

Agenda Item 3



Minutes of the Meeting with Management Committee held on **Wednesday 23 October 2024 at 6.00pm** via in person & via Zoom at Forgewood Community Centre

Minutes

Present:	Alan Thomson (Chair) (AT)	Callum Boughey (Vice Chair) (CB)	Tommy Divers (TD)
	Sandra Brown (SB)	Angie Robinson (AR)	Karen Brown (KB)
	Margaret Hemmings (MH)	Kirsty Wright (KW) (Observer)	
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	
	AT welcomed everyone to the meeting and thanked committee members for attending. Apologies were NOTED for Jolene Martin, John Burton & Charlie Millar	PM to update register.
2.	Declarations of Interest	
	KB & AT declared an interest at agenda item 20.	
3.	Minutes of Previous Meeting held on 28 August 2024 (Issued in advance to committee)	
	Proposed Callum Boughey Seconded Karen Brown	
4.	Matters Arising	
	PL went through the matters arising schedule from the previous meeting with committee.	
5.	Ethical Conduct and Notifiable Events	
	None	

	Tenant Safety - Internal Audit	
6.	<p>EH advised that the Co-op's Internal Auditors are currently carrying out an Audit on Tenant Safety. PL stated that he had seen the considerable amount of evidence that staff had compiled against each item requested. He also confirmed that all staff involved are commended on their efforts and contribution towards making this audit and the actual topic of tenant safety as robust as possible. It was noted that an update would be provided for the November meeting but staff at the co-op were confident of what we had in place.</p> <p>This was NOTED by committee.</p>	EH to provide update at next meeting
	Finance Function	
7.	<p>PL went through the CONFIDENTIAL finance function report and it was agreed that the services of the finance agent would end on 31 March 2025.</p> <p>Committee APPROVED the confidential report.</p>	PL to provide update to committee
	Asset Management Strategy	
8.	<p>PL advised committee that the draft Asset Management Strategy would be sent in advance of the next meeting and hopefully approved in November.</p>	Draft Asset Management Strategy to be sent in advance of next meeting
	Self-Assessment Outcome & Annual Assurance Statement (AAS)	
9.	<p>PL spoke through the report already emailed to committee and referred to the stand alone session on the evidence to support the signing of the statement which took place prior to the management committee meeting.</p> <p>Everyone in attendance, including committee and staff, agreed that this is an area they felt they had good experience on now, and that came from the likes of committee training as well as other continuous training, reports, and feedback throughout the year in areas including :</p> <ul style="list-style-type: none"> • Internal audits • External audits • Legal advice • Scottish Housing Regulator correspondence, advice, and information, presented at every meeting. • Consultants in various fields. • Compliance testing. • Management performance reports. • Monthly tenant safety reports. • Financial returns such as quarterly management accounts, budgets, loan portfolio, five- and 30-year projections and annual accounts as well as validation of these via external auditors. 	

	<p>PM displayed on screen the self-assessment document that supported the assurance statement and PL went through each of the regulatory standards and demonstrated where we were with each and what proof we had to confirm we met the standard. There were a few areas where we knew we had to continuously focus on but there were no material issues in any of the standards. Committee were also directed towards what was effectively our library or bank of evidence and were advised of how to access so as to assure themselves where we were with all regulatory standards.</p> <p>The following questions were asked.</p> <ul style="list-style-type: none"> • What does the finance agent provide above what our Senior Finance Officer provides. PL confirmed that we have carried out an exercise of reviewing both job descriptions and this was previously discussed. • Should we externally validate this every 2-3 years so as to reassure all connected with the co-op that we were compliant, PL confirmed that this is the case and only last year had external validation from a consultant, <p>No more questions were asked and PL asked if everyone was happy with the evidence provided, the self-assessment and annual assurance statement.</p> <p>All in attendance AGREED that it all assured them and that the Chair should sign the AAS on the committee's behalf and be submitted to the SHR, while also adding to the co-op's website.</p>	<p>PL to submit Annual Assurance Statement to Scottish Housing Regulator and so-op to add to website.</p>
<p>10.</p>	<p>Management Letter from AAB (Issued in advance to committee)</p> <p>PL spoke to the letter provided in the papers.</p> <p>The standard letter from AAB was discussed and again it was noted that the audit was a success.</p> <p>Committee NOTED the Management Letter from AAB.</p>	
<p>11.</p>	<p>Management Letter Response from the Co-op (Issued in advance to committee)</p> <p>PL spoke to the letter provided in the papers.</p> <p>PL confirmed our response to the AAB letter and this was accepted by committee, which was previously discussed verbally.</p>	
<p>12.</p>	<p>Procurement for Contracts (Issued in advance to committee)</p> <p>PL discussed the paper on contract procurement, previously issued.</p> <p>PL explained that key staff PL, EH & CA had met with Scotland Excel.</p>	

