

Minutes of the Meeting with Management Committee held on **Wednesday** **17 November 2021 at 6pm**  via Zoom / in person at Forgewood Community Centre

**Minutes**

|  |  |  |  |
| --- | --- | --- | --- |
| **Present:** | Alan Thomson, Chair (AT) | John Burton (JB) | Tommy Divers (TD) |
| Lee Murray (LM) | Teresa Boyle (TB) | Angie Robinson (AR) |
| **In Attendance** | Cathy Brien, Director (CB) | Paul Lennon, Depute Director (PL) | Elaine Hyslop, Housing Manager (EH) |
| Kennedy Chilambe, Senior Finance Officer (KC) | Richard Bolton, Community Development Officer (RB) | Paul Murphy, Corporate Services Officer (PM) |

|  |  |  |
| --- | --- | --- |
|  | **Agenda Item** | **Action** |
|  |  |  |
| **1.** | **Apologies**  Apologies were **NOTED** from Callum Boughey, Charlie Millar, Jolene Martin, Natalie Barclay, David Hemmings, Melissa Barclay, Marek Dziekan and Jim Mitchell. | **PM to update register.** |
| **Chairs Remarks**  AT welcomed everyone to the meeting. |  |
| **2.** | **Declarations of Interest**  None |  |
| **3.** | **3.1 Minutes of Previous Meeting held on 20 October 2021**  Proposed **John Burton**  Seconded **Alan Thomson** |  |
| **3.2 Office Bearers Meeting held on 20 October 2021**  Proposed **John Burton**  Seconded **Alan Thomson** |  |
| **4.** | **4.1 Matters Arising**  CB advised that as per the rules, if a committee member missed three consecutive meetings then a letter would be sent.  However special provisions were made by the SFHA to recognise the disruption to attendance of committees members during the pandemic.  The co-op would however be engaging with members on missed meetings and look at ways of maximising attendance at each. |  |
| **5.** | **Health & Safety** |  |
| **5.1 Coronavirus Health & Safety Policy**  PM explained the purpose of the policy and what amendments had been made to the initial policy. PM reflected on an announcement the day before by the First Minister Nicola Sturgeon regarding potential restrictions due to be announced in the coming weeks.  PM asked committee to defer the policy to ensure it incorporated the changes requested by the Scottish Government.  The policy was **DEFERRED.**  PL advised committee that a meeting has been arranged with another company (JWD consultants) specialising in health and safety, which has worked with a number of RSL’s and comes highly recommended. The Co-op has used ACS for a number of years, however it was good to check all of our preparation work was accurate and JWD consultants provided this with other RSLs. |  |
| **5.2 Vehicle Policy**  CB explained the purpose of the policy.  Committee **APPROVED** the policy. |  |
| **5.3 First Aid Training**  PM advised committee that three members of staff were going for their first aid refresher training in the coming weeks. |  |
| **6.** | **Correspondence** |  |
| **6.1 Scottish Housing Regulator and Office of the Scottish Charity Regulator publish updated Memorandum of Understanding**  The correspondence was **NOTED** by committee. |  |
| **6.2 EVH (Employers in Voluntary Housing) – Pay Negotiations**  PL advised that EVH had written to the Co-op to advise that the current pay deal is based on the October 2021 inflation figure and states that if the October CPI figure is above 2.5% this will trigger a return to negotiations. It is now looking very likely that EVH will be returning to negotiations as the October rate is likely to be above 2.5%.  The correspondence was **NOTED** and discussed by committee.  Additionally EVH are fundraising for CHAS (Children’s Hospices Across Scotland).  Committee **AGREED** to donate £75 to EVH’s fundraising. |  |
| **6.3 SHR Staff News**  PL advised committee that Ian Brennan was leaving his post as Director of Regulation at the Scottish Housing Regular. PL complimented the changes he had made in his time with the Regulator and the strong position he was leaving them in. |  |
| **6.4 Invite from Positive Action in Housing to their AGM**  PL advised that the Co-op had received an invite from Positive Action in Housing to their AGM event coming up.  PM to send invite information to all committee members. | **PM to send invite information.** |
| **7.** | **Governance** |  |
| **7.1 Ethical Conduct and Notifiable Events**  None |  |
| **7.2 Payments, Benefits & Entitlements**  None |  |
| **7.3 Membership Report**  PM advised committee that a membership application has been received from Karolina Mozer of 66 Fife Drive, along with the £1 fee.  Committee **APPROVED** the application for membership. | **The new member to be added to the membership list** |
| **7.4 Policy and Procedure on Committee Members’ Expenses**  CB explained the purpose of the policy and procedure on committee members’ expenses.  Committee **APPROVED** the policy. |  |
| **7.5 Appointed Committee Members**  All members **APPROVED** the proposal for Angie Robinson to become an appointed member of the management committee of the Co-op. | **Co-op records to be updated to reflect the appointment** |
| **8.** | **Strategy** |  |
| **8.1 Community Centre** |  |
| RB advised that we have submitted an application for 2022/2023 to the Investing in Communities Fund for £97,600. We should find out by the end of December.  We have also have had a number of new groups and activities taking place at the Community Centre.  RB added that we are signing up to Dolly Parton’s Dollywood Imagination Library, fingers crossed the first books could be sent out in February.  JB and AR both asked about the type of books provided and if they were suitable for all children and family with differing reading abilities.  RB asked PM to send the website link to committee members for more information.  RB advised committee that he was expecting a good response to this year’s panto outing after not being able to go last year due to covid restrictions.  Committee **NOTED** the verbal report from RB providing an update on the activities of the Communities team.  Committee thanked RB for his report.  RB left the meeting. | **PM to send website link to Dolly Parton’s Dollywood Imagination Library** |
