

Agenda Item 3.1



Minutes of the Meeting with Management Committee held on **Wednesday 24 May 2023 at 6pm** via in person & via zoom at Forgewood Community Centre

Minutes

Present:	Alan Thomson, Chair (AT)	John Burton (JB)	Angie Robinson (AR)
	Tommy Divers (TD)	Sandra Brown (SB)	Nichola Mooney (NM)
	Sharon Bonnar (SB)	Karen Brown (KB)	Karolina Mozar (KM)
In Attendance	Paul Lennon, Depute Director (PL)	Elaine Hyslop, Housing Manager (EH)	Paul Murphy, Corporate Services Officer (PM)

	Agenda Item	Action
1.	<p>Apologies</p> <p>Apologies were NOTED for Cathy Brien, Callum Boughey, Charlie Millar and Nicola McGregor.</p>	PM to update register.
	<p>Chairs Remarks</p> <p>AT welcomed everyone to the meeting.</p>	
2.	<p>Declarations of Interest</p> <p>None</p>	
3.	<p>3.1 Minutes of Previous Meeting held on 03 May 2023 (Issued in advance to committee)</p> <p>Proposed John Burton Seconded Angie Robinson</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. PL added that we had made enquiries within the sector regarding our current auditors, French Duncan being taken over by AAB as requested by committee. PL added that we had received the assurances and were able to provide the committee with the</p>	

	<p>comfort they desired. PL added that we initially thought that it was a notifiable event to the Scottish Housing Regulator (SHR).</p> <p>However after getting in contact with another RSL who are clients of French Duncan they are of the opinion that it is not a notifiable event. French Duncan agreed with this assessment. Therefore no notifiable event to the SHR will be submitted.</p>	
	<p>Communities Team & Community Centre Update</p>	
5.	<p>5.1 Community Centre</p> <p>PL explained that RB had provided a detailed presentation at the management committee meeting held 03 May, therefore RB would not be presenting this time.</p>	
	<p>Finance</p>	
6.	<p>6.1 Management Accounts up to 31 March 2023</p> <p>PL read through the Management Accounts up to 31 March 2023, running through all the figures. PL then explained the operating costs and surplus for the year and confirmed that it had been a good year for the Co-operative financially.</p> <p>PL also confirmed that these will be adjusted as these are the draft management accounts that are used to inform the annual accounts.</p> <p>PL referred to pages 7 and 8 of the management accounts on the key indicators Management Accounts including, turnover, interest, statement of financial position, current assets and liabilities as well as budget v actual comparison. There was nothing of concern to note and he confirmed that overall, it has been a successful period for the Co-operative again and the accounts are healthy and PL advised that the management committee should be pleased with the result bearing in mind the various economic challenges.</p> <p>PL was thanked for his report and no further questions were asked.</p> <p>The Management Accounts up to 31 March 2023 were APPROVED.</p> <p>6.2 Five Year Financial Projections (FYFP)</p> <p>PL advised committee that the Five Year Financial Projections (FYFP) are being worked on by Clark to meet the deadline of the 31st of May for submission. Once available they would be sent out for approval prior to being sent to the Regulator. PL reassured committee that there wasn't anything material in the draft Five Year Financial projections which gives us any cause for concern.</p>	<p>FYFP to be issued to</p>

		Management Committee
	Operations	
7.	7.1 North Lanarkshire Council – Plans to consult on the demolition of more high rise flats PL discussed and Committee NOTED the correspondence.	
	7.2 CIH Scotland calls for more support to reach net zero PL discussed and Committee NOTED the correspondence.	
	7.3 SFHA response to Community Wealth Building Bill Consultation PL discussed and Committee NOTED the correspondence.	
	Health & Safety	
8.	8.1 Health & Safety Update PL confirmed that Billy Gibb from our Maintenance Team would provide a comprehensive presentation on asbestos at the next management committee meeting. PM shared that a fire inspection of the Community Centre had taken place. PM thanked SB for her expertise and her time. A comprehensive fire safety audit is being carried out by ACS in June.	
	Governance	
9.	9.1 Ethical Conduct and Notifiable Events None	
	9.2 Payments, Benefits & Entitlements None	
	9.3 Membership Report PM advised committee that no new applications for membership had been received since the last management committee meeting.	

