



Minutes of the Meeting with Management Committee held on **Wednesday 25 January 2023 at 6pm** in person & via zoom at Forgewood Community Centre

Minutes

Present:	Alan Thomson, Chair (AT)	Callum Boughey, Vice Chair (CSB)	Charlie Millar, Treasurer (CM)
	John Burton (JB)	Tommy Divers (TD)	Karen Brown (KB)
	Angie Robinson (AR)	Sandra Brown (SB) (Observer)	
In Attendance	Cathy Brien, Director (CD)	Paul Lennon, Depute Director (PL)	Elaine Hyslop, Housing Manager (EH)
	John Mulholland, Mulholland Housing Consultancy (JM)	Paul Murphy, Corporate Services Officer (PM)	

	Agenda Item	Action
1.	Apologies Apologies were NOTED for Jim Mitchell, Richard Bolton (Community Development Officer) and Clark Davidson (Finance Agent).	PM to update register.
	Chairs Remarks AT welcomed everyone to the meeting, especially Sandra Brown who was attending the meeting as an observer this evening, with a view to becoming a member of the management committee.	
2.	Declarations of Interest Sandra Brown (Observer) Agenda Items 9.2 and 9.3.	
3.	3.1 Minutes of Previous Meeting held on 30 November 2022 (Issued in advance to committee) Proposed John Burton Seconded Angie Robinson	
4.	4.1 Matters Arising CB went through the matters arising schedule from the previous meeting with committee all matters were completed.	Thank you card to be sent to Teresa

	<p>PM advised that Teresa Boyle had stood down from the management committee.</p> <p>Committee asked for a thank you card be sent to Teresa.</p>	<p>Co-op records to be updated to reflect Teresa standing down as well as the SHR Portal</p>
	<p>Communities Team & Community Centre</p>	
5.	<p>5.1 Community Centre</p> <p>PL advised that RB would provide a report to February's management committee meeting. PL commented on the Burns event taking place in the centre at the same time as the management committee meeting. PL added that it looked like a brilliant event which was well attended.</p>	
	<p>Finance</p>	
6.	<p>6.1 Rent Increase Consultation 2023/24 Consultation (Issued in advance to committee)</p> <p>EH spoke to the report regarding the feedback from tenants and the Rent Review Focus Group. A good and detailed discussion took place at the Rent Review Focus Group. At the focus group when the all the factors were considered and discussed, the tenants who attended agreed with the option of a 5% increase for 2023/2024.</p> <p>EH acknowledged the challenging environment the Co-op is operating in due to financial pressures. The inflation rate for October 2022 was the highest it has been in 41 years at 11.1%, resulting in the cost of goods and services being significantly higher than normal.</p> <p>Scottish Government's decision not to impose a rent cap or continue a rent freeze from 31 March 2023 for social landlords was confirmed in mid-January.</p> <p>The 30 year business plan has a rent increase assumption built into it of inflation plus 1%. If we went with October's figure + 1 % it would have resulted in a proposed rent increase of 12.1%</p> <p>The Management Committee discussed and considered the rent proposal for 2023/24.</p> <p>AR acknowledged the high levels of inflation / costs the Co-op are having to contend with, especially when trying to invest in tenant's homes. Hopefully the level of inflation will drop this year.</p>	

	<p>CM expressed the same hope, that next year the Management Committee may have more leeway in their rent setting decision making process, because of more favourable financial conditions.</p> <p>AR acknowledged rent increases are especially difficult for young families.</p> <p>JB asked if there was a worry regarding large spikes in rent arrears following a rent increase.</p> <p>EH reassured JB that the rent arrears are really well managed and monitored closely.</p> <p>AT added that two positive indicators that point to inflation coming down in the medium to longer time, is the reducing price of oil and wholesale gas.</p> <p>Committee APPROVED the rent increase of 5% for 2023/2024.</p> <p>The increase will take effect on 1 April 2023 and all tenants will be given at least 4 weeks' notice of the change.</p>	
	<p>6.2 Adaptations Budgets (All issued in advance to committee)</p> <p>PL spoke to the report, GPHC currently report an overspend in their adaptations budget and have requested an extra £10,000 from the Scottish Government for the current year 2022/23.</p> <p>Forgewood Housing Co-op have also requested a similar amount and we hope to hear soon if we have been successful.</p> <p>There are a number of adaptations waiting at Garrion and as there is around £8,000 underspent at Forgewood, to allow the Scottish Government to transfer the remaining funding over to GPHC. This has happened in previous years when FHC helped out GPHC. It makes sense to transfer the remaining funding over to GPHC as this would allow tenants to stay in their homes longer. We will hopefully hear positive news about the request for the extra £10,000.</p> <p>Management Committee discussed and AGREED the proposal to allow Garrion to use some of the underspend for Forgewood this financial year.</p>	
	<p>6.3 Insurance Renewal 2023/2024</p> <p>Item was DEFERRED</p>	
7.	<p>Correspondence (All issued in advance to committee)</p>	
	<p>7.1 SHR - Mould & Damp</p> <p>Committee NOTED the correspondence.</p>	

