

Minutes of the Meeting with Management Committee held on **Wednesday** **02 March 2022 at 6pm** via Zoom / in person at Forgewood Community Centre

**Minutes**

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| **Present:** | Alan Thomson, Chair (AT) |  Callum Boughey, Vice Chair (CSB) | Lee Murray (LM) |
| Tommy Divers (TD) | Teresa Boyle (TB) | Angie Robinson (AR) |
| Jim Mitchell (JML) | David Hemmings (DH) |  |
| **In Attendance** | Cathy Brien, Director (CB) | Paul Lennon, Depute Director (PL) | Elaine Hyslop, Housing Manager (EH) |
| Richard Bolton, Community Development Officer (RB) | Abira Sarwar, Finance Officer (AS) | Paul Murphy, Corporate Services Officer (PM) |

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|  | **Agenda Item** | **Action** |
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| **1.** | **Apologies**Apologies were **NOTED** for John Burton, Jolene Martin, Charlie Millar, Natalie Barclay and Marek Dziekan. | **PM to update register.** |
| **Chairs Remarks**AT welcomed everyone to the meeting. AT gave a special welcome to Abira Sarwar who was attending the meeting as a staff observer. Abira had recently joined the Co-op as Finance Officer on a temporary basis. |  |
| **2.** | **Declarations of Interest**None |  |
| **3.** | **3.1 Minutes of Previous Meeting held on 26 January 2022**Proposed **Callum Boughey**Seconded **Alan Thomson** |  |
| **4.** | **4.1 Matters Arising**CB advised that all matters had been completed and PL would provide an update on the landscaping contract later in the agenda.   |  |
| **5.** | **Health & Safety** |  |
| **5.1 Scottish Government Guidance** **on Covid**CB reflected on the announcement by the First Minister Nicola Sturgeon regarding removing many of the Covid restrictions. CB advised committee that we would work within the remaining guidance and continue implementing the measures currently in operation. CB advised committee that EH had designed a survey on service delivery which was sent to tenants to complete. EH added that there had been a good response, however this would be supplemented by telephone surveys to tenants which hadn’t manged to send back a completed form. |  |
| **6.** | **Correspondence**  |  |
| **6.1 EVH Pay Negotiations**PL advised committee that discussions are still ongoing on the pay award for April 2022 between EVH and the Union. The correspondence was **NOTED** and discussed by committee. |  |
| **7.** | **Governance** |  |
| **7.1 Ethical Conduct and Notifiable Events**CB advised committee that while there were no notifiable events. |  |
| **7.2 Payments, Benefits & Entitlements**None |  |
| **7.3 Membership Report**PM advised committee that no new applications for membership had been received since the last management committee meeting. No other update required discussing. |  |
|  | **7.4 SHR Covid response on Rent Arrears**PL advised committee that the Scottish Housing Regulator (SHR) had produced a report recently that rent arrears had increased. The aggregate rent arrears have risen to 6.53% of rent due. PL added that social landlords can experience fluctuations in the level of arrears during the year, and it is not unusual for a peak in arrears around Christmas.  PL added however this was the highest level of arrears since the Regulator started collecting monthly and quarterly returns from social landlords in April 2020.The correspondence was **NOTED** and discussed by committee. |  |
|  | **7.5 Covid quarterly return to SHR 31 12 2021**PL advised that the level of gross rent arrears for the Co-op represented a good performance against the total annual rent due of around £860,000~~.~~ The gross rent arrears percentage is 2.27% which compares very favourably to the sector average of 6.53%. PL added that the percentage of rent due lost through properties being empty (%) is 0.14%. |  |
|  | **7.6 New Committee Member Drive**PL advised that as discussed at our last management committee meeting we are looking to recruit more committee members to help improve and strengthen our management committee.PL added that we welcome anyone who had something to offer the Co-op. We will look to give housing professionals an opportunity to develop new skills to help develop their careers in the housing sector. PL asked committee to promote the opportunity to tenants and local residents in the area who have something to offer the Co-op. PL stressed that it was an opportunity to learn new skills, meet new people and make a difference in the community. CSB raised a concern with regards to the number of meetings held each year, citing that depending on the time of year a member if they miss a couple of meetings it would equate to a large number of months.TB agreed that if you do miss a couple of meetings close together then it can be long time.PM agreed that depending on what time of year a member misses meetings consecutively then it can be a long time for example if a member misses the last meeting of the year in November and then misses the following meeting in January. PL reassured committee that as a staff team we were understanding of committee members having to submit apologies due to various commitments. PL added that we appreciate everyone’s commitment and we have a meeting schedule which allows for our business planning day, AGM, annual assurance self-assessment session and any training required. The months we don’t have meetings are similar to other RSL’s July and December. | **PL/PM to approach potential candidates for governing body role.** |