	No other update required discussing.	
10.	Strategy	
11.	Operations	
	Staffing	
12.	<p>12.1 Staffing Update</p> <p>PL advised that Craig Anderson was offered the Senior Finance Officer role, which PL was happy to advise he accepted and he has a starting date of Monday the 5th of June.</p> <p>PL added that the committee would meet Craig soon at a forthcoming meeting.</p>	
	Compliance	
13.	<p>13.1 Annual Return on the Charter (ARC) 2022 / 2023</p> <p>PL reminded committee of the importance and the amount of work that goes into providing the return to the Scottish Housing Regulator (SHR). PL advised that EH had led on the submission for the Annual Return on the Charter (ARC) and would be presenting an overview of the key figures in our Annual Return on the Charter via a PowerPoint presentation.</p>	
	<p>13.2 Housing Management - Annual Return on the Charter (ARC) 2022 / 2023</p> <p>EH covered performance in areas including voids, lettings, anti-socials, rental loss as well as complaints against the Co-op. Committee noted the content of the presentation provided by EH. The annual return on the charter was agreed as a true and accurate reflection and would be submitted to the Scottish Housing Regulator.</p> <p>The submission for Housing Management was APPROVED</p>	
	<p>13.3 Repairs & Maintenance - Annual Return on the Charter (ARC) 2022 / 2023</p> <p>PL covered performance in areas including the number of non-emergency repairs, emergency repairs, spending on void repairs throughout the reporting year. Committee noted the content of the presentation provided by PL. The annual return on the charter was agreed as a true and accurate reflection and would be submitted to the Scottish Housing Regulator.</p> <p>The submission for Repairs & Maintenance was APPROVED</p>	<p>PL to submit the ARC Return to SHR</p>

	<p>13.4 Settlement Agreements Policy</p> <p>The policy was APPROVED</p>	PM to update policy register
	<p>13.5 Protocol for entering into Settlement Agreements with employees</p> <p>The policy was APPROVED</p>	PM to update policy register
	<p>13.6 Personal Relationships at Work Policy</p> <p>The policy was APPROVED</p>	PM to update policy register
	<p>13.7 Young Persons at Work Policy</p> <p>The policy was APPROVED</p>	PM to update policy register
	<p>13.8 Factoring Policy</p> <p>The policy was APPROVED</p>	PM to update policy register
	<p>13.9 Factoring Arrears & Debt Recovery Policy & Procedures</p> <p>The policy was APPROVED</p>	PM to update policy register
	<p>13.10 Complaints Policy</p> <p>The policy was APPROVED</p>	PM to update policy register
	<p>13.11 Self Assessment</p> <p>PL asked committee if they were happy for Mulholland Consultancy to carry out the Self Assessment exercise this year. Committee reflected on previous self assessment exercises and the high standard.</p> <p>PL explained that the Co-op is due a more comprehensive assessment this year based on the three year assessment model.</p> <p>Committee APPROVED the appointment of Mulholland Consultancy to carry out the self assessment of the Co-op.</p>	
14.	<p>Deferred Agenda Items</p> <p>None</p>	
15.	<p>Any Other Competent Business</p>	

	<p>PL reminded committee members that the next management committee meeting would take place on Wednesday the 28th of June.</p> <p>AT thanked committee & staff for attending the meeting.</p> <p>The meeting ended at 7.57pm.</p>	
	<p>Date of Next Meeting</p>	
<p>16.</p>	<p>Management Committee Meeting: 6pm Wednesday 28 June 2023</p>	