



Minutes of the Meeting with Management Committee held on **Wednesday 30 November 2022 at 6pm**  
via in person & via zoom at Forgewood Community Centre

### Minutes

<b>Present:</b>	Alan Thomson, Chair (AT)	Callum Boughey, Vice Chair (CSB)	John Burton (JB)
	Angie Robinson (AR)	Tommy Divers (TD)	Karen Brown (KB)
	Jim Mitchell (JM)		
<b>In Attendance</b>	Cathy Brien, Director (CD)	Paul Lennon, Depute Director (PL)	Elaine Hyslop, Housing Manager (EH)
	Richard Bolton, Community Development Officer (RB)	Billy Gibb, Assistant Maintenance Officer (BG)	Paul Murphy, Corporate Services Officer (PM)

	Agenda Item	Action
1.	<b>Apologies</b> Apologies were <b>NOTED</b> for Charlie Millar & Clark Davidson (Finance Agent).	<b>PM to update register.</b>
	<b>Chairs Remarks</b> AT welcomed everyone to the meeting.	
2.	<b>Declarations of Interest</b> All staff members present declared an interest for agenda item 12.1. Additionally PM declared an interest for agenda item 12.4.	
3.	<b>3.1 Minutes of Previous Meeting held on 26 October 2022</b> (Issued in advance to committee) Proposed <b>John Burton</b> Seconded <b>Alan Thomson</b>	
	<b>3.2 Minutes of Previous Meeting held on 07 September 2022</b> (Issued in advance to committee) Proposed <b>Alan Thomson</b> Seconded <b>John Burton</b>	

	<p><b>3.3 Office Bearers Meeting Minutes held on 26 October 2022</b> (Issued in advance to committee)</p> <p>Proposed <b>John Burton</b> Seconded <b>Tommy Divers</b></p>	
	<p><b>3.4 Minutes of the Finance Sub Group Meeting held on 09 November 2022</b> (Issued in advance to committee)</p> <p>Proposed <b>Karen Brown</b> Seconded <b>Alan Thomson</b></p>	
4.	<p><b>4.1 Matters Arising</b></p> <p>CB went through the matters arising schedule from the previous meeting with committee all matters were completed.</p>	
	<p><b>Communities Team &amp; Community Centre</b> (Issued in advance to committee)</p>	
5.	<p><b>5.1 Community Centre</b></p> <p>RB referred to the report on screen, which had already been sent out in the committee papers.</p> <p>RB commented that his report mainly concentrated on the funding for this financial year, where we are and what opportunities we are still trying to maximise.</p> <p>Good progress has been made on our various funded projects (£180,000 across 10 funded projects), particularly great progress has been made with regards to funding and projects delayed by the pandemic and carried over into this financial year</p> <p><u>Funding 22/23 Update</u></p> <ul style="list-style-type: none"> <li>• ICF £97,600 (FHC &amp; GPHC) – on track</li> <li>• VANL £44,848 (FHC &amp; GPHC) – on track</li> <li>• NLC £1,100 (FHC) International Peace day event - Activity complete</li> <li>• NLC £1,776 (FHC) Jubilee – Activity complete &amp; funding returns completed.</li> <li>• Community Solutions £1,800 (FHC) Activities – from 21/22 – Activities will be completed by Jan 23, end of project paperwork to be completed.</li> <li>• NLC Environmental £2,947.48 (FHC) deadline 31<sup>st</sup> Dec 22 - seeking permission from funder to extend by 6 months to allow spring plants etc. to be purchased.</li> <li>• Community Solutions £1,200 (FHC) – Food parcels (will be purchased and delivered in January 23)</li> </ul>	

- Forgewood Holding - £2,496 (FHC) - over 50's Activity complete – drafting new funding application
- 'Emergency fund' (FHC & GPHC) – very little remaining.
- Lottery (£143,506 - over 5 years) FHC - Year 1 complete (permission to carry over year 1 underspend totalling £15,950.78 into year 2 – underspend was due to pandemic impacting on delivery. Extra £1,800 secured for year 2 due to increased costs of running project. Year 2 (Sept 22- Aug 23) total spend = £42,928.78

RB had recently asked a funder for permission to move the delivery of a garden project from winter to spring. The funder was happy to permit.