| **8.** | **Strategy** |  |
| **8.1 Forgewood Community Centre** |  |
| RB advised committee that he has been consulting with the local community, staff members and board members regarding possible projects and ideas, that we may wish to consider an ICF application or other funding.RB advised that he had grouped the ideas into themes and would evaluate them and work out what ideas had the most potential to deliver the biggest outcomes.RB advised committee that we have received confirmation of an in principle grant offer £97,600 for our 2022/23 ICF application (submitted & managed by FHC, covering both communities). The Scottish Government’s budget has been approved so that funding is guaranteed. RB advised committee that we had applied for Cash for Kids via their basic essentials winter grant. We have summited an application to support 111 children and young people. RB complimented housing staff for their assistance in the process.RB advised that he had written to all tenants who had children and met the qualifying requirements and asked if they were happy for an application to be written on their behalf.RB added that he had submitted an application to the North Lanarkshire Community & Voluntary Sector Mental Health & Wellbeing Fund. We applied for £44,484 across both Co-ops. This would involve a post or posts in the admin side of community development once again if successful.PL asked for a volunteer from the committee for an interview panel for the post of community development assistant. AT volunteered. PL & RB thanked AT.CB praised RB for all his hard work and the amount of successful applications he had made on behalf of the Co-op. Committee thanked RB for his report.RB left the meeting. |  |
| **8.2** **Business Plan – Away Day Planning**CB advised committee that the Business Planning Day would take place on Friday the 29th of April in the DoubleTree by Hilton Strathclyde Hotel, in Strathclyde Business Park, Bellshill. Donna Milton Managing Director of Arneil Johnston will be attending on the day and will facilitate a discussion on the Co-op’s future direction. Donna will work with committee to assist in identifying the risks and challenges the Co-op will face in the short, medium and long term. CB also referred to key issues at present for the co-op and how we want to address asset management as a priority, as well as the usual areas of tenant safety, governance and finance. CB urged committee members to make a special effort to attend.  |  |
|  | **8.3** **Repairs & Maintenance Policy**PL advised Committee that this was a really important policy for the Co-op. PL went through the main changes to the previous policy.PL added that if any members of the committee would like any further reassurance, our maintenance officer Alex Gemmell would be happy to assist.The policy was:Proposed **Angie Robinson**Seconded **Alan Thomson**The policy was **APPROVED** |  |
|  | **8.4 Sustainability Policy**PL advised committee of the aims of the updated policy.The policy was:Proposed **Alan Thomson**Seconded **Callum Boughey**The policy was **APPROVED** |  |
|  | **8.6** **Electrical Safety Policy**Item Deferred  |  |
|  | **8.7 Gas Management (Maintenance) Policy**Item Deferred  |  |
| **9** | **Staffing** |  |
| PL advised committee that Abira Sarwar had settled in really well with the Co-op and was delivering for the Co-op. PL added that Abira had joined the Co-op on a three month contract as finance officer. |  |
| **10.** | **Compliance** |  |
| **11.** | **Finance** |  |
| **11.1 Former Tenant Arrears and Former Tenant Pre Payments – Write Off Report 2021/22**EH presented a former tenant arrears/credits report.The recommendation on the report was **APPROVED** by committee.  |  |
| **12.** | **Operations** |  |
| **12.1 Landscaping and Close Cleaning Tenders** |  |
| PL advised committee as approved at the last management committee meeting we are going out to tender for landscaping and close cleaning services. PL added that we would work closely with our quantity surveyor Iain Thomson, in drafting the tenders and overseeing the process. |  |
| **13.** | **Any Other Competent Business** |  |
| EH advised committee that we have an opportunity to discuss in detail the options for the removal of bulk household waste to assist in dealing with the problem of fly tipping. Committee were invited to review the options and decide on the best way forward based on the information contained within the report.The committee felt the level of service provided currently was of a good standard.AT added that he appreciated the amount of work that had been provided in the report, especially the costings and the positives and negatives of each option.After lots of discussion the committee decided to continue with the current arrangement in place. Due to increased costs associated with choosing a different method of service delivery.AT thanked the committee and staff for attending the meeting. |  |
| **14.** | **Date of Next Meeting** |  |
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| Management Committee Meeting: 6pm Wednesday 30 March 2022 |  |
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