	<p>7.2 SHR - RSLs' financial forecasts show sector financial performance should remain robust but the outlook continues to be challenging</p> <p>Committee NOTED the correspondence.</p>	
	<p>7.3 SFHA - Social Housing Fuel Support Fund</p> <p>Committee NOTED the correspondence.</p>	
	<p>7.4 SHR - Shares advice for landlords on surveying tenants and service users</p> <p>Committee NOTED the correspondence.</p>	
8.	Health & Safety	
	<p>8.1 Risk Management Policy (Issued in advance to committee)</p> <p>Item was DEFERRED</p>	
9.	Governance	
	<p>9.1 Ethical Conduct and Notifiable Events</p> <p>None</p>	
	<p>9.2 Membership Report (All issued in advance to committee)</p> <p>Committee NOTED the report.</p> <p>A membership application has been received from Sandra Brown, along with the £1 fee.</p> <p>A membership application has been received from Brandon Campbell a new tenant of Co-op along with the £1 fee.</p> <p>A membership application has been received from Amy Louise Kelly a new tenant of Co-op along with the £1 fee.</p> <p>Committee APPROVED the membership applications.</p>	<p>The new members to be added to the membership list</p>

	<p>9.3 Appointed Management Committee Member (Issued in advance to committee)</p> <p>PL reminded committee that Sandra Brown has attended tonight's meeting as an observer. Sandra is interested in becoming a member of the management committee. A committee can appoint new members who have skills and input that will benefit them. PL added that Sandra has knowledge and skills which would make her an asset to the committee. Sandra had a long career in Scottish Fire & Rescue, specialising in Fire Safety and Health & Safety more generally. Sandra is also currently a member and volunteer with ForgeAhead community group.</p> <p>PL explained that it is the committee's decision whether to appoint Sandra as an Appointed member of the committee rather than a Co-optee. As an appointed member Sandra would have voting rights and would count towards the quorum of meetings.</p> <p>AT added that it was important that the committee continued to increase its diversity of skills and experiences. SB's skillset would assist the Co-op, especially supporting our compliance in tenant safety.</p> <p>All members APPROVED the proposal for Sandra Brown to become an appointed member of the management committee of the Co-op.</p>	<p>Co-op records to be updated to reflect the appointment as well as the SHR Portal</p>
<p>10.</p>	<p>Strategy</p> <p>10.1 Stock Condition Survey (Issued in advance to committee)</p> <p>JM reflected on his report provided to the management committee, sent out in advance in their papers.</p> <p>The report was based on the recently completed stock condition survey which was commissioned as a base for the revised business plan. JM explained the purpose of the meeting was to discuss the outcomes of the survey and develop an investment strategy which will be affordable for the organisation while meeting the needs and aspirations of tenants as well as protecting the assets of the cooperative.</p> <p>The outcome of the discussion will form the basis of the updated business plan which will be produced in line with SHR recommended practice on business planning produced in December 2015.</p> <p>The cooperative now faces a very challenging situation with external financial pressures weighing more heavily at any point than its recent past. It is therefore imperative that the correct decisions on how the Co-op spends its rental income is considered fully and seriously. The purpose of the session is to build an information base for the business plan which will reflect these</p>	

