



Agenda Item 3.1

Minutes of the Meeting with Management Committee held on **Wednesday 25 May 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)	David Hemmings (DH)	Teresa Boyle (TB)
	Angie Robinson (AR)	Tommy Divers (TD)	Jim Mitchell (JM)
In Attendance	Cathy Brien, Director (CB)	Paul Lennon, Depute Director (PL)	Elaine Hyslop, Housing Manager (EH)
	Alex Gemmell (AG) Maintenance Officer	Richard Bolton, Community Development Officer (RB)	Abira Sarwar, Finance Officer (AS)
	Paul Murphy, Corporate Services Officer (PM)		

	Agenda Item	Action
1.	Apologies Apologies were NOTED for Callum Boughey, Jolene Martin and Natalie Barclay.	PM to update register.
	Chairs Remarks AT welcomed everyone to the meeting.	
2.	Declarations of Interest CM declared an interest in Agenda items: 7.2 Payments, Benefits & Entitlements 7.3 Membership Report.	
3.	3.1 Minutes of Previous Meeting held on 30 March 2022 Proposed John Burton Seconded Alan Thomson	
4.	4.1 Matters Arising	

	<p>CB advised that the three matters arising from the previous meeting were completed.</p>	
	<p>Health & Safety</p>	
5.	<p>5.1 Working Arrangements – August 2022</p> <p>PL advised committee that staff were back in the office.</p> <p>PL added that we are expecting a briefing note from EVH to come out prior to our next meeting on hybrid working, which we will be able to share with committee.</p>	
	<p>5.2 Legionella Policy</p> <p>AG explained the purpose of the policy in helping to ensure tenant and staff safety.</p> <p>AG described the testing which takes place and the process involved.</p> <p>Committee APPROVED the policy.</p>	<p>Policy register to be updated</p>
	<p>Correspondence</p>	
6.	<p>6.1 SHR – Housing Regulator publishes Strategy and work plans for 2022/23</p> <p>PL advised committee that the Scottish Housing Regulator (SHR) had published its new Strategy and work plans for 2022/23.</p> <p>The Regulator’s priorities will be:</p> <ul style="list-style-type: none"> • The quality of the homes, tenant and resident safety and the standard of sites for Gypsy/Traveller; • Homelessness, with a particular focus on duties to provide temporary and settled accommodation; • Landlords’ recovery from the pandemic including handling of any backlogs in housing services • Rent affordability and value for money • Governance & financial health in RSLs • Being an effective public body <p>PL added that throughout the year we would discuss these priorities with committee.</p>	

	<p>6.2 EVH Pay Negotiations</p> <p>CB advised committee that the pay award for staff for the period April 2022 – April 2023 had been approved in a ballot of EVH members.</p> <p>The agreement negotiated by EVH (Employers in Voluntary Housing) with the Union is an increase of 4.1% being applied to all salary points and allowances, bar the long service / retiral award and the standard HMRC fixed profit mileage allowance.</p>	
	<p>Governance</p>	
	<p>7.1 Ethical Conduct and Notifiable Events</p> <p>CB advised committee that there were no notifiable events.</p>	
	<p>7.2 Payments, Benefits & Entitlements</p> <p>CM left the meeting.</p> <p>An offer of flat 3 Ashton Street has been offered to Michaela Millar who states her grandfather is Charlie Millar. This was accepted.</p>	
<p>7.</p>	<p>7.3 Membership Report</p> <p>PM advised committee that there were four new applications for membership had been received since the last management committee meeting.</p> <p>A membership application has been received along with the £1 fee from Esam Selim, 40 Davaar Drive, Forgewood – new tenant.</p> <p>A membership application has been received along with the £1 fee from Craig Cockburn, 60 Fife Drive, Forgewood - new tenant.</p> <p>A membership application has been received along with the £1 fee from Kayleigh Clark, 60 Fife Drive, Forgewood - new tenant.</p> <p>A membership application has been received along with the £1 fee from Michaela Millar, 3 Ashton Street, Forgewood - new tenant.</p> <p>All four applications for membership were APPROVED.</p>	<p>Membership list to updated to include new members</p>
	<p>7.4 Committee Training Plan</p> <p>CM returned to the meeting.</p> <p>CB reflected on the Scottish Regulator’s priorities for the year and advised that the committee training plan would build on previous discussions as well as new subjects.</p>	

