



Minutes of the Meeting with Management Committee held on **Wednesday 28 June 2023 at 6pm** via in person & via zoom at Forgewood Community Centre

## Minutes

<b>Present:</b>	Alan Thomson, Chair (AT)	Callum Boughey, Vice Chair (CSB)	Jolene Martin, Secretary (JM)
	John Burton (JB)	Angie Robinson (AR)	Sharon Bonnar (SB)
	Karen Brown (KB)	Sandra Brown (SB)	Tommy Divers (TD)
	Natalie Barclay (NB)	Karolina Mozar (KM)	Nicola McGregor (NM)
<b>In Attendance</b>	Cathy Brien, Director (CB)	Paul Lennon, Depute Director (PL)	Elaine Hyslop, Housing Manager (EH)
	Billy Gibb, Temporary Maintenance Officer (BG)	Richard Bolton, Community Development Officer (RB)	Paul Murphy, Corporate Services Officer (PM)

	Agenda Item	Action
1.	<p><b>Apologies</b></p> <p>Apologies were <b>NOTED</b> for Charlie Millar and Nichola Mooney.</p>	<b>PM to update register.</b>
	<p><b>Chairs Remarks</b></p> <p>AT welcomed everyone to the meeting.</p>	
2.	<p><b>Declarations of Interest</b></p> <p>PM and BG declared an interest at Agenda Item 12.</p>	
3.	<p><b>3.1 Minutes of Previous Meeting held on 24 May 2023</b> (Issued in advance to committee)</p> <p>Proposed <b>Callum Boughey</b> Seconded <b>Karen Brown</b></p>	
4.	<p><b>4.1 Matters Arising</b></p> <p>PL went through the matters arising schedule from the previous meeting with committee and all matters were completed. PL advised committee that there was significant flood damage caused by heavy rain last Tuesday night at the</p>	

	<p>Community Centre. However staff were able to still work and importantly no disruption to tenants. AT &amp; JB suggested additional overflows for the roof to prevent an extreme down pour of rain affecting the building again.</p> <p>BG added that the loss adjuster from the insurance company had recently surveyed the damage and the roof.</p>	
5.	<p><b>Communities Team &amp; Community Centre Update</b> (Issued in advance to committee)</p>	
	<p><b>5.1 Community Centre</b></p> <p>RB advised that the past three months had been an exceptionally busy period with regards to management of our various funded projects. This was due to a combination of the vast majority of our funded projects (including projects delayed due to the pandemic) ending in March and work associated with establishing our new 23/24 funded projects, which were only confirmed in mid-March.</p> <p>The various monitoring reports have all been completed as per funder requirements, with the final two returns to be completed by 30<sup>th</sup> June.</p> <p>RB and the Communities Team have been working on:-</p> <ul style="list-style-type: none"> <li>• RB was happy to confirm that youth activities had returned to the centre.</li> <li>• North Lanarkshire Council CLD team are now delivering a 'Break away' Youth Group on a Tuesday evening.</li> <li>• A 6 week Baby Massage Programme was delivered by Health Improvement Team which ran during March. This allowed us to develop a pilot programme 'under 5 play group' during June led by the community team with long term aspiration of becoming community lead. The first session took place on 7th June and proved popular and highlighted the need locally. We will review the pilot at the end of June.</li> </ul> <p>RB spoke through the busy summer programme with committee. Highlighting a summer programme of community cinema to help keep the kids entertained during the summer holidays.</p> <p>KB queried the timing of the mother &amp; toddler group running before the summer holidays.</p> <p>RB advised that it was a pilot and we hope that we can get the group back in August. There was a good take up and it was an opportunity to try something.</p> <p>RB advised committee that he was seeking Management Committee's approval to amend the list of authorised signatory for ICF, replacing Abira</p>	

