



Minutes of the Meeting with Management Committee held on **Wednesday 24 January 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)
	John Burton (JB)	Tommy Divers (TD)	Sandra Brown (SB)
	Tommy Divers (TD)	Margaret Hemmings (MH)	Karen Brown (KB)
	Karolina Mozar (KM)		
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 Sharon Bonnar and Nicola Mooney.</p>	PM to update register.
	<p>Chairs Remarks</p> <p>AT welcomed everyone to the meeting.</p>	
2.	<p>Declarations of Interest</p> <p>Staff present declared an interest at agenda item 8.4.</p> <p>PL declared an interest in Agenda Item 10.1</p>	
3.	<p>3.1 Minutes of Management Committee Meeting held on 29 November 2023 (Issued in advance to committee)</p> <p>Proposed John Burton Seconded Alan Thomson</p>	

	<p>4.1 Matters Arising</p> <p>4. PL went through the matters arising schedule from the previous meeting with committee. PL stated that the outstanding matters were in hand.</p> <p>PL added that a new team were providing the close cleaning service and improvements had been noticed.</p>	
	<p>Strategy</p>	
	<p>5.1 Community Activities</p> <p>5. RB provided an update on community activities.</p> <ul style="list-style-type: none"> • Room 1 – repainted - Some areas still require ‘freshen up’ / repainting • New tables required due to wear and tear • Exceptionally busy with groups / booking /admin /minor issues etc. • New regular hires ie Routes to work & one off or short term programmes. • Lot of work to be carried out to looking at various process and procedure and create new ways of working to make more efficient and profitable. <p>A member of the team had moved to a prompted post at another RSL, everyone wished them well.</p> <p>RB reminded committee of the huge impact and social value of our work in the community centre and beyond.</p> <p>Committee NOTED the update.</p> <p>RB left the meeting</p>	
	<p>Finance</p>	
	<p>6.1 Rent Increase 2024-2025 (Issued in advance to committee)</p> <p>6. EH spoke to the report.</p> <p>It was highlighted that at a previous Management Committee meeting with Arneil Johnston, the Business Plan was reviewed and rent inflation assumptions was set at 5% for 2024/25.</p> <p>Committee discussed the following:-</p> <ul style="list-style-type: none"> • The challenges that any rent increase would have on household finances due to the cost of living impacting on tenant’s ability to pay; • Affordability measures; • Value for Money; • SFHA’s affordability rent toolkit illustrating the affordability measures of tenants with various income streams and scenarios; 	

	<ul style="list-style-type: none"> • The consultation process with tenants feedback which had been received and the Rent Review Focus Group which had taken place on Wednesday 17 January 2024. <p>Committee APPROVED a 5% rent increase to all properties</p> <p>The increase will take effect on 1 April 2024 and all tenants will be given at least 4 week's notice of the increase.</p>	Tenants to be notified of the rent increase
	<p>6.2 Borrowing / Planned Maintenance Report</p> <p>PL spoke to the report provided asking committee to approve the procurement of the bathroom completion and then following which, the Co-op would investigate a new heating system for some of the properties.</p> <p>A committee member was critical of wet electric heating systems.</p> <p>A discussion followed.</p> <p>Committee APPROVED the above approach.</p> <p>Committee NOTED the update.</p>	
	<p>6.3 Insurance Renewal 2024-2025</p> <p>Committee NOTED the update.</p>	
	<p>6.4 Medical Adaptations</p> <p>PL discussed the medical adaptations budget and confirmed to committee the co-op was on track to spend 100% of the £25k allocated from the Scottish Government. Committee also gave permission to front fund one other adaptation that may come in over the coming weeks so as to ensure we do not delay with work, also noting the grant would be claimed from the 2024/25 budget when released.</p>	
	<p>6.5 Budget 2024-2025</p> <p>PL advised that this item would be deferred to the February meeting. The management accounts to 31 12 2023 would also be brought to that meeting and these were currently being used to help forecast for the 2024-25 budget.</p>	Budget 2024-2025 to be deferred to the February meeting.
7.	Health & Safety	
	7.1 Health & Safety	

	PM advised committee that we had upgraded the computer screens that staff used. PM added that the original screens which had lasted over 10 years, so they were value for money. The new screens will reduce eye strain and are more energy efficient.	
8.	Correspondence	
	8.1 Audit Scotland - National Fraud Initiative (Issued in advance to committee) Committee discussed the pilot opportunity, however it was felt that it could be potentially resource intensive. Committee NOTED the correspondence.	
	8.2 SHR - National Fraud Initiative in Scotland 2024/25 – Housing Associations - Pilot Exercise (Issued in advance to committee) Committee NOTED the correspondence.	
	8.3 AAB - Corporation tax (Issued in advance to committee) Committee NOTED the correspondence.	
	8.4 EVH - Pay Negotiations (Issued in advance to committee) Committee NOTED the correspondence.	
	8.5 Scottish Government - Cost of Living (tenant protection) (Scotland) act 2022: Consultation on supporting a transition away from the emergency measures (Issued in advance to committee) Committee NOTED the correspondence.	
	8.6 EVH - Membership Renewal: Jan to Dec 2024 (Issued in advance to committee) Committee NOTED the correspondence.	
	8.7 SHR - Regulator publishes further update from Reinforced Autoclaved Aerated Concrete (RAAC) survey (Issued in advance to committee) Committee NOTED the correspondence.	
	8.8 Scottish Government - Social Housing Net Zero Standard Consultation (Issued in advance to committee) Committee NOTED the correspondence.	