	<p>CB added the first training session will be on Equalities and Human Rights.</p> <p>The Committee Training Plan was APPROVED by committee.</p>	
	<p>Strategy</p>	
	<p>8.1 Community Centre</p>	
8.	<p>RB advised committee that since his last report FHC has been awarded £1776 from NLC towards an event for the Jubilee (community BBQ) and £1200 (still awaiting form grant offer) from the Motherwell Consortium for food parcels. For 22/23 year we have a total of £194,623.90 of funding across 10 funded projects within the Forgewood community. This is a mixture of new and carried over funding for project delayed by the pandemic. This is broken down as</p> <p>£144,266.81 managed by Forgewood HC but delivered in both communities. £50,357.09 awarded to Forgewood and for the Forgewood community</p> <p>RB added that the 2023 – 26 Investing in Communities Fund is still not open for application with indication that the fund will open in May.</p> <p>Committee thanked RB for his report.</p> <p>RB left the meeting.</p>	
	<p>8.2 Business Plan – Away Day Feedback</p>	
	<p>CB reflected on the recent Business Plan Away Day which had taken place at DoubleTree by Hilton Strathclyde Hotel - Strathclyde Business Park.</p> <p>CB added that it had been a really informative and interesting day.</p> <p>The committee members who had attended said it was one of the best Business Planning Days the Co-op had organised.</p>	
	<p>Staffing</p>	
	<p>9.1 Staffing – Finance Officer Post</p>	
9.	<p>PL advised committee that the Co-op had extended the temporary contract of Abira Sarwar our Finance Officer. Abira is now officially in place until the end of August.</p>	
	<p>9.2 Routes to Work / Caretaker Role</p>	
	<p>CB advised that we are looking into a proposal to employ a caretaker. The role could potentially involve litter picking, cleaning of bin sheds and closing cleaning on a fortnightly basis.</p>	

	CB added that we would provide committee with an update at the next management committee meeting.	
	Compliance	
	10.1 Annual Return on the Charter (ARC) 2021 / 2022 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 and AG would be presenting an overview of the key figures in our Annual Return on the Charter via a PowerPoint presentation.	
	10.2 Housing Management - Annual Return on the Charter (ARC) 2021 / 2022 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. The submission for Housing Management was APPROVED	
10.	10.3 Repairs & Maintenance - Annual Return on the Charter (ARC) 2021 / 2022 AG 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 AG. The annual return on the charter was agreed as a true and accurate reflection and would be submitted to the Scottish Housing Regulator. The submission for Repairs & Maintenance was APPROVED	PL to submit the ARC Return to SHR
	10.4 Internal Audit PL advised committee that we will provide an update when we have decided what areas of the business it would be most beneficial to have an internal audit of.	
	10.5 Insurance Renewal CB advised committee that all the relevant insurances for the Co-op and its properties had been successfully renewed.	

	<p>10.6 Tenant Satisfaction Survey 2022/23</p> <p>PL highlighted that the Co-op was required to commission a tenant satisfaction survey in this financial year. The company who carried out the survey for us was called Knowledge Partnership. They were rigorous in their approach.</p> <p>EH added that Knowledge Partnership had planned to hold face to face focus groups with tenants to explore further areas of dissatisfaction. Unfortunately around this time the country went into lockdown due to the covid pandemic.</p> <p>PL asked committee if they would like to tender the Tenant Satisfaction Survey 2022/23 or would the committee like to commission Knowledge Partnership to carry out the survey and provide the Co-op with the comprehensive service they initially set out to provide the first time around.</p> <p>After some discussion the Committee AGREED to approach Knowledge Partnership for an estimated price for the work in the first instance.</p>	
11.	<p>Finance</p> <p>11.1 Management Accounts up to 31 March 2022</p> <p>PL read through the Management Accounts up to 31 March 2021, running through all the figures, firstly referred to the minimal void loss for the year and commented on the very high performance rate in relation to void management for 2021 – 22. 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 with reduced costs relating to staff working from home.</p> <p>PL also confirmed that these will be adjusted as these are the draft annual accounts and for end of year reporting purposes only.</p> <p>PL referred to pages 7 and 8 of the management accounts on the key indicators on the 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.</p> <p>PL was thanked for his report</p> <p>The Management Accounts up to 31 March 2022 was APPROVED.</p>	
	<p>11.2 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 to the office bearers for approval prior to being sent to the Regulator.</p>	

	<p>PL reassured committee that there was anything material in the draft Five Year Financial projections which gives us any cause for concern.</p>	
	<p>11.3 Overdraft facility</p> <p>AS advised that it would be prudent to add an overdraft facility to the Co-op's bank account.</p> <p>AS asked committee for their approval to contact the bank regarding this matter.</p> <p>Committee APPROVED the request.</p>	
	<p>Operations</p>	
12.	<p>12.1 Landscaping Contract Update</p> <p>PL asked committee if they were happy for our Quantity Surveyor Iain Thomson to evaluate the tenders and provide a tender report to assist the decision making process.</p> <p>Committee APPROVED this approach.</p>	
	<p>12.2 Close Cleaning Contract Update</p> <p>PL advised committee that close cleaning tender returns were disappointing but that PL and AG were working towards having a new firm in place.</p>	
	<p>Any Other Competent Business</p>	
13.	<p>PM advised committee that a Volunteer Celebration Event is taking place at Forgewood Community Centre on Wednesday 1st June between 12.00 – 2.00pm to highlight the wonderful work of volunteers and to say thank you and we would like to invite you along.</p> <p>AT thanked the committee and staff for attending the meeting.</p>	
	<p>Date of Next Meeting</p>	
14.	<p>Management Committee Meeting: 6pm Wednesday 22 June 2022</p>	