<p>prudent decisions and ensure a high quality of service for tenants while ensuring financial sustainability.</p> <p>The committee discussed and considered the stock condition survey report.</p> <p>JB asked how many flatted properties had electrical heating.</p> <p>PL confirmed that the figure was 31 properties.</p> <p>JB raised a concern with rent arrears potentially shooting up linked to a proposed rent increase, which is needed to assist with paying for the cost of investment work.</p> <p>EH advised that there is always a risk, however committee can be reassured that rent arrears are well managed and the performance levels are impressive against any RSL.</p> <p>AT added that it was a prudent approach to hold off on large scale investment, until the next financial year to see if the inflation rate is more favourable.</p> <p>CM expressed that he thought it was a sensible approach to spread the cost of investment work rather than high spending some years and low spending in other years.</p> <p>Committee had a discussion on car charging ports for new build properties.</p> <p>CM asked if all the investment figures relate to an individual property.</p> <p>JM confirmed that was the case, if you click on one of the figures it would show you the investment for each individual property.</p> <p>JB recommended moving investment spending from year 1 to year 3.</p> <p>Committee previously gave approval to pause major planned investment (bathrooms) for the year 2023/24.</p> <p>JM added that the total saving based on adjusted amounts, subject to committee approval are £247,300 for the next 5 years.</p> <p>If committee agree, the £247k will be moved into years 6 and 7 and will form part of the 30 year projections.</p> <p>After a discussion the Committee UNANIMOUSLY AGREED to the proposals made, with:</p> <ul style="list-style-type: none">• The investment priorities for the next five years.• Revised life spans for individual components to form the basis for future expenditure and the next stock condition survey.	
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	<p>Main points being:</p> <ul style="list-style-type: none"> • New bathrooms to be split over 2 years up to 2025/26 instead of all in 2024/25 • Central heating radiators etc. moved out 3 years • New boilers/electric heating system moved out to split over two years 2025/26 and 2026/27. • Entrance doors moved out 3 years to 2026/27 • Central heating source and distribution in year 2027/28 moved out to years 6 and 7 <p>Committee thanked JM for his through assessment of the Co-ops position and input on the night.</p>	
<p>11.</p>	<p>Operations</p> <p>11.1 Housing Management Performance Reports (Issued in advance to committee)</p> <p>EH spoke to the housing report on the performance up to 31 December 2022.</p> <p>Rental loss for year to date as a percentage of annual income from the period 01 April 2022 to 31 December 2022 was 0.19%.</p> <p>Average number of calendar days void for relets had reduced when compared to the same period last year (01 April 2021 to 31 December 2021) down from 10 days to 9.56 days for the period 01 April 2022 to 31 December 2022.</p> <p>It was noted that former tenants arrears outstanding had also reduced from £5122 (01 April 2021 to 31 December 2021) to £2455 for the period 01 April 2022 to 31 December 2022.</p> <p>Nine (9) tenancies started in the previous year (same reporting period) with eight (8) tenants remaining within their homes. This reflects well with the sustainability performance at 89%.</p> <p>Committee NOTED the report and passed on their thanks to EH and the team.</p>	
	<p>11.2 Repairs Performance Report 3rd Quarter Report (Issued in advance to committee)</p> <p>PL spoke to the performance report:</p> <ul style="list-style-type: none"> • Total number of emergency jobs for this period was 77 compared to 51 in 2021-22. • Average time to complete an emergency repair for this period was 3.7 hours compared to 2.7 hours in 2021-22. 	

	<ul style="list-style-type: none"> No jobs failed our timescales within this period which matched the same period from 2021-22. Total number of non-emergency repairs for the period was 177. The total for the same period in 2021-22 was 166. Average time to complete non-emergency repairs was 3 days compared to 3.6 days for the same period in 2021-22. No jobs failed our timescales in this period, compared to two jobs failing in 2021-22. <p>In the period we had a 100% completion record in gas servicing.</p> <p>TD complimented the work the maintenance team were doing.</p> <p>Committee NOTED the report and passed on their thanks to the maintenance team.</p>	
	Staffing	
12.	PL advised that we would come back to the management committee meeting in February with a staffing report (maintenance).	
	Compliance	
	13.1 Notifiable Events Policy (Issued in advance to committee) The policy was APPROVED	PM to update policy register
13.	13.2 Procurement Policy (Issued in advance to committee) The policy was APPROVED	PM to update policy register
	13.3 List of Approved Contractors (Issued in advance to committee) The updated list of suppliers, contractors and consultancy firms was discussed and APPROVED .	
	Deferred Agenda Items	
14.	None	
	Any Other Competent Business	
15.	15.1 CB advised committee that a meeting with North Lanarkshire Council is forthcoming regarding a proposal for new build in Forgewood. CB stressed that it was more of an initial scoping exercise to see if new build was possible for Forgewood, however it was a positive development.	

	AT thanked committee & staff for attending the meeting.	
	Date of Next Meeting	
16.	Management Committee Meeting: 6pm Wednesday 22 February 2023	