

## Agenda Item 3.1



Minutes of the Meeting with Management Committee held on **Wednesday 26 October 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)	Alexsandra Bartycha (AB)	Tommy Divers (TD)
	Jim Mitchell (JM)	Karen Brown (KB)	
<b>In Attendance</b>	Cathy Brien, Director (CD)	Paul Lennon, Depute Director (PL)	Elaine Hyslop, Housing Manager (EH)
	Richard Bolton, Community Development Officer (RB)	Alex Gemmell, Maintenance Officer (AG)	Paul Murphy, Corporate Services Officer (PM)

	Agenda Item	Action
1.	<b>Apologies</b> Apologies were <b>NOTED</b> for Charlie Millar.	<b>PM to update register.</b>
	<b>Chairs Remarks</b> AT welcomed everyone to the meeting.	
2.	<b>Declarations of Interest</b> Declared for AG under Staffing	
3.	<b>3.1 Minutes of Previous Meeting held on 31 August 2022</b> Proposed <b>John Burton</b> Seconded <b>Tommy Divers</b>	
	<b>3.2 Minutes of Previous Meeting held on 07 September 2022</b> Deferred Agenda item.	
4.	<b>4.1 Matters Arising</b>	

	<p>CB went through the matters arising schedule from the previous meeting with committee all matters were completed.</p>	
	<p><b>Community Centre</b></p>	
	<p><b>5.1 Community Centre</b></p> <p>RB provided a presentation.</p> <p>RB advised committee of the funding position for the financial year 2022 – 2023.</p> <p><u>Confirmed 22/23</u>  £180,000+ across 11 funded projects</p> <ul style="list-style-type: none"> <li>• ICF £97,600 (FHC &amp; GPHC)</li> <li>• VANL £44,848 (FHC &amp; GPHC)</li> <li>• Lottery approx. £28,000*(runs Sept- Aug)</li> <li>• Community Solutions Food parcels £1,200</li> <li>• Funding carried over (c£9000)</li> </ul> <p><u>2023 onwards</u></p> <ul style="list-style-type: none"> <li>• Investing in Community Fund (Submitted application for £279,065)</li> <li>• Community Mental Health and Wellbeing Fund 23/24 – VANL (with less funds £900k rather than £1.6m) – Deadline 9<sup>th</sup> December</li> <li>• Lottery Year 2 (5 year) extra £1800 awarded</li> </ul>	
5.	<p><u>Autumn / Winter Work Programme</u></p> <p>RB outlined the Autumn / Winter Work Programme:</p> <ul style="list-style-type: none"> <li>• Strong focus on completing the various funded projects for 22/23 and those carried over Forgewood Community Centre work</li> <li>• Volunteers i.e. volunteer management and recruitment.</li> <li>• Day to day work i.e. groups, community centre, admin, creating vibrant hub etc.</li> <li>• Direct delivery of various projects / events / activities</li> <li>• Supporting people i.e. poverty / mental health etc.</li> <li>• Maximising opportunities for lessening the Impact of Cost of Living</li> <li>• Securing funding 23/24, 24/25 etc.</li> </ul> <p>RB highlighted some of the larger event and activities which had taken place recently.</p> <p>Including:</p> <ul style="list-style-type: none"> <li>• International Peace Day – 21<sup>st</sup> Sept</li> <li>• Social Isolation Trip – Riverside Museum</li> <li>• Community Cinema in the Community Centre</li> </ul> <p>RB invited questions.</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>	
6.	<p><b>Finance</b></p>	
	<p>Nothing to report. It was confirmed all financial returns due for 30 September 2022 had been done.</p>	
7.	<p><b>Correspondence</b></p>	
	<p><b>7.1 SHR - Social landlords must continue to vigorously challenge expenditure</b></p> <p>Committee <b>NOTED</b> the correspondence.</p>	
	<p><b>7.2 Scottish Government - Cost of Living (Tenant Protection) (Scotland) Bill</b></p> <p>CB advised committee that on the 6<sup>th</sup> of September, the First Minister announced that the Scottish Government (SG) intended to introduce a rent freeze and evictions moratorium, effective immediately, across all housing tenures, to last until at least 31 March 2023. This legislation, known as the Cost of Living (Protection of Tenants) (Scotland) Bill, will be introduced on Tuesday 4 October.</p> <p>We expect it to include a mechanism to potentially extend a freeze or cap for up to 12 months beyond 31 March 2023: though no decisions have yet been made on whether there will be any such extension.</p> <p>CB confirmed that the rent consultation process would continue as normal with information sent to tenants and a focus group set up for later in January to coincide with the SG final decision on rent freeze/cap options.</p>	
	<p><b>7.3 SFHA - Members' Rent Briefing</b></p> <p>PM advised that SFHA had mobilised their members to contact MSP's to ensure that RSL's help the politicians understand the implications of a proposed rent freeze and the differences between the sectors involved.</p>	
	<p><b>7.4 SHR publishes annual report and accounts for 2021/22</b></p> <p>Committee <b>NOTED</b> the correspondence.</p>	