	<p>Sarwar with Craig Anderson (Senior Finance Officer). This would give Craig authorisation to accept ICF grants offers and Grant Claims Forms.</p> <p>Committee <b>APPROVED</b> the amendment.</p> <p>JB queried groups using the centre opening the hall fire door which can on some occasions cause a disturbance. RB would remind groups not to open the fire doors and would purchase signage.</p> <p>JB highlighted that members of the recovery café were smoking outside the front of the building.</p> <p>RB understood the point and would highlight it with the group, RB added that smoking for many in the group is their alternative to more harmful substances and helps assist them with their recovery journey.</p> <p>Committee thanked RB for his report.</p> <p>RB left the meeting at 6.36pm.</p>	
	<p><b>Finance</b></p>	
<p>6.</p>	<p><b>6.1 Loan Portfolio</b> (Issued in advance to committee)</p> <p>PL advised committee that the purpose of the report is for the Management Committee to review and consider information in order to approve the annual 2022/23 Loan Portfolio System Return (LPS) which is required to be submitted to the Scottish Housing Regulator portal. The Loan Portfolio Return is an annual return to the Scottish Housing Regulator informing them of the amount, type and conditions on our borrowings. It runs for the financial year and is due for submission on or before 30 June each year.</p> <p>The Loan portfolio is the balance of all loans that the bank has issued to Forgewood Housing Co-op, calculated on a specific date. The loan portfolio is one of the reporting indicators that are part of the assets of FHC.</p> <p>The Management Committee <b>APPROVED</b> the annual 2022/23 Loan Portfolio System Return (LPS).</p> <p><b>6.2 The Pensions Trust (TPT) scheme</b> (Issued in advance to committee)</p> <p>PL advised committee that the purpose of the report is for the Management Committee to review and consider the latest value of the Pension Fund current funding position. Earlier in the year the co-op reported that we had been instructed to cease making repayments on the past service deficit. However we still received statements for the latest funding position and our share of the</p>	

	<p>funding deficit has risen to £54k from £24k. This amount continues to vary year on year and committee appreciated the difficulty when providing draft management accounts only to receive a pension deficit letter. This new figure will be reported in the accounts for 2022/23 and will no doubt impact on them.</p> <p>PL added that if there were any material developments during the year that he would report back.</p> <p><b>6.3 5 Year Projections</b> (Issued in advance to committee also issued prior to the May meeting)</p> <p>PL reminded committee as previously discussed that the Five Year Financial Projections (FYFP) were submitted to meet the deadline of the 31st of May for submission.</p>	
	<p><b>Operations</b></p>	
	<p><b>7.1 SHR – The future of social housing regulation in Scotland</b> (Issued in advance to committee)</p> <p>PL discussed and Committee <b>NOTED</b> the correspondence.</p>	
7.	<p><b>7.2 SHR – Updated engagement plans for Copperworks HA and Spire View HA</b> (Issued in advance to committee)</p> <p>PL discussed and Committee <b>NOTED</b> the correspondence.</p>	
	<p><b>7.3 SHR – Publishes lessons learned on effective recording of decisions and discussions by governing bodies of Registered Social Landlords</b> (Issued in advance to committee)</p> <p>PL discussed and Committee <b>NOTED</b> the correspondence.</p>	
	<p><b>Health &amp; Safety</b></p>	
8.	<p><b>8.1 Health &amp; Safety Update</b></p> <p><b>Asbestos Management Report</b> (Issued in advance to committee)</p> <p>BG spoke through a comprehensive report on asbestos which had been sent out prior to the management committee meeting.</p> <p>BG advised committee that all work activities involving Asbestos is carried out in accordance with our asbestos policy. When required our maintenance team would inspect and instruct an asbestos management survey of the property which would be carried out by a licensed asbestos contractor, this determines how we proceed.</p>	