RB stated he was hopeful of being able to apply to the charity Cash for Kids on behalf of the tenants of the Co-op who are eligible. The fund isn't open at the moment, but once the fund opens for applications we will apply.

As previously advised we had been unsuccessful in our original application for the Social Housing Fuel Fund. The fund was massively oversubscribed, but we got notification that they have received additional funds and we will now receive funding.

RB highlighted future funding in his report, worryingly at the time of writing we have no funding other than the five year lottery funding. The Investing in Communities Fund (ICF) which is our main funding source had expected to be making funding decisions in November 2022, however given everything that has happened with the UK budgets, which in turn then provide for the Scottish budgets, we will not have clarity until February / March 2023.

RB explained that there appears to be a potential shift in funding, an attempt to break the cycle of funding. For example you apply for funding for a short period of time, you get funding, you deliver but you have to wait and see if you are successful in getting new funding, and that is the cycle. Even if you are successful, due to the inherent instability of the cycle you lose momentum and you lose good staff.

RB commented that he was really pleased with the financial surplus this year at the centre. We're looking at 20% above our best ever year. RB felt income will exceed £72,000 by the end of the year, which is a real positive sign.

In early November the Co-op were invited by North Lanarkshire Council to submit a proposal to their Warm Space project. This was to create places where people can come for heat and drink or food. Some organisations are only doing a couple of hours a week. We're doing quite a lot of hours a week. We're doing 32 hours at each venue and anyone can come and get a warm drink, a cup of soup. There are colouring books available for kids and comfy seats in the centre and free Wi-Fi.

RB invited questions.

	<p>AT asked with regards to rising costs, is there any way the funders would provide additional funding to help assist delivery.</p> <p>RB was happy to advise that we had secured an extra £1800 from the National Lottery Community Fund. In recognition of increased running costs for example the cost for the buses for the social isolation trips.</p> <p>AR reflected on a roller skating group which was popular and took place in the centre for young people.</p> <p>KB added that it was a popular, however a new floor was installed in the community centre and the group were advised that roller skating would damage it.</p> <p>Committee <b>NOTED</b> the presentation from RB providing an update on the activities of the Communities team.</p> <p>Committee thanked RB for his report.</p> <p>RB left the meeting.</p>	
	<b>Finance</b>	
6.	<p><b>6.1 Management Accounts</b></p> <p>The item was <b>DEFERRED</b></p>	
	<b>Correspondence</b> (All issued in advance to committee)	
	<p><b>7.1 SHR - Total investment through borrowing in Scottish Registered Social Landlords (RSLs) is now £6.55 billion</b></p> <p>Committee <b>NOTED</b> the correspondence.</p>	
7.	<p><b>7.2 Interim guidance for social landlords during the ESSH2 review period 31 Oct 2022</b></p> <p>Committee <b>NOTED</b> the correspondence.</p>	
	<p><b>7.3 Scottish Gov - The Scottish Social Housing Charter</b></p> <p>Committee <b>NOTED</b> the correspondence.</p>	
	<p><b>7.4 Scale of future challenges facing social landlords unprecedented</b></p> <p>Committee <b>NOTED</b> the correspondence.</p>	

	<p><b>7.5 TPAS Scotland - Tenants have their say in the rent freeze!</b></p> <p>Committee <b>NOTED</b> the correspondence.</p>	
	<p><b>7.6 SHR - New Charter - Letter to Landlords</b></p> <p>Committee <b>NOTED</b> the correspondence.</p>	
	<p><b>7.7 SHR - National Panel of Tenants and Service Users Recruitment 2022</b></p> <p>Committee <b>NOTED</b> the correspondence.</p>	
<b>8.</b>	<p><b>Health &amp; Safety</b></p>	
	<p><b>8.1 Health &amp; Safety Policy Statement</b> (Issued in advance to committee)</p> <p>The Management Committee were invited to review the Health &amp; Safety Policy Statement and sign the document at the management committee meeting.</p> <p>PM highlighted the recent successful Tenant Safety audit which had been carried out for additional reassurance by an external consultant.</p> <p>Committee <b>AGREED</b> to sign the Health &amp; Safety Policy Statement</p>	
	<p><b>8.2 Manual Handling Policy</b> (Issued in advance to committee)</p>	
	<p>The policy was <b>APPROVED</b>.</p>	<p><b>Policy register to be updated</b></p>
	<p><b>Governance</b></p>	
<b>9.</b>	<p><b>9.1 Ethical Conduct and Notifiable Events</b></p> <p>None</p>	
	<p><b>9.2 Payments, Benefits &amp; Entitlements</b></p> <p>None</p>	
	<p><b>9.3 Code of Conduct</b> (Issued in advance to committee)</p> <p>CB reminded committee members that all Registered Social Landlord (RSLs) are required to adopt and comply with an appropriate Code of Conduct, and this Model has been approved by the Scottish Housing Regulator as fully complying with its regulatory requirements. The Code is divided into seven</p>	