| **9** | **Staffing** |  |
| CB advised that there was a number of staff working from the office including maintenance, reception and community. The rest of the staff are primarily based at home currently. Housing staff are coming to the office to carry visits and appointments. CB added that we were looking at options, however the First Minister advised that rates of infection were rising again and encouraged people to work from home.  CB advised that we are going to survey the tenants to see what they would like to see from our service delivery. |  |
| **10.** | **Covenant Compliance** |  |
| **10.1 Training**  PL advised that we have arranged training sessions for staff and committee on Code of Conduct and Equalities. Stuart Eglinton with provide the training.  PM added that training on equalities was something which was identified as an action in our self-assessment exercise.  PL added that the training for committee members would take place early next year. |  |
| **10.2 Returns Submitted**  The Committee **NOTED** the returns made on behalf of the Co-op to SHR, OSCR (Charities Regulator) our lender (Nationwide) and the Information Commissioner. |  |
| **11.** | **Finance** |  |
| **11.1 Management Accounts**  KC read through the Management Accounts up to 30 September 2021, running through all the figures. KC explained the operating costs and surplus for the period ending 30 September 2021 and confirmed that it had been a good period for the Co-operative financially with reduced costs relating to some staff working from home.  KC stated that the Co-op was at the half way point in the financial year and this is a good time to reflect on trends in our costs and how they compare against the budget. KC advised that there was a surplus of £18,000, we expected a deficit of around £9,000. Therefore as an organisation we have had a good year financially and have a healthy balance sheet.  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. KC advised that the management committee should be pleased with the result.  Our housing stock is valued at just over £5.3 million. The new bathrooms installed in some homes has put up our overall value slightly. The grant we received for the community centre amounted to just under £2 million.  MANAGEMENT ACCOUNTS  Proposed **Alan Thomson**  Seconded **John Burton**  The Management Accounts up to 30 September 2021 were **APPROVED.**  Kennedy was thanked for his reporting and at this point Kennedy left the room. |  |
| **11.2** **Rent Increase 2022/23**  PL advised that we will be focusing on the CPI rate, we are hopefully that the rate will drop in the coming months, unfortunately the rate remains pretty high. PL added that we want to ensure we try to make the rent increase as affordable as possible. |  |
| **11.3** **Finance Agent**  CB reflected on the work of Kennedy Chilambe in the role of Senior Finance Officer and that of Clark Davidson, finance agent.  Committee **APPROVED** retaining the services of Clark Davidson in the role of Finance Agent at the current rate invoiced for, which hasn’t increased in a significant number of years. |  |
| **11.4** **Planned Maintenance Report**  PL advised committee that we have 35 bathrooms still to be completed this financial year, however realistically we will probably only complete half the number before the end of March. This is because of lack of materials, labour shortages and rising costs.  PL referred to a point JB made at a previous meeting adding that arrangements are in place with our bathroom contractor (Sheils) that if a tenant wants a larger screen fitted they have bought, the contractor will fit it for the tenant. However in a future tender we will put it in the specifications.  Committee **APPROVED** the request to continue replacing bathrooms until the end of the financial year before tendering. |  |
| **12.** | **Operations** |  |
| **12.1 Maintenance Performance Report** |  |
| PL began by complimenting the work of the Maintenance Team for their impressive performance in the period. PL drew particular attention to gas servicing, confirming we maintain a 100% completion record for the period and the year as a whole.  PL advised that we have around 20 homes in which we have still to install interlinked heat and smoke detectors. PL commended the maintenance team for all their hard work to ensure the Co-op will be compliant in time for February’s deadline.  Committee **NOTED** the report. |  |
| **13.** | **Any Other Competent Business** |  |
| PL advised that we looking into arranging a business planning day, however we were still thinking of what format the day would take and a venue where we could hold it safely.  AT enquired about holding a committee and staff Christmas lunch.  CB responded that we would look to arrange a lunch.  JB suggested a change to the when we describe the Co-op’s housing stock to refer to back and front doors and flats instead of apartments. JB added that it would make more sense and it would be easier for people to understand especially people who live out with the area and are applying for housing.  EH agreed that that change would help people’s understanding of our stock profile.  PL advised committee that our contractors have been getting in touch to find out when the office is closing for the Christmas holidays. We normally finish around lunchtime on Christmas eve.  PL added that we will reopen at 9pm on the 6th of January and any phone calls / emergencies will be dealt with the holiday period regardless. We will also have maintenance staff in during the break.  AT thanked the committee and staff for attending the meeting. |  |
| **14.** | **Date of Next Meeting** |  |
| |  |  | | --- | --- | | Management Committee Meeting: 6pm Wednesday 15 December 2021 |  | |  |  | |  |  | | |

**Signed as a true record by the Chairperson**

**……………………………………………………………. Date …………………………**