



Minutes of the Meeting with Management Committee held on **Wednesday 25 October 2023 at 6pm** via in person & via zoom at Forgewood Community Centre

Minutes

Present:	Alan Thomson, Chair (AT)	Callum Boughey, Vice Chair (CSB)	John Burton (JB)
	Sandra Brown (SB)	Karen Brown (KB)	Margaret Hemmings (MH)
	Tommy Divers (TD)	Sharon Bonnar (SB)	Nicola Mooney (NM)
In Attendance	Cathy Brien, Director (CB)	Paul Lennon, Depute Director (PL)	Elaine Hyslop, Housing Manager (EH)
	Richard Bolton, Senior Community Development Officer	Paul Murphy, Senior Corporate Services Officer (PM)	

	Agenda Item	Action
1.	<p>Apologies</p> <p>Apologies were NOTED for Jolene Martin, Karolina Mozar and Nicola McGregor.</p> <p>Chairs Remarks</p> <p>AT welcomed everyone to the meeting.</p>	PM to update register.
2.	<p>Declarations of Interest</p> <p>CB declared an interest in Agenda Item 8.2</p>	
3.	<p>3.1 Minutes of Previous Meeting held on 30 August 2023 (Issued in advance to committee)</p> <p>Proposed Callum Boughey Seconded Tommy Divers</p>	
4.	<p>4.1 Matters Arising</p> <p>PL went through the matters arising schedule from the previous meeting with committee and all matters were completed.</p>	

	Health & Safety	
5.	<p>5.1 Health & Safety Policy Statement (Issued in advance to committee)</p> <p>The Committee noted the contents of the report and AT as Chair and CB as Director both AGREED to sign the statement.</p>	PM to issue paperwork for signing
	Correspondence	
	<p>6.1 Letter from Paul McLennan MSP, Minister for Housing (Issued in advance to committee)</p> <p>PL discussed and Committee NOTED the correspondence.</p>	
6.	<p>6.2 SHR - Reinforced Autoclaved Aerated Concrete (RAAC) (Issued in advance to committee)</p> <p>PL discussed and Committee NOTED the correspondence.</p> <p>PL advised that a response was being prepared for the Scottish Housing Regulator which was due on the 31st of October. PL also confirmed the contents of the documents due to be returned.</p> <p>PL was happy to report to our knowledge and that of consultants familiar with our stock. That the Co-op does not have any reinforced autoclaved aerated concrete (RAAC). PL went on to advise that a structural engineer had agreed to carry out the necessary assessment to confirm findings.</p> <p>Committee APPROVED the proposed approach.</p>	PL to provide further update at next management committee meeting
	<p>6.3 Cost of Living (Tenant Protection) (Scotland) Act 2022 - Report to Parliament (Issued in advance to committee)</p> <p>PL discussed and Committee NOTED the correspondence.</p>	
	<p>6.4 SHR – Annual Report and Accounts 22/23 (Issued in advance to committee)</p> <p>PL discussed and Committee NOTED the correspondence.</p>	
	<p>6.5 SHR - Social landlords are performing well despite the impact of challenges they face Regulator reports (Issued in advance to committee)</p>	

	PL discussed and Committee NOTED the correspondence.	
	6.6 SHR - National Report - Letter for landlords and sector bodies - 31 August 2023 (Issued in advance to committee) PL discussed and Committee NOTED the correspondence.	
	6.7 EVH – Employers Consultation (Issued in advance to committee) PL discussed and Committee NOTED the correspondence.	
	Governance	
	7.1 Ethical Conduct and Notifiable Events None	
	7.2 Payments, Benefits & Entitlements (Issued in advance to committee) None	
7.	7.3 Annual Declaration of Interest (Issued in advance to committee) PM referred to the report on the Annual Declaration of Interest and confirmed that all committee members should complete the register of interests' forms annually after each annual general meeting. The completed forms shall be stored in a register.	All members to complete a register of interest form
	7.4 Standing Orders (Issued in advance to committee) CB spoke to the report in the papers and the standing orders document. CB reported that standing orders are a framework for the effective and proper conduct of business and to specify the delegated authority and financial regulations within which we operate. CB commented that the delegated authority scenarios were extensive and that everything was in place in the event of an emergency, if decisions had to be taken urgently. CB highlighted the supporting documents, the scheme of delegation in place, office bearers and committee member role profiles.	

<p>CB advised that the delegated authority scenarios are extensive. The revised Standing Orders, including Remits and Delegated Authority were APPROVED by Committee.</p>	
<p>7.5 Standing Order Delegated Authorities Policy (Issued in advance to committee)</p> <p>The policy was APPROVED.</p>	<p>PM to update policy register</p>
<p>7.6 Code of Conduct (Issued in advance to committee)</p> <p>PM explained the importance of the code of conduct to committee members. Each year following the AGM and the meeting to elect Office Bearers the Management Committee members are asked to sign the Code of Conduct.</p>	<p>All members to sign the code of conduct</p>
<p>7.7 Membership Report (Issued in advance to committee)</p> <p>PM advised committee that there were no new membership applications to be considered.</p>	<p>PM to update membership records</p>
<p>Strategy</p>	
<p>8.1 Forgewood Community Centre</p> <p>RB provided a presentation to committee covering:</p> <ul style="list-style-type: none"> • Funding Updates • 6 monthly stats 2023-24 • Various Activities which had taken place in the last couple of months <p>Committee NOTED the presentation.</p> <p>Committee thanked RB for the presentation.</p>	
<p>8. 8.2 Report from Director</p> <p>CB advised management committee that she intended to retire from the role as Director of the Co-op on the 31st of March 2024.</p> <p>CB thanked committee for the opportunity to serve and support shown through her time with the Co-op.</p> <p>CB added that she would notify the Co-op regulation manager at the Scottish Housing Regulator following an all-staff meeting the next day.</p>	