	<p>principles that governing body members must adhere and commit to. Committee sign the Code of Conduct on an annual basis.</p> <p>Committee <b>AGREED</b> to sign the Code of Conduct</p>	
	<p><b>9.4 Standing Orders &amp; Delegated Authorities</b> (Issued in advance to committee)</p> <p>CB spoke to the report in the papers and additionally guided the committee through a PowerPoint presentation.</p> <p>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.</p> <p>CB highlighted the supporting documents, the scheme of delegation in place, office bearers and committee member role profiles.</p> <p>CB advised that the delegated authority scenarios are extensive.</p> <p>The revised Standing Orders, including Remits and Delegated Authority were <b>APPROVED</b> by Committee.</p>	
	<p><b>9.5 Membership Report</b></p> <p>PM advised committee that there were no new membership applications.</p>	
	<p><b>Strategy</b></p>	
10.	<p><b>10.1 Rent Consultation</b> (Issued in advance to committee)</p> <p>EH invited committee to discuss the draft Rent Review – Options 2023/2024 consultation document which would be sent to tenants to provide information, reassurance and generate feedback to the consultation.</p> <p>CB reminded committee that it is expected the Scottish Government will make an announcement in mid-January regarding the emergency legislation - The Cost of Living (Tenant Protection) Act. The Act gave Ministers temporary power to cap rent increases for private and social tenants, as well as for student accommodation.</p> <p>The Committee complimented the amount of helpful information provided within the draft consultation document. Acknowledging the particularly difficult task explaining a situation is unclear and until the government make an announcement greater clarity to tenants can be provided.</p> <p>The committee <b>APPROVED</b> the draft Rent Review – Options 2023/2024 consultation document.</p>	<p><b>Rent Consultation document to be sent to tenants</b></p>

	<p><b>Operations</b></p>	
<p>11.</p>	<p><b>11.1 Repairs &amp; Mould Management</b> (Issued in advance to committee)</p> <p>CB reflected on the sad passing of Awaab Ishak in England as a result of exposure to mould.</p> <p>The committee had a discussion focused on their collective sadness regarding the boy's needless death and the inaction of the boy's landlord Rochdale Boroughwide Housing (RBH).</p> <p>BG discussed the report to committee (issued with papers).</p> <p>Mould and Condensation forms on cold surfaces when water vapour in the air cools and becomes liquid. Often you'll see condensation on metal pipes, concrete walls, water tanks and windows. Mould spores are everywhere in the air outside. Mould spores enter homes through windows, doors, air ducts, etc.</p> <p>Black mould is almost exclusively caused by condensation and is usually found at the skirting level in rooms, in the corners of walls and ceilings or on cold surfaces. Mould can also appear on surfaces such as tiles and window sills or behind furniture where the air flow is restricted.</p> <p><b>Procedure</b></p> <p>An Inspection is raised for a maintenance assistant to inspect the reported areas and determine the course of action taken and to give the Tenant the correct advice.</p> <p>A Protimeter Moisture Meter is used to determine if there is a water ingress issue and an external inspection of Roofs walls and windows etc. On determining the cause is not external and the cause is indeed a Condensation/ Living condition problem the size of the issue will decide which step we take next.</p> <p><b>Type 1</b> A Small Surface area can be washed off and treated with an Active Bleach With advice and leaflet given to the tenant.</p> <p><b>Type 2</b> A Job line is raised for our Contracted Painter to treat the affected areas with the mould eradication kit, this is designed for mild to moderate outbreaks of mould and was developed specifically for homeowners and tenants to use.</p> <p><b>Type 3</b> On more delicate cases where the Tenant contests the advice given we have a free consultation service provided by the Area Representative from the Company who supply the Mould Eradication Kit, with any works carried out on</p>	

