



Minutes of the Meeting with Management Committee held on **Wednesday 31 August 2022 at 6pm** via in person & via zoom at Forgewood Community Centre

Minutes

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| Present: | Callum Boughey, Vice Chair (CSB) | John Burton (JB) | David Hemmings (DH) |
| | Charlie Millar (CM) | Jim Mitchell (JM) | Angie Robinson (AR) |
| | Tommy Divers (TD) | | |
| In Attendance | Cathy Brien, Director (CD) | 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 |
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| 1. | <p>Apologies</p> <p>Apologies were NOTED for Paul Lennon and Alan Thomson.</p> | PM to update register. |
| | <p>Chairs Remarks</p> <p>CSB welcomed everyone to the meeting.</p> | |
| | <p>1.3 Housing Allocation</p> <p>After a lengthy discussion the committee APPROVED the housing allocation.</p> <p>After the decision was reached David Hemmings was invited to join the meeting.</p> | |
| 2. | <p>Declaration of Interest</p> <p>David Hemmings declared an interest in Agenda item 9, agreeing not to be present at that part of the meeting.</p> | |
| 3. | 3.1 Minutes of Previous Meeting held on 22 June 2022 | |

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| | Proposed Angie Robinson Seconded Tommy Divers | |
| 4. | <p>4.1 Matters Arising</p> <p>CB went through the matters arising schedule from the previous meeting with committee all matters were completed.</p> | |
| 5. | <p>Community Centre</p> <p>5.1 Community Centre</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"> • ICF £97,600 (FHC & GPHC) • VANL £44,848 (FHC & GPHC) • Lottery approx. £28,000*(runs Sept- Aug) • Community Solutions Food parcels £1,200 • NLC £1776 Jubilee - Completed • Funding carried over (c£9000) <p><u>2023 onwards</u></p> <ul style="list-style-type: none"> • Investing in Community Fund (deadline 28th June) • Community Mental Health and Wellbeing Fund – VANL (Indications this fund will run again 23/24 but with less funds £900k rather than 1.6m) <p>RB listed some of the activities which had taken place recently:</p> <ul style="list-style-type: none"> • Jubilee Community BBQ 20th July • Social Isolation Trip – Summerlee • Social Isolation Trip - Largs • Community Litter Pick 2nd August • Social Isolation Trip Falkirk Wheel <p>RB shared with committee some feedback from the social isolation trips, which was very positive.</p> <p>RB invited questions.</p> <p>Committee NOTED the presentation from RB providing an update on the activities of the Communities team.</p> <p>Committee thanked RB for his report.</p> | |

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| | RB left the meeting. | |
| | Finance | |
| 6. | 6.1 Draft Annual Accounts The item was deferred. The draft annual accounts will go to the Management Committee Meeting at 6pm on Wednesday 07 September 2022. | Draft Annual Accounts to go to the next meeting |
| | 6.2 Financial Letters of Representation The item was deferred. | Financial Letters of Representation to go to the next meeting |
| | 6.3 External Audit CB advised that the external audit is completed and once we have the accounts signed off by French Duncan we can bring them to a specially convened management committee meeting next week. | |
| | Correspondence | |
| 7. | 7.1 SFHA - Social Housing Fuel Support Fund CB advised committee that SFHA had emailed its members to advise that they were working with the Scottish Government to help launch the latest round of the Scottish Government's £2 million Social Housing Fuel Support Fund. CB confirmed that the Co-op would apply for the fund to assist tenants with the cost of energy. | |
| | 7.2 SHARE AGM CB advised committee that SHARE's AGM would be taking place at 5.30pm on Thursday 15 September. | |
| 8. | Health & Safety Committee were informed that the health and safety landlord audit by JWD asset services was progressing well. PM advised committee that the External Tenant Safety Audit of the Co-op was underway and the findings would be reported to committee in October at a session on Tenant Safety. | |

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| | Governance | |
| | 9.1 Ethical Conduct and Notifiable Events None | |
| | 9.2 Payments, Benefits & Entitlements Report on housing allocation was approved by committee. | |
| 9. | 9.3 Leave of Absence Requests PM advised committee that a leave of absence request had been received from Lee Murray and Teresa Boyle. Committee APPROVED the requests after some discussion on committee numbers, with clarification on return dates provided. | |
| | 9.4 Membership Report PM advised committee that there were no new applications for membership. | |
| | 9.5 AGM Arrangements – Committee Members Standing Down PM advised committee that under Rule 39.1, one third of the Committee Members being the longest serving members, are obliged by rotation to retire each year. Anybody appointed as a co-optee under Rule 42.1 or to fill a casual vacancy under Rule 41 are also required to retire. Anyone who retires for that reason, shall not count towards the one third provision. The following will therefore require to stand down: <ul style="list-style-type: none"> • Teresa Boyle, Natalie Barclay, Jolene Martin and Tommy Divers under the one third provision, • Appointed members standing down: Angie Robinson and Jim Mitchell. | |
| | 9.6 Secretary’s letter prior to AGM PM advised that the Secretary must confirm in writing to the Board that Rules 62 to 67 have been followed or, if they have not been followed, the reasons for this. The Secretary’s confirmation or report must be recorded in the minutes of the Board Meeting. The Secretary’s confirmation was provided within the committee papers. | |