	<p>Committee accepted Cathy's resignation with comments as follows.</p> <p>Committee agreed that CB would be greatly missed by committee and staff. Committee thanked CB for her nearly 30 years of service to the Co-op.</p> <p>CB confirmed that there would be a recruitment process and asked for two volunteers for the interview panel.</p> <p>CB added that EVH would be independently assisting the recruitment process on behalf of the Co-op. This was APPROVED by the committee</p>	
	<p>Staffing</p>	
9.	<p>9.1 Staffing</p> <p>PL advised that there wasn't anything to further to add following agenda item 8.2.</p>	
	<p>Governance</p>	
10.	<p>10.1 Self-Assessment Outcome & Annual Assurance Statement (Issued in advance to committee)</p> <p>The Management Committee considered and discussed the housing consultant's report and the evidence provided.</p> <p>Management Committee were invited to:</p> <p>Consider and subject to any amendments, approve the self-assessment outcome for up to October 2023.</p> <p>Agree that self-assessment against the Scottish Housing Regulator's Regulatory Standards of Governance and Financial Management is conducted annually going forward.</p> <p>Approve the continuation of a Governance and Financial Management Improvement Plan and note that this will be presented for review annually as part of the business planning process.</p> <p>Agree that the Committee has had sufficient assurance to give it confidence to sign the 2023 Annual Assurance Statement confirming full compliance on the date of this meeting and authorise the Chairperson to</p>	

<p>sign the annual assurance statement on the committee's behalf, which would be sent to the SHR confirming this decision.</p> <p>Annual Assurance Statement</p> <p>The Committee AGREED that they had sufficient assurance to give them the confidence to sign the Annual Assurance Statement confirming full compliance on the date of this meeting and authorise the Co-operative's Chair (Alan Thomson) to sign the annual assurance statement.</p> <p>AT AGREED to sign the annual assurance statement he worked on with senior management.</p>	<p>PL to upload signed annual assurance statement onto SHR portal</p>
<p>10.2 Management Letter from AAB / French Duncan (Issued in advance to committee)</p> <p>The Committee NOTED the contents of the letter from the auditor and complimented the staff on a successful external audit.</p>	
<p>10.3 Management Letter Response from the Co-op (Issued in advance to committee)</p> <p>The Committee NOTED the letter sent to the auditors by the Co-op.</p>	
<p>10.4 Returns Submitted</p> <p>PL advised committee that the relevant returns to FCA, SHR and the Information Commissioner had all been completed.</p>	
<p>10.5 Internal Audit (Waiting List & Allocations)</p> <p>EH advised that an internal audit had taken place recently of the Co-op and we were waiting on the report.</p> <p>EH added that we would provide the report prior to the next management committee meeting.</p> <p>EH indicated that the Co-op had been given an indicative full assurance result from the internal auditor (Quinn Auditors).</p> <p>Committee welcomed this feedback.</p>	
<p>10.6 Business Plan</p> <p>PL confirmed that the minor amendments discussed with committee had made to the Business Plan and it was complete. PL added that the</p>	

	<p>business plan would be requested by our engagement manager once CB had notified the Scottish Housing Regulator of her retirement plans.</p> <p>PM advised that he would send the updated Business Plan to all committee.</p>	<p>PM to email final Business Plan</p>
	<p>10.7 Committee Training</p> <p>CB stressed the importance of committee training to ensure that we stay abreast of any new developments and best practice. CB confirmed that there were lots of opportunities for committee members to learn new things and further strengthen existing knowledge.</p> <p>CB added that she would be carrying out appraisals and a skills review of the management committee over the coming months.</p>	
<p>11.</p>	<p>Finance</p> <p>PL confirmed that there was no update due for this meeting, adding that we would bring the Management Accounts up to the 30th of September 2023 to the next management committee meeting.</p>	
	<p>Operations (Issued in advance to committee)</p>	
<p>12.</p>	<p>EH covered all housing management performance areas loss as well as complaints against the Co-op.</p> <p>Committee NOTED the positive report and presentation.</p> <p>EH and staff were thanked for their hard work in all areas.</p>	
<p>13.</p>	<p>Deferred Agenda Items</p>	
	<p>None</p>	
	<p>Any Other Competent Business</p>	
<p>14.</p>	<p>AT thanked committee & staff for attending the meeting.</p> <p>The meeting ended at 7.49pm.</p>	

	Date of Next Meeting	
15.	Management Committee Meeting: 6pm Wednesday 29 November 2023	