



## Agenda Item 3.1

Minutes of the Meeting with Management Committee held on **Wednesday 23 June 2021 at 6pm** via Zoom

### Minutes

<b>Present:</b>	John Burton (JB)	Teresa Boyle (TB)	Lee Murray (LM)
	Tommy Divers (TD)	Jolene Martin (Secretary) (JM)	
<b>In Attendance</b>	Cathy Brien, Director (CB)	Paul Lennon, Depute Director (PL)	Elaine Hyslop (EH), Housing Manager
	Kennedy Chilambe, Senior Finance Officer (KC)	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> from Callum Boughey, Alan Thomson, Charlie Millar, Natalie Barclay, Melissa Barclay, Sandra Murray, David Hemmings, Marek Dziekan and Jamie Bell.</p>	<b>PM to update register.</b>
	<p><b>Chairs Remarks</b></p> <p>PL welcomed everyone to the meeting.</p>	
2.	<p><b>Declarations of Interest</b></p> <p>None</p>	
3.	<p><b>3.1 Minutes of Previous Meeting held on 26 May 2021</b></p> <p>Proposed <b>Lee Murray</b> Seconded <b>Tommy Divers</b></p>	
4.	<p><b>4.1 Matters Arising</b></p> <p>PL advised that the matters arising from May's meeting had been completed or added to the agenda.</p>	
5.	<b>5. Health &amp; Safety</b>	

	<p><b>5.1 Community Centre</b></p> <p>PL advised that we continue to follow government advice regarding home working for some staff. However, a number of staff are working from the office/centre to assist and support the activities taking place at the centre.</p> <p>RB provided an extensive update via a PowerPoint presentation (attached with papers) on the activities taking place in the short to medium term.</p> <p>Committee <b>NOTED</b> the presentation, thanking Richard for providing an update on the activities of the Communities team.</p>	
	<p><b>5.2 Staff Working Environments</b></p> <p>PL added that staff were working well from home and performance is good. Staff continue to deliver services to tenants and hadn't been greatly affected by working remotely.</p> <p>CB provided committee with a presentation on the principles of Agile Working.</p> <p>LM asked if DSE assessments were taking place with staff.</p> <p>PM advised that the Co-op had provided guidance and equipment to ensure that staff working from home were working safely with display screen equipment (DSE).</p> <p>PM added as more staff return to the office it makes assessing staff's working environment much easier.</p> <p>LM added that if staff members completed a checklist confirming their home working environment it would help to safeguard the staff member and the Co-op.</p>	
6.	<p><b>Correspondence</b></p> <p>Committee <b>NOTED</b> the correspondence contained within the paperwork.</p>	
	<p><b>Governance</b></p> <p><b>7.1 Ethical Conduct and Notifiable Events</b></p> <p>None</p>	

	<p><b>7.2 Membership Report</b></p> <p>PL advised that no new membership applications had been received.</p>	
7.	<p><b>7.3 Policy to be approved: Blended Working</b></p> <p>The policy was considered and then <b>DEFERRED</b> to ensure the policy incorporated the forthcoming guidance from EVH.</p>	<p><b>Policy deferred until guidance from EVH is available</b></p>
	<p><b>7.4 Policy to be approved: Assignment Policy</b></p> <p>The policy was <b>APPROVED</b>.</p>	<p><b>Policy register to be updated</b></p>
	<p><b>7.5 Policy to be approved: Tenant Participation Strategy 2021-2024</b></p> <p>The TP Strategy was <b>APPROVED</b>.</p>	<p><b>Policy register to be updated</b></p>
	<p><b>7.6 Payments, Benefits &amp; Entitlements</b></p> <p>PL confirmed that there was no payments, benefits &amp; entitlements to report to committee.</p>	
	<p><b>7.7 Management Committee Meetings Report</b></p> <p>Management Committee <b>APPROVED</b> the proposal to replace the Audit &amp; Risk Sub Committee meetings with an increased number of management committee to incorporate the business which previously would go to the Audit &amp; Risk Sub Committee. Paul stated that committee meeting calendars will be updated and sent out, reflecting at least 10 meetings per year, at 18.00 hrs and on a Wednesday.</p>	
	<p><b>7.8 AGM Arrangements</b></p> <p>PM advised that the date of the AGM is scheduled for Wednesday the 22nd of September at 6pm, format to be agreed.</p>	<p><b>AGM paper to be provided in August meeting with those standing down recorded</b></p>
	<p><b>8. Strategy</b></p>	
	<p><b>Staffing</b></p>	
	<p><b>9.1</b></p> <p>PL reflected that the committee had asked that the contracts of our modern apprentices Laura and Zarah be extended to ensure they gained experience of working face to face with the public.</p>	

	<p>PL advised that the Co-op have budgeted to retain our Modern Apprentices Laura and Zarah until the end of March 2022.</p> <p>PL asked committee if they agreed with this proposal.</p> <p>Committee <b>APPROVED</b> this proposal.</p> <p>PL advised that staff carried out a litter pick of the estate today, which was a great success and good for staff morale. Committee thanked staff for the efforts.</p>	<p><b>Laura and Zarah to be notified of contract extension</b></p>
<b>10.</b>	<b>Finance</b>	
	<b>10.1 Five Year Financial Projections</b>	
	<p>PL introduced the item by advising committee that it provided the Scottish Housing Regulator (SHR) with a forecast of our expected income and expenditure for the next five years.</p> <p>KC guided committee through a presentation on the Co-op's five year financial projections (FYFP).</p> <p>KC advised committee that the five year financial projections are sent each year to the Scottish Housing Regulator (SHR).</p> <p>LM asked in regards to investment over the next five years and did we have a breakdown of the spend.</p> <p>PL advised that we do have a breakdown and have taken it to committee recently. PL added that the main forthcoming spend is replacement bathrooms for the flats. We completed some bathrooms in the past year despite the Covid restrictions. There are around 100 bathrooms still to be replaced. These will be put to tender as per our procurement policy. A planned maintenance update will also be provided at the next or future meeting.</p> <p>The Committee <b>APPROVED</b> the five year financial projections.</p>	<p><b>FYFP to be submitted on SHR landlord portal</b></p>
<b>11.</b>	<b>Covenant Compliance</b>	
	<b>11.1 Self-Assessment</b>	
	<p>CB provided a report to committee on the proposal for self-assessment this year to enable the Co-op to return the Annual Assurance Statement to the Scottish Housing Regulator (SHR) in October.</p> <p>Committee noted the contents of the report and <b>APPROVED</b> the request for the self-assessment to be carried out internally this year.</p>	
<b>12.</b>	<b>Operations</b>	

	<b>12.1 External Audit</b>	
	PL advised that the external audit would be taking place in August and French Duncan would be carrying out the audit.	<b>Update on audit to be provided at next meeting</b>
	<b>12.2 Internal Audit</b>  Members noted the contents of the report and the presentation provided. The committee <b>APPROVED</b> the Internal Audit schedule.	
<b>13.</b>	<b>Deferred Agenda Items</b>	
	None	
<b>14.</b>	<b>Any Other Competent Business</b>	
	PL thanked the committee and staff for attending the meeting and wished everyone an enjoyable summer break.	
	<b>Date of Next Meeting</b>	
	Management Committee Meeting: 6pm Wednesday 25 August 2021	