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| 10. | <p>Strategy</p> | |
| | <p>10.1 Old Nursey Site</p> <p>CB advised that we have received some plans for the site from an architect the Co-op commissioned to review the site on our behalf. CB advised that the architect felt that the site was not favourable for housing. CB added that there was the option of using the existing building for a lettable community space, however without external funding it would represent a risk for the Co-op.</p> | |
| | <p>10.2 Town Action Plan Workshop</p> <p>PM advised committee that a session on the future plans for Motherwell would take place on Thursday the 1st of September 2022 at the Dalziel St Andrew's Parish Church, Merry Street, Motherwell at 6.30pm to 8:00pm.</p> | |
| 11. | <p>Operations</p> | |
| | <p>11.1 Stock Condition Survey</p> <p>CB advised the committee that the Co-op is looking to appoint John Martin Partnership (JMP) to carry out the Stock Condition Survey (SCS) on behalf of the Co-op. This was approved. JMP carried out the previous SCS in 2019 which went very well.</p> | |
| | <p>11.2 Housing Management Performance Reports</p> <p>EH provided a presentation on the performance in housing management to 30 June 2022.</p> <p>The Co-op's performance in most areas is excellent, mainly rent control, void loss, allocations and estate management.</p> <p>It was noted that thirteen (13) offers of tenancy were made and three (3) were refused which results in 23% of tenancy offers being refused.</p> <p>Due to the rising energy costs, tenants were invited to come along to an Energy Event held by Ian Symington, Energy Advisor from Citizens Advice Bureau within the Community Centre on the 8th of June 2022 at 6pm.</p> <p>He provided free and impartial advice on energy bills/supplies, future projected costs, advice on any grants and benefits available and assisted with individual queries with billing issues.</p> <p>Committee NOTED the report and passed on their thanks to Elaine and the team.</p> | |

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| | <p>11.3 Repairs Performance Report 1st Quarter to 30 06 2022</p> <p>AG advised committee that first quarter sees the introduction for the first time of our new Repairs & Maintenance Policy.</p> <ul style="list-style-type: none"> • Total number of emergency jobs for this period was 42 compared to 43 in 2021-22. • Average time to complete an emergency repair for this period was 2.4 hours compared to 2.8 hours in 2021-22. • No jobs failed our timescales within this period which matched the same period from 2021-22. <ul style="list-style-type: none"> • Total number of non-emergency repairs for the period was 144. The total for the same period in 2021-22 was 141. • Average time to complete non-emergency repairs was 4.4 days compared to 3 days for the same period in 2021-22. • Two jobs failed our timescales in this period, compared to one job failing in 2021-22. <p>In the period we had a 100% completion record in gas servicing.</p> <p>Committee NOTED the report and passed on their thanks to Alex and the maintenance team.</p> | |
| 12. | <p>Staffing</p> <p>12.1 Staffing</p> <p>The staffing paper was APPROVED by the committee.</p> | |
| 13. | <p>Compliance</p> <p>13.1 Procurement Policy</p> <p>The policy was APPROVED.</p> <p>13.2 Treasury Management Policy</p> <p>The policy was APPROVED.</p> <p>13.3 Blending Working Policy</p> <p>The policy was APPROVED.</p> <p>13.4 Equality & Diversity Policy</p> <p>The policy was APPROVED.</p> | <p>PM to update policy register</p> <p>PM to update policy register</p> <p>PM to update policy register</p> <p>PM to update policy register</p> |

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| | <p>13.5 Bad Debts & Write Offs Policy</p> <p>The policy was APPROVED.</p> | <p>PM to update policy register</p> |
| | <p>13.6 Entitlements, Payments & Benefits Policy</p> <p>The policy was APPROVED.</p> | <p>PM to update policy register</p> |
| | <p>13.7 Self Assessment</p> <p>CB advised committee that the Co-op was working with Mulholland Housing Consultancy to assist with assessing the Co-op against the Regulatory Standards and a detailed training session would be provided separately for the start of October. CSB encouraged all committee members to attend and highlighted the importance of the work undertaken by the Co-op.</p> | |
| 14 | Deferred Agenda Items | |
| | None | |
| | Any Other Competent Business | |
| 15. | <p>15.1 CIH Scotland Housing Awards 2022</p> <p>PM advised committee that we had completed four applications on behalf of the Co-op. We had applied for three categories (Housing Team of the Year, Excellence in Health & Wellbeing & Apprentice of the Year). We completed four applications, we nominated two different members of staff in the apprentice of the year category.</p> <p>CSB thanked everyone for their contribution.</p> | |
| | Date of Next Meeting | |
| 16. | Management Committee Meeting: 6pm Wednesday 07 September 2022 | |