



Minutes of the Meeting with Management Committee held on **Wednesday 22 June 2022 at 6pm** via in person & via zoom at Forgewood Community Centre

Minutes

Present:	Alan Thomson, Chair (AT)	Charlie Millar, Treasurer (CM)	John Burton (JB)
	Lee Murray (LM)	Teresa Boyle (TB)	Angie Robinson (AR)
	Tommy Divers (TD)	Jim Mitchell (JM)	
In Attendance	Paul Lennon, Depute Director (PL)	Elaine Hyslop, Housing Manager (EH)	Richard Bolton, Community Development Officer (RB)
	Paul Murphy, Corporate Services Officer (PM)		

	Agenda Item	Action
1.	<p>Apologies</p> <p>Apologies were NOTED for Cathy Brien, Callum Boughey, Jolene Martin and Natalie Barclay.</p>	PM to update register.
	<p>Chairs Remarks</p> <p>AT welcomed everyone to the meeting.</p>	
2.	<p>Declarations of Interest</p> <p>LM advised he would not take part in any discussion around the landscape contract. Declared previously.</p>	
3.	<p>3.1 Minutes of Previous Meeting held on 25 May 2022</p> <p>Proposed: John Burton Seconded: Alan Thomson</p>	
4.	<p>4.1 Matters Arising</p>	

	<p>PL went through the matters arising schedule from the previous meeting with committee all matters were completed.</p>	
	<p>Health & Safety</p>	
5.	<p>5.1 Community Centre</p> <p>RB provided a presentation.</p> <p>RB advised committee that a big part of his work recently was establishing the new Community Team on the ground. As well as the day to day work of supporting groups and delivering various projects, events and activities.</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 10 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 • Funding carried over (c£9000) <p>RB invited questions</p> <p>AT praised RB and the community team for the amount of activities and events they have managed to deliver.</p> <p>RB advised committee that he would report in the coming months more detail around examples of individual outcomes from the work of the assistants.</p> <p>CM added that he would like to see the organisation really promote all the excellent work done and the outcomes achieved.</p> <p>RB acknowledged that it was something he felt needed more of his time. RB explained that over the coming months he hopes to spend a little bit of time away from delivery and he would work on this aspect.</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> <p>RB left the meeting.</p>	

	<p>5.2 Old Nursery Building</p> <p>A floorplan of the building was displayed on screen.</p> <p>PL advised committee that members of the staff team alongside an architect had managed to get a look inside the old nursery building. We were looking to see what the building or the site could potentially offer the Co-op.</p> <p>PL asked committee to approve a feasibility study to be carried out on the site by an architect.</p> <p>Committee APPROVED a feasibility study to be carried out by an architect.</p>	<p>PL to instruct the architect to begin a feasibility study of the site</p>
	<p>5.3 Health & Safety Report</p> <p>PM advised Committee that the Co-op were going to employ the services of a Health & Safety Consultant Joe Dewar. Joe has worked with a number of RSLs across Scotland. The focus of the assessment will be looking at all aspects of Tenant Safety and Health & Safety generally. Joe will carry out an assessment of the Co-op and produce recommendations for committee to consider.</p> <p>PM added that the timing was beneficial as the report would be produced prior to the Co-op submitting its annual assurance statement to the Scottish Housing Regulator at the end of October.</p> <p>Monkeypox Risk Assessment</p> <p>PM explained to committee the risk assessment of monkeypox he displayed on screen and provided the latest guidance and statistics from the World Health Organisation (WHO).</p> <p>PM added that as an organisation we would continue to monitor the situation and would notify committee and staff if the situation changed.</p>	
	<p>Correspondence</p>	
<p>6.</p>	<p>6.1 EVH Developing a Hybrid Working Policy</p> <p>PL advised committee that EVH had produced the attached guidance note to assist RSL's developing a hybrid working policy. PL advised committee that the majority of staff were working in the office. We will be developing a hybrid working policy shortly.</p>	
	<p>6.2 SHR Regulator publishes final COVID-19 quarterly dashboard</p> <p>PL advised committee that the Scottish Housing Regulator had published the final COVID-19 quarterly dashboard.</p>	