	<p><b>7.5 EVH Pay Negotiations</b></p> <p>Committee <b>NOTED</b> the correspondence.</p>	
8.	<p><b>Health &amp; Safety</b></p>	
9.	<p><b>Governance</b></p>	
	<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 Membership Report</b></p> <p>PM advised committee that there were two new applications for membership which had been received since the last management committee meeting.</p> <p>A membership application has been received along with the £1 fee from a tenant – Interested in local community.</p> <p>A membership application has been received along with the £1 fee from a tenant – new tenant.</p> <p>The Committee <b>APPROVED</b> the membership applications.</p>	<p><b>Membership list to updated to include new members</b></p>
10.	<p><b>Strategy</b></p>	
	<p><b>10.1 Old Forgewood Nursery</b></p> <p>CB asked committee for their thoughts on the Old Forgewood nursery.</p> <p>Committee felt that at this current time the nursery represented a financial risk which would be unwise for the Co-op to commit to. This would be relayed to the Council who were engaging with the co-op on the nursery.</p>	
11.	<p><b>Operations</b></p>	
	<p><b>11.1 Stock Condition Survey</b></p> <p>CB advised committee that the committee that the staff had met with John Martin Partnerships recently and the Stock Condition Survey is going well</p>	

	<p><b>11.2 Housing Management Performance Reports</b></p> <p>EH's thorough report on housing management performance to 30 09 2022 noted and accepted. Key areas discussed and it was noted performance areas were exceeding expectation and peer group averages. This included voids, rent control and allocations</p> <p>Committee <b>NOTED</b> the report and passed on their thanks to Elaine and Susan for the work done.</p>	
	<p><b>11.3 Repairs Performance Report 2nd Quarter Report</b></p> <p>AG advised committee that in the second quarter we have continued to see good key performance indicators being continually met.</p> <p>All KPIs met and exceeding averages in some areas. No areas for concern noted</p> <p>AG added that we have 100% compliance record in gas servicing for this period. AG also advised it is the same with electrical safety.</p> <p>Committee <b>NOTED</b> the report and passed on their thanks to Alex and the maintenance team.</p>	
12.	<b>Staffing</b>	
	<b>12.1 Staffing</b>	
	<p>AT spoke on behalf of the management committee to thank AG for the contribution he had made to the Co-op in his time here.</p> <p>AR added that AG had made a tremendous difference and the Co-op would be poorer without him. Committee agreed.</p> <p>AG expressed his thanks and added that it had been a real honour to work for the Co-op.</p>	
	<b>12.2 Flexible Working</b>	
	<p>The item was deferred and January 2023 is expected to be when a report is brought to look at hybrid working.</p>	
	<b>12.3 Maintenance</b>	

	<p>CB advised committee that we had distributed responsibilities to the remaining members of the maintenance team Billy, Kieron and Zarah and we will review the maintenance function in January 2023.</p>	
13.	<p><b>Compliance</b></p> <p><b>13.1 Self Assessment</b></p> <p>CB spoke the committee through the report and referred to the stand alone training session which took place on the 6<sup>th</sup> of October.</p> <p>The committee discussed at length the self assessment process and the evidence provided.</p> <p>Committee <b>APPROVED</b> the self-assessment outcome for up to October 2022.</p> <p>Committee <b>AGREED</b> that the self-assessment against the Scottish Housing Regulator’s Regulatory Standards of Governance and Financial Management is conducted annually going forward.</p> <p>Committee <b>APPROVED</b> the continuation of a Governance and Financial Management Improvement Plan and <b>NOTED</b> that this will be presented for review annually as part of the business planning process.</p>	
	<p><b>13.2 Tenant Safety</b></p> <p>CB reflected on the independent review of tenant safety which had been recently carried out and it confirmed that there has been considerable work in the past couple of years which has markedly improved the Cooperatives position in relation to tenant safety.</p>	
	<p><b>13.3 Draft Annual Assurance Statement</b></p> <p>The Committee discussed at length the draft annual assurance statement.</p> <p>Committee members suggested changes to their original wording. The minor changes were made.</p> <p>Committee <b>AGREED</b> that they had sufficient assurance to give it confidence to sign the 2022 Annual Assurance Statement confirming full compliance on the date of this meeting and authorise the Chairperson to sign the Annual Assurance Statement to the SHR confirming this decision.</p>	
14.	<p><b>Deferred Agenda Items</b></p>	
	<p>None</p>	

	<b>Any Other Competent Business</b>	
<b>15.</b>	<p><b>15.1</b></p> <p>CB advised committee that some of the staff will be attending the CIH Housing Awards on Thursday the 27<sup>th</sup> of October.</p> <p>Committee wished the staff luck at the Awards ceremony.</p> <p>AT thanked the committee and staff for attending the meeting.</p>	
	<b>Date of Next Meeting</b>	
<b>16.</b>	Management Committee Meeting: 6pm Wednesday 30 November 2022	