	<p>8.9 SHR - Scottish Housing Regulator publishes social landlords' Annual Assurance Statements (Issued in advance to committee)</p> <p>Committee NOTED the correspondence.</p>	
9.	<p>Governance</p>	
	<p>9.1 Ethical Conduct and Notifiable Events</p> <p>None</p>	
	<p>9.2 Payments, Benefits & Entitlements</p> <p>None</p>	
	<p>9.3 Membership Report (Issued in advance to committee)</p> <p>PM spoke to the report provided.</p> <p>The three membership applications were APPROVED.</p>	
	<p>9.4 Agenda Format</p> <p>PM spoke to the report provided.</p> <p>Committee APPROVED the changes to the agenda format proposed.</p>	<p>New agenda format to be implemented</p>
10.	<p>Staffing</p>	
	<p>10.1 Director Recruitment</p> <p>PL left the meeting.</p> <p>AT advised committee that the interview panel would meet on Thursday night to carry out the selection process. The panel would select the candidates they wanted to invite to interview for the post of Director.</p>	
	<p>10.2 Staffing</p> <p>PL rejoined the meeting.</p> <p>PM advised that there was no update to provide.</p>	
11.	<p>Covenant Compliance</p>	

	<p>11.1 Scottish Housing Regulator (SHR)</p> <p>PL advised that there was no update to provide.</p>	
<p>12.</p>	<p>Operations</p>	
	<p>12.1 Housing Management Report 3rd quarter 2023/24 (Issued in advance to committee)</p> <p>EH spoke on the report provided, the void performance is good and has reduced from 9.56 days to 4.67 days turnaround as the same quarter of the previous year and remains well within the Scottish Average of 55.61 days.</p> <p>The gross rent arrears for current and former is 1.49% of the annual rental income and these are managed well and within the Scottish Average of 6.86%. This is an area that has been given top priority and engagement with all tenants involved and is reflected in the performance.</p> <p>Elaine outlined a brief explanation for an increase in former tenant arrears. The committee noted this and that a full report on proposed write-offs will be provided at the next Management Committee meeting.</p> <p>As discussed at the previous Management Committee Meeting, housing and community staff will continue to explore any future funding/projects that can assist our tenants or any initiatives for new tenants to encourage sustainability.</p> <p>Tenants will be kept well informed of any financial assistance that becomes available to them and will be displayed/advertised on our website, within our newsletters or when housing staff are liaising with tenants. In addition, we will continue to signpost tenants to the AFTAR project to obtain assistance with financial inclusion, money advice and energy advice. Also continue to make referrals for food bank assistance and pilot the Wise Group referral and support project they are currently offering to households.</p> <p>Committee NOTED performance was good within other core areas of housing management services.</p>	
	<p>12.2 Maintenance Report 3rd quarter 2023/24 (Issued in advance to committee)</p> <p>PL provided an update to the Committee on plans for recommencing planned investment work.</p> <p>The Management Committee agreed that planned maintenance would be paused during 2023/24 due financial uncertainties with inflation, interest rates and general costs escalating.</p>	

	<p>Due to the financial uncertainties in the last 1-2 years, it was agreed that we would suspend planned maintenance work in 2023-24.</p> <p>Our last Stock Condition Survey (Nov 22) allowed for this pause period and confirmed it would not result in our requirements under the SHQS being affected.</p> <p>The first programme for planned maintenance is the continuation of the bathroom project which had been paused.</p> <p>PL advised that we have already met with our Quantity surveyor Iain Thomson to discuss procurement.</p> <p>Since costs have escalated it's hard to gauge how much a bathroom will cost.</p> <p>Committee approved the recruitment of a maintenance consultant to assist Billy and the co-op with his first major project in planned maintenance.</p>	
13.	Deferred Agenda Items	
	None	
14.	Any Other Competent Business	
	<p>A committee member flagged that EVH recognise long service and it was something the Co-ops should ensure eligible staff are invited to the EVH event when it takes place.</p> <p>AT thanked committee & staff for attending the meeting.</p> <p>The meeting ended at 7.53pm.</p>	
15.	Date of Next Meeting	
	Management Committee Meeting: 6pm Wednesday 28 February 2024	