine Hyslop, Housing Manager (EH)
	Richard Bolton, Senior Community Development Officer	Craig Anderson, Senior Finance Officer (CA)	Kevin Plunkett, Housing Assistant (KP)

	Agenda Item	Action
1.	<p>Apologies</p> <p>Apologies were NOTED for Callum Boughey, Jolene Martin, Sharon Bonnar, Nicola Mooney, Charlie Millar, Karolina Mozar, Nicola McGregor and Paul Murphy.</p>	PM to update register.
	<p>Chairs Remarks</p> <p>AT welcomed everyone to the meeting.</p>	
2.	<p>Declarations of Interest</p> <p>CB declared an interest in Agenda Item 7.1</p> <p>Staff present declared an interest at Agenda Items 7.2 and 7.3.</p> <p>MH declared an interest in Agenda Item 7.4</p>	
3.	<p>3.1 Minutes of Office Bearers Election held on 25 October 2023 (Issued in advance to committee)</p> <p>Proposed Tommy Divers Seconded Sandra Brown</p> <p>3.2 Minutes of Previous Meeting held on 25 October 2023 (Issued in advance to committee)</p> <p>Proposed Sandra Brown</p>	

	Seconded Alan Thomson	
4.1 Matters Arising		
4.	<p>PL referred to the previous meeting and confirmed that a response had been sent to the Scottish Housing Regulator regarding Reinforced Autoclaved Aerated Concrete (RAAC).</p> <p>PL confirmed that a structural engineer has been commissioned to conduct a building survey to the confirm findings.</p> <p>PL also confirmed that the Annual Assurance Statement has been uploaded to the Scottish Housing Regulator portal.</p>	PL to provide further update at next management committee meeting.
	Health & Safety	
5.	<p>5.1 Health & Safety Policy Statement (Issued in advance to committee)</p> <p>Everyone in attendance signed the health & safety statement.</p>	PM to issue paperwork for signing
	Correspondence	
	<p>6.1 RSL sector retains lender and investor confidence, but continues to face significant challenges, says Regulator (Issued in advance to committee)</p> <p>PL discussed and Committee NOTED the correspondence.</p>	
6.	<p>6.2 Share's membership is evolving (Issued in advance to committee)</p> <p>PL discussed and Committee NOTED the correspondence.</p> <p>PL advised that SHARE have updated there pricing for membership access and explained the new access rights with the new system going live from 1 January 2024</p> <p>CA left meeting at 18.52.</p> <p>After discussions it was agreed to obtain four logins (2 staff and 2 management committee)</p> <p>Committee APPROVED the proposed approach.</p>	PL to provide further update at next management committee meeting
	<p>6.3 Stirling University - Plan for the Future (Issued in advance to committee)</p> <p>PL discussed and Committee NOTED the correspondence. No one volunteered for the event at this stage.</p>	

	<p>6.4 SHR – Annual Risk Assessment on Landlords</p> <p>PL discussed correspondence received today from the Scottish Housing Regulator regarding the Annual Risk Assessment on Landlords. PL explained that the assessments focus on Governance, Finance, Performance, Management, Tenants, and Health & Safety.</p> <p>Correspondence to be sent to the Management Committee.</p>	<p>Information to be forwarded to the Management Committee</p>
7.	<p>Governance</p>	
	<p>7.1 Ethical Conduct and Notifiable Events</p> <p>CB explained to all in attendance that the Scottish Housing Regulator had been contacted regarding a notifiable event. CB stated that the notifiable event was her retirement on 31st of March 2024.</p> <p>CB reported that both Chairs of FHC & GPHC had been contacted regarding the Business Plans and the previous option appraisal.</p> <p>The recruitment process for the Director post which will begin with the first meeting of the interview panel going ahead on Thursday 7th December at 5.30pm in Centrepoint.</p>	<p>Further update at next management committee meeting</p>
	<p>7.2 Charity Donation - Festive Hampers (Issued in advance to committee)</p> <p>PL referred to the report issued and discussed with all in attendance. EH confirmed that the staff were also donating which will consist of seven hampers (four family and three couple/single)</p> <p>After discussions it was agreed for the Co-operative to pay £200 towards the hampers with the staff also donating money. A draw will take place in regard to who will receive the hampers.</p>	<p>Donation agreed towards hampers for tenants via a draw</p>
	<p>7.3 Charity Donation - Movember challenge in aid of Men's Mental Health and Suicide Prevention and Support (Issued in advance to committee)</p> <p>PL discussed and Committee NOTED the correspondence. It was agreed that the Co-operative would donate £25 to the charity.</p>	<p>Donation to be paid to the charity</p>
	<p>7.4 Membership Report</p> <p>PL advised the committee that there was one new membership application to be considered. Membership received from Lee Hemmings, 10 Ashton Street (son of Margaret Hemmings).</p> <p>Membership approved.</p>	<p>PM to update membership records</p>

	<p>7.5 Committee Appraisals (Issued in advance to committee)</p> <p>CB read the committee review form to all in attendance and explained that the appraisals are required to be carried out.</p> <p>CB asked the management committee to complete and return the form or contact CB for any assistance. The appraisal process will help compile a training plan for each individual committee member and the management committee as a whole.</p> <p>CB explained that one item of training would be finance (accounts / budgets /loan compliance etc) as this is information the Scottish Housing Regulator focusses on.</p> <p>CB stated that six training sessions could be carried out per year but there are also online training options from EVH and SHARE that could be more utilised.</p> <p>Discussion took place on timescales for the appraisals to be completed and February 2024 was suggested to ensure good governance.</p>	
<p>8.</p>	<p>Strategy</p> <p>8.1 Forgewood Community Centre (Issued in advance to committee)</p> <p>RB provided a report to committee covering:</p> <ul style="list-style-type: none"> • Funding Updates • Mental Health and Well-being Fund Phase 3 • Forgewood Community Centre Review update • Recommendations <p>After discussions, it was agreed to set up a working group for the Community Centre and they will meet quarterly.</p> <p>The following members agreed to be members of the working group –</p> <p>AT, KB AR and TD.</p> <p>Committee NOTED the presentation.</p> <p>Committee thanked RB for the presentation.</p>	
<p>9.</p>	<p>Staffing</p> <p>9.1 Staffing</p> <p>PL advised that this subject had already been discussed and there wasn't anything to further to add following agenda item 7.1</p>	
<p>10.</p>	<p>Covenant Compliance</p>	