	<p>his advice. The Co-op has also used independent experts previously and will do so again when needed.</p> <p><b>Post Inspection</b></p> <p>All Jobs should be post inspected a month after the job line is raised to ensure tenant satisfaction.</p> <p>JB complimented the rigour of the procedures.</p> <p>It was also confirmed that the Co-op stock reports 100% performance in SHQS but that from time to time a mould issue can arise. The Co-op also has a separate mould reporting report to assist internally and anyone reading the document.</p> <p>Committee thanked BG for his report.</p>	
12.	<p><b>Staffing</b></p>	
	<p><b>12.1 EVH Pay Negotiations</b> (Issued in advance to committee)</p>	
	<p>Committee considered the correspondence from EVH in the committee papers.</p> <p>The report advised committee that discussions on the pay award for financial year 2023/2024 between EVH and the Union have generated a proposal. Committee were asked to review the proposed single year deal on pay.</p> <p>The proposal negotiated by EVH (Employers in Voluntary Housing) with the Union is:</p> <p>All staff regardless of grade/hours worked to receive a non-consolidated monthly payment of £150 in each of January, February and March 2023. These payments would be subject to normal tax and NI deductions, be paid through payroll and would not attract a pension contribution.</p> <p>A traditional, across the board, consolidated percentage increase of 5.25% on all salary points from 1<sup>st</sup> April 2023. This will also be applied to all allowances apart from the fixed mileage rates set by the HMRC.</p> <p>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>
	<p><b>12.2 Flexible Working</b></p>	
	<p>A paper on flexible and hybrid working will be presented at January or February's meeting.</p>	
<p><b>12.3 Maintenance</b> (Issued in advance to committee)</p>		



	<p>BG presented the report to provide the management committee with current levels of performance.</p> <ul style="list-style-type: none"> <li>• Total number of emergency jobs for this period was 47 compared to 26 in 2021 (same period last year).</li> <li>• Average time to complete an emergency repair for this period was 6.1 hours compared to 2.2 hours in 2021.</li> <li>• No jobs failed our timescales in this period which matched the same period from 2021.</li> </ul> <ul style="list-style-type: none"> <li>• Total number of non-emergency repairs for the period was 104. The total for the same period in 2021 was 113.</li> <li>• Average time to complete non-emergency repairs was 3.0 days compared to 3.6 days for the same period in 2021.</li> </ul> <p><b>Gas Servicing &amp; Audits 30/09/22 to 25/11/22</b></p> <ul style="list-style-type: none"> <li>• We have 100% compliance record in gas servicing for this period.</li> <li>• We have completed 37 gas services.</li> <li>• We completed 2 independent gas audits to our properties.</li> </ul> <p><b>Electrical Inspection Condition Report (E.I.C.R)</b></p> <ul style="list-style-type: none"> <li>• We completed 14 EICRS and are 100% compliant with all properties for EICR's</li> </ul> <p><b>EESHS</b></p> <ul style="list-style-type: none"> <li>• We completed 40 Energy Performance Certificates (EPC's).</li> </ul>	
	<p><b>12.4 Staffing Report</b> (Issued in advance to committee)</p> <p>The staffing paper was discussed and <b>APPROVED</b> by the committee.</p>	
13.	<p><b>Compliance</b></p> <p><b>13.1 Asbestos Policy</b> (Issued in advance to committee)</p> <p>The item was <b>DEFERRED</b></p>	
	<p><b>13.2 Notifiable Events Policy</b> (Issued in advance to committee)</p> <p>The item was <b>DEFERRED</b></p>	
14.	<p><b>Deferred Agenda Items</b></p>	
	<p>None</p>	

	<b>Any Other Competent Business</b>	
15.	<p><b>15.1</b></p> <p>PL advised committee that after the sad passing of David Hemmings it would be good for the Co-op to look to recruit some new management committee members. PL promoted the idea of encouraging anyone who would enjoy being part of the committee and would bring a new perspective and a different skill set. PL added that we would also try to recruit housing professionals or other professionals with a skillset which would further complement our management committee.</p> <p>AT thanked committee &amp; staff for attending the meeting and wished everyone a happy Christmas.</p>	
	<b>Date of Next Meeting</b>	
16.	Management Committee Meeting: 6pm Wednesday 25 January 2023	