	<p>PL added the Regulator wrote to social landlords in March 2022 to confirm that the Social Housing Resilience Group had decided to end collection of the returns, and thanked social landlords for their co-operation in submitting the information over the last two years.</p>	
7.	<p>Governance</p>	
	<p>7.1 Ethical Conduct and Notifiable Events</p> <p>None</p>	
	<p>7.2 Payments, Benefits & Entitlements</p> <p>None</p>	
	<p>7.3 Membership Report</p> <p>PM advised committee that there was no membership applications for this month.</p>	
	<p>7.4 Leave of absence requests</p> <p>Leave of absence requests for committee members Jolene Martin and Natalie Barclay.</p> <p>The Committee APPROVED the requests.</p>	
	<p>7.5 Bridges</p> <p>PL advised committee members that long standing committee members who had previously attended Bridges Housing Association meetings had attended a meeting prior to the start of the committee meeting. In attendance was long standing committee members of the Forgewood management committee and Garrion management committee members who were similarly involved in Bridges Housing Association.</p> <p>PL explained to newer members of the committee what Bridges Housing Association was and what the connection was to the Co-op.</p>	
	<p>7.6 Register of Interest</p> <p>PM advised that he had revised the register of interest form for committee members to make it more user friendly.</p> <p>PM provided some examples which were good practice for committee members to declare in their register of interest form.</p>	

	<p>7.7 AGM Arrangements</p> <p>PL advised that the senior staff team would be meeting with French Duncan soon to have the pre-audit meeting. The AGM will take place in late September and it would in a hybrid format (in person and via zoom) to enable as many members to attend as possible.</p>	
	<p>7.8 Stress Management Policy</p> <p>The policy was APPROVED.</p>	PM to update policy register
	<p>7.9 Lone Working Policy</p> <p>The policy was APPROVED.</p>	PM to update policy register
	Strategy	
	8.1 Governing Body Strategy Away Day	
8.	<p>PL advised committee that Arneil Johnston had produced an outcomes briefing paper of the Governing Body Strategy Away Day.</p> <p>PL advised committee that the outcomes would help form the basis of a forthcoming Business Plan review.</p>	
	Staffing	
9.	<p>9.1 Staffing</p> <p>PL advised that there was no new update to provide to committee, under staffing.</p>	
	<p>9.2 Director & Depute Director Appraisals</p> <p>PL advised that we have scheduled the Director & Depute Director appraisals to take place later in the year.</p>	
	Finance	
	10.1 Five Year Financial Projections	
10.	<p>PL advised committee that we had submitted our Five Year Financial Projections to the Scottish Housing Regulator (SHR) prior to the deadline of the 31st of May for submission. Copies previously circulated.</p>	
	<p>10.2 Loan Portfolio</p> <p>PL asked the Management Committee to review and consider the information in order to approve the required annual 2021/22 Loan Portfolio System Return (LPSR) which is required to be submitted to the Scottish Housing Regulator's portal prior to the deadline of the 30th of June 2022. The LPSR was approved.</p>	Loan Portfolio to be submitted to SHR Portal

	Compliance	
	11.1 Review of Risk Register	
	<p>PL advised committee that CB had carried out an assessment of risk as part of reviewing the current Business Plan at a Strategic Planning Day in May 2022, PL advised that the Risk Register was updated to continue to actively manage risk. This was presented to the Committee for review.</p> <p>PL advised that the Risk Management Policy had been updated with the outcomes from the strategic Business Planning Day.</p>	
11.	11.2 Self-Assessment	
	<p>PL advised committee that the Co-op would be soon beginning the process of completing an assessment against the Scottish Housing Regulator's Regulatory Standards. PL added that it is a robust process and it will assist the committee when we are considering writing our annual assurance statement we provide to the Scottish Housing Regulator at the end of October. It was agreed that the committee will again be heavily involved with the self-assessment and assurance statement. PL highlighted that this is something that would help compliance with regulatory standards in Governance and Financial Management.</p>	
	Operations	
	12.1 The Energy Efficiency Standard for Social Housing (EESH 2)	
	The item was DEFERRED .	
	12.2 Advice for Tenants and Residents (AFTAR) Project	
12.	<p>EH provided the committee with an overview of the service and a short history of the project.</p> <p>EH invited committee to note the current position outlined in the report and on this basis a recommendation was made to continue to provide this valuable service to our tenants.</p> <p>The Committee were asked to consider approving the match funding on the basis that all other RSLs agree to continue to be part of the project and to the match funding required from them.</p> <p>Committee APPROVED the match funding on the basis outlined in the report.</p>	
	Any Other Competent Business Deferred Agenda Items	
13.	A discussion on dog fouling in areas maintained by our landscape contractor took place. It was confirmed that those areas where there has been tenant neglect would not be cut and all tenants connected to the area would be informed.	

	AT thanked committee staff members for attending the meeting.	
	Date of Next Meeting	
14.	Management Committee Meeting: 5.30pm ***(starting 30 minutes earlier to provide an additional policy briefing)***Wednesday 31 August 2022	