	<p>Scotland Excel's Framework would be our route to advertising the contract to ensure robust procurement of the bathroom contract subject to approval.</p> <p>Committee AGREED to a joint procurement exercise with Garrion Peoples Housing Co-operative as described at Section 2.1 of the report.</p> <p>Committee AGREED to the proposed procurement route as described at Section 3.3 of the report.</p> <p>Committee AGREED to become a member of Scotland Excel as described at Section 3.4 of the report.</p> <p>Committee AGREED to apply 60/40 Quality/Price to identify the 'Most quality and economically advantageous tender' as described at Section 3.4 of the report.</p> <p>Committee provided APPROVAL to invite tenders during Q3 of this financial year as described at Section 4.2 of the report.</p>	
	<p>Returns Submitted</p>	
13.	<p>PM advised committee that returns had been made to the following organisations since the last meeting:</p> <ul style="list-style-type: none"> • Scottish Housing Regulator (SHR) – Annual accounts, annual financial statements, 2 letters from and to auditors all uploaded to the regulator's portal. • Financial Conduct Authority (FCA) – Annual Return • Scottish Information Commissioner – Quarterly Return • Our Lender – Management Accounts <p>All NOTED by committee.</p>	
	<p>Medical Adaptation Budget (Issued in advance to committee)</p>	
14.	<p>PL explained that the budget had been cut throughout the country and we actually had a 33% cut, from £30k to £20k.</p> <p>Most RSLs were aggrieved with 15% and 20% cuts. There is likely to be some discussion in the next meetings on front funding especially if the £10k deficit is not made up.</p> <p>Tenants would also be informed in the next newsletter.</p> <p>Committee NOTED the report.</p>	
	<p>Senior Staff Set Up (Issued in advance to committee)</p>	
15.	<p>PL stated he had met with EVH regarding the senior staff set up and Committee NOTED the report provided. This would be reviewed in early 2025.</p>	

	Staffing	
16.	<p>The Community Development staff funding position and update was provided by PL and accepted by committee.</p> <p>Update NOTED by committee.</p>	
	Damp & Mould Policy	
17.	<p>EH advised committee that we may need to review our Damp & Mould policy based on seeing a recent good policy example from another RSL. However, we are assured with our current policy and robust procedure currently in place. The issue is reported monthly to the committee along with all other tenant safety results. PL pointed out that tenant safety is an area that will be measured comprehensively, possibly from next year and that we want to be ahead of the game, also that we have tenant and resident safety as a top priority.</p> <p>All NOTED and accepted by committee.</p>	
	Training for Committee	
18.	<p>PM updated committee on training, with an induction session to be organised for new committee member. All members have had appraisal training which went well and feedback on training plans being addressed by staff.</p>	
	Payments, Benefits & Entitlements	
19.	<p>None</p>	
	Membership Report	
20.	<p>PM advised committee that the Co-op had received one membership application since the last management committee meeting.</p> <p>Committee APPROVED the membership application.</p> <p>PL reminded committee that Kirsty Wright has attended tonight's meeting initially as an observer . Kirsty is interested in becoming a member of the management committee. A committee can appoint new members who have skills and input that will benefit them. PL added that Kirsty would bring a lot of knowledge and skills to the committee with her profession, adding to the skills and knowledge already in place..</p> <p>PL explained that it is the committee's decision whether to appoint Kirsty as an Appointed member of the committee rather than as Co-optee. As appointed member Kirsty would have voting rights and would count towards the quorum of meetings.</p> <p>All members APPROVED the proposal for Kirsty Wright to become an appointed member of the management committee of the Co-op.</p>	<p>Co-op records to be updated to reflect the appointment as</p>

		well as the SHR Portal
	Rent increase 2025 26	
21.	<p>EH took committee through the rent setting timetable and it was advised that inflation rates in October would help form the proposed rent increase for 2025 26, with consultation with tenants in December 2024 and a rent focus group in January 2025.</p> <p>Committee NOTED the update provided.</p>	
	Staff Christmas Cover Arrangements	
22.	<p>Committee were advised of the office closing/opening and cover during the festive period and a newsletter and website would keep tenants informed of the hours of business. It was again made clear that the emergency service for reactive repairs would continue with some staff in during the break to check estates and the office premises.</p> <p>Committee APPROVED the opening and closing times of the office during the Christmas period.</p>	
	Correspondence	
23.	<p>23.1 SHR – Regulator updates its National Report on social landlords’ performance</p> <p>The correspondence was discussed and NOTED.</p> <p>23.2 SHR – Regulator launches consultation on indicators for monitoring the Scottish Social Housing Charter</p> <p>The correspondence was NOTED</p> <p>23.3 SHR - Regulator publishes findings from its thematic review of British Sign Language users’ access to housing and homelessness services</p> <p>The correspondence was NOTED</p> <p>23.4 SHR - Regulator highlights the performance of social landlords and the challenges they face</p> <p>The correspondence was discussed and NOTED</p>	
24.	Use of Delegated Authority	

	Any Other Competent Business	
25.	<p>A committee member asked if radiators are checked as part of a gas safety check.</p> <p>PL stated this had been asked about before and a checklist on what was done at a safety visit was presented to committee but would get an up to date list from maintenance.</p>	
	Summary of actions / decisions at this meeting	
26.	<ul style="list-style-type: none"> • Finance Function report - APPROVED • Annual Assurance Statement - AGREED • PL to upload signed annual assurance statement onto SHR portal - AGREED • Committee AGREED to a joint procurement exercise with Garrion Peoples Housing Co-operative. • Committee AGREED to the proposed procurement route. • Committee AGREED to become a member of Scotland Excel. • Committee AGREED to apply 60/40 Quality/Price to identify the 'highest quality and most economically advantageous tender'. • Committee provided APPROVAL to invite tenders during Q3 of this financial year. 	
	Meeting Evaluation	
27.	<p>AT asked members for their evaluations of the meeting.</p> <p>Committee members felt that that meeting had been a very productive meeting.</p>	
	Date and time of next meeting Tuesday 26th of November 2024	
28.	AT reminded Committee members of the date of the next meeting.	
	Meeting Close	
29.	AT thanked committee & staff for attending the meeting and the meeting closed at 7.52pm.	