	<p>If asbestos is found we would have to either encapsulate or remove the damaged area.</p> <p>BG displayed on screen an asbestos survey report to give committee a greater insight into the detailed level of information which is provided by our contractor.</p> <p>BG invited questions from committee members.</p> <p>Committee thanked BG for his report.</p> <p>BG left the meeting at 7.12pm.</p> <p>PM reported to committee that the Fire Audit of the Community Centre was due to take place last Wednesday, unfortunately due to the flood damage the previous night, we had to advise the assessor who arrived on site that we would need to postpone. A new date has been arranged.</p>	
9.	<p><b>Governance</b></p>	
	<p><b>9.1 Ethical Conduct and Notifiable Events – FINANCIAL AND FUNDING ISSUES – Change of internal or external auditor</b> (Issued in advance to committee)</p> <p>PL advised committee that despite making enquiries and receiving assurances within the sector regarding our current auditors, French Duncan being taken over by AAB, we decided to not submit it as a notifiable event to the Scottish Housing Regulator (SHR).</p> <p>However the Scottish Housing Regulator (SHR) got in touch with us to ask us to raise the notifiable event. We apologised to the regulator for our error and promptly raised it as a notifiable event on the Regulator’s portal. SHR understood the oversight and appreciated our co-operation.</p>	
	<p><b>9.2 Payments, Benefits &amp; Entitlements</b></p> <p>None</p>	
	<p><b>9.3 Membership Report</b> (Issued in advance to committee)</p> <p>PM advised committee that there was no new applications for membership which had been received since the last management committee meeting.</p> <p>No other update required discussing.</p>	

10.	<b>Strategy</b>	
	<b>Operations</b>	
11.	<p><b>11.1 Information Sharing Agreement – NLC and FHC regarding Anti-Social Behaviour</b> (Issued in advance to committee)</p> <p>The committee <b>APPROVED</b> the information sharing agreement.</p>	
	<b>Staffing</b>	
12.	<p><b>12.1 Staffing Update</b> (Issued in advance to committee)</p> <p>PL spoke through the staffing paper.</p> <p>The committee <b>APPROVED</b> the staffing paper.</p>	
13.	<b>Compliance</b>	
	<p><b>13.1 Audit &amp; Risk Subcommittee Remit</b> (Issued in advance to committee)</p> <p>The remit was <b>APPROVED</b></p>	<b>PM to update policy register</b>
	<p><b>13.2 Performance, Staffing And Health &amp; Safety Subcommittee Remit</b> (Issued in advance to committee)</p> <p>The remit was <b>APPROVED</b></p>	<b>PM to update policy register</b>
	<p><b>13.3 Dignity at Work Policy</b> (Issued in advance to committee)</p> <p>The policy was <b>APPROVED</b></p>	<b>PM to update policy register</b>
	<p><b>13.4 Disciplinary Policy</b> (Issued in advance to committee)</p> <p>The policy was <b>APPROVED</b></p>	<b>PM to update policy register</b>
	<p><b>13.5 Grievance Policy</b> (Issued in advance to committee)</p> <p>The policy was <b>APPROVED</b></p>	<b>PM to update policy register</b>
	<p><b>13.6 Recruitment Policy</b> (Issued in advance to committee)</p> <p>The policy was <b>APPROVED</b></p>	<b>PM to update policy register</b>
	<p><b>13.7 Attendance &amp; Absence Management Policy</b> (Issued in advance to committee)</p>	<b>PM to update policy register</b>

	<p>SB cautioned against something which is undefined, therefore it is a grey area. CB advised that the Co-op are members of EVH and many of the policies the Co-op has come from model EVH policies. CB added that we have procedures in place and we are also a supportive and understanding employer of staff's individual circumstances.</p> <p>The policy was <b>APPROVED</b></p>	
	<p><b>13.8 Pet Policy</b> (Issued in advance to committee)</p> <p>The policy was <b>APPROVED</b></p>	<p><b>PM to update policy register</b></p>
14.	<p><b>Deferred Agenda Items</b></p>	
	<p>None</p>	
15.	<p><b>Any Other Competent Business</b></p>	
	<p>PL reminded committee members that the next management committee meeting would take place on Wednesday the 30<sup>th</sup> of August.</p> <p>AT thanked committee &amp; staff for attending the meeting and wished everyone a nice summer break.</p> <p>The meeting ended at 7.54pm.</p>	
16.	<p><b>Date of Next Meeting</b></p>	
	<p>Management Committee Meeting: 6pm Wednesday 30 August 2023</p>	