	<p>10.1 SHR</p> <p>PL advised that this subject had been previously discussed and there wasn't anything to further to add following agenda item 7.1.</p>	
	<p>10.2 Reinforced Autoclaved Aerated Concrete (RAAC)</p> <p>PL advised that this subject had been previously discussed and there wasn't anything to further to add following agenda item 4.1.</p>	
	<p>10.3 Approved Contractors List</p> <p>PL read the updated approved contractors list to all in attendance. All new contractors were APPROVED by the management committee.</p> <p>Discussion took place on close cleaning contractors as satisfaction levels varied. Committee were assured that staff would visit the areas discussed and follow up action would take place.</p>	<p>Committee to receive update on visits to blocks</p>
	<p>10.4 Internal Audit Report</p> <p>EH spoke to the internal audit report on allocations and the waiting list and explained the audit process, carried out by Quinn Internal Audit.</p> <p>EH stated that the auditor awarded the Co-operative full assurance.</p> <p>Committee NOTED the presentation.</p>	
<p>11.</p>	<p>Finance</p> <p>11.1 Management Accounts up to the 30th of September 2023</p> <p>CA read his report on the Management Accounts up to the 30th of September 2023</p> <p>The document provides financial commentary on any variance against the budget for the period ended 30 September 2023</p> <p>The Statement of Comprehensive Income or the Income and Expenditure shows a deficit to date of £38,601 against a budgeted deficit of £10,549.</p> <p>The Statement of Financial Position highlights the movements in assets and liabilities, cash and reserves. The cash balance is sitting at £364,439 compared to the budgeted £477,688.</p> <p>CA explained the community costs underspend and where savings are being made.</p> <p>The covenant calculations or key indicators on page 5 are In line with the loan arrangements which provides confirmation that the Cooperative meets the Nationwide covenant ratios and gearing measures.</p>	

<p>Pages 4, 6 & 7 outline the actual costs compared to budget with the largest variances highlighted and discussed.</p> <p>It was agreed that the maintenance department would run an up-to-date report on medical adaptations.</p>	<p>Medical adaptations report to be provided at next meeting.</p>
<p>11.2 Rent Increase</p> <p>EH explained the rent increase report to all in attendance and confirmed that the business plan projections made by Arnell Johnston was 5%.</p> <p>EH stated that CPI for September was 6.7% and 1% would result in an increase of 7.7%. October CPI was 4.6% and 1% would result in an increase of 5.6%.</p> <p>EH commented that the Co-operative has run affordability measures via the SFHA Affordability toolkit. This shown that the 2 apartment new builds were affordable and the only less affordable was a single person living in a 4 apt new build.</p> <p>EH recommended that the Co-operative have a 5 percent rent increase for 2024 – 25. EH confirmed that the Rent Consultation Focus Group meeting will be held on Wednesday 17 January in Forgewood Community Centre and all feedback would be brought to the January meeting.</p>	
<p>11.3 Budget</p> <p>PL confirmed that the budget will be discussed in January 2024 as advised in agenda item 11.1.</p>	
<p>11.4 Loan Covenants</p> <p>CB advised that there wasn't anything to further to add following agenda item 11.1.</p>	
<p>11.5 Loan Refinancing</p> <p>PL stated that the Co-operative have to approach the Nationwide bank to discuss funding for new bathrooms in Forgewood.</p> <p>To be discussed further by CA, Clark Davidson, CB and PL with the management committee to authorise the loan financing.</p> <p>CA left meeting at 7.22pm</p>	

	Operations (Issued in advance to committee)	
	<p>12.1 Cloud Update</p> <p>PL confirmed that the Co-operative is moving to the new server on the cloud with more robust cyber security. The system will be operational by January 2024.</p>	
12.	<p>12.2 Maintenance Performance Report (Issued in advance to committee)</p> <p>PL read the report on maintenance performance and confirmed that maintenance is performing well within target timescales.</p> <p>PL also stated that the Co-operative has completed 20 less emergency repairs than the previous year. EH commented that any access problems are discussed at the team meetings.</p>	
	<p>12.3 Christmas Closing</p> <p>PL confirmed to all in attendance that after discussions with the management committee it has been agreed that the office will be closed from end of business on Friday 22 December and will return on Thursday 4 January. PL stated that Billy Gibb and Kieron Sheehan will provide maintenance cover over Christmas with Cameron Cleaning providing salt provision and on call if required.</p>	
	Deferred Agenda Items	
13.	None	
	Any Other Competent Business	
14.	<p>Committee enquired about the skip hire provided by North Lanarkshire Council and the possibility of it returning. PL explained that the service is costly, and the tenants require value for money. The skips are now always subject to certain waste material with recycled waste split. It was agreed this was not practical for skips.</p> <p>EH commented that Billy Gibb and Kieron Sheehan currently along with Cameron Cleaning ensure the estates are tidy.</p> <p>AT thanked committee & staff for attending the meeting.</p> <p>The meeting ended at 7.44pm.</p>	
	Date of Next Meeting	
15.	Management Committee Meeting: 6pm Wednesday 24 January 2024	

