

Agenda Item 3



Minutes of the Meeting with Management Committee held on **Tuesday 22 October 2024 at 6.00pm** via in person & via Zoom at CentrePoint

Minutes

Present:	Victoria Dallas (VLD) Chair	Colette Rooney (CR)	Heather Laing (HL)
	Craig Callan (CC)	Patryk Topolski (PT)	Blanche McGinn (BMG)
	Willie MacFarlane (WM)	Przemek Jozwik.	
In Attendance	Paul Lennon, Director (PL)	Elaine Hyslop, Housing Manager (EH)	Paul Murphy, Senior Corporate Services Officer (PM)

	Agenda Item	Action
1.	Welcome and Apologies	
	VLD welcomed everyone to the meeting and thanked committee members for attending. Apologies were NOTED for Grant Kennedy and Sandra Rodger	PM to update register.
2.	Declarations of Interest	
	PT declared an interest in agenda item 21.	
3.	Minutes of Previous Meeting held on 27 August 2024 (Issued in advance to committee)	
	Proposed Craig Callan Seconded Heather Laing	
4.	Matters Arising	
	PL went through the matters arising schedule from the previous meeting with committee.	
5.	Ethical Conduct and Notifiable Events	

	PL updated committee on the notifiable event (NE) to the Scottish Housing Regulator (SHR) and confirmed that the next two agenda items would hopefully contribute towards the NE being closed off.	
	SHR Lessons Learned Report (Issued in advance to committee)	
6.	<p>PL took committee through the previously issued report. All in committee showed their approval of the report and asked that training on finance, internal and external should form part of the report. PL welcomed the feedback and suggestion, and it was agreed to submit to Murray Smith and other SHR contacts this week.</p> <p>Committee APPROVED the amended report.</p>	PL to send report to SHR
	Finance Function	
7.	<p>PL went through the detailed finance function report and it was agreed that the services of the finance agent would end on 31 March 2025.</p> <p>Committee APPROVED the confidential report.</p>	PL to provide update to committee
	Tenant Safety - Internal Audit	
8.	<p>EH advised that the Co-op's Internal Auditors are currently carrying out an Audit on Tenant Safety. PL stated that he had seen the considerable amount of evidence that staff had compiled against each item requested.</p> <p>PL went on to say that all staff involved are commended on their efforts and contribution towards making this audit and the actual topic of tenant safety as robust as possible.</p> <p>This was NOTED by committee.</p>	EH to provide update at next meeting
	Asset Management Strategy	
9.	<p>PL advised committee that the draft Asset Management Strategy would be sent in advance of the next meeting and hopefully approved in November.</p>	Draft Asset Management Strategy to be sent in advance of next meeting
	Self-Assessment Outcome & Annual Assurance Statement	
10.	<p>PL spoke through the report already emailed to committee and referred to the stand alone session on the evidence to support the signing of the statement which took place prior to the management committee meeting.</p>	

Everyone in attendance agreed that this is an area they felt they had a good bit of experience on now, and that came from committee training but continuous training, reports, and feedback throughout the year in areas including :

- Internal audits
- External audits
- Legal advice
- Scottish Housing Regulator correspondence, advice, and information, presented at every meeting.
- Consultants in various fields.
- Compliance testing.
- Management performance reports.
- Monthly tenant safety reports.
- Financial returns such as quarterly management accounts, budgets, loan portfolio, five- and 30-year projections and annual accounts as well as validation of these via external auditors.

PM displayed on screen the self-assessment document that supported the assurance statement and PL went through each of the regulatory standards and demonstrated where we were with each and what proof we had to confirm we met the standard. There were a few areas where we knew we had to continuously focus on but there were no material issues in any of the standards. Committee were also directed towards what was effectively our library or bank of evidence and were advised of how to access so as to assure themselves where we were with all regulatory standards.

The following questions were asked.

- Is it still going to be the same external auditors that we have for future years. PL confirmed that 2024 25 financial year audit is the last of 5 years for AAB and we'd be retendering for the service.
- What will we do in the event of a tenant safety aspect failing like gas. PL also confirmed immediate action would be taken and explained the notifiable event process which had previously been discussed and would notify the SHR when there was a material issue that put the safety of tenants at risk, but was also pleased to report that the last time we had a failed certificate (lapsed over one year for gas) was twenty years ago 2004.
- Is the cost of running such an exercise expensive to the co-op. PL advised that while costs were involved in day to work and sometimes when we use external specialists to get assurance, the main thing was we were getting value for money at all times and ensuring at the end of the day we complied with the standards of governance and financial management. He also explained that we have seen the benefits to the assurance statement and self-assessment in the 6 years it has been running and long term, it makes things easier for the co-op and is a good learning experience for all involved including committee, staff and others involved.

	<p>•Would the issue around the recent engagement with SHR on the financial matter mark us down? PL stated that given the work that was done and the bank co-operation, along with the lessons learned report, that the SHR followed this up properly and the issue was dealt with during the year when it was reported until they were satisfied it was resolved.</p> <p>No more questions were asked and PL asked if everyone was happy with the evidence provided, the self-assessment and annual assurance statement.</p> <p>All in attendance AGREED that it all assured them (this included two committee members not in attendance but had been in touch to say) and that the Chair should sign the AAS on the committee's behalf and be submitted to the SHR, while also adding to the co-op's website..</p>	<p>PL to submit Annual Assurance Statement to Scottish Housing Regulator</p>
	<p>Law View (Issued in advance to committee)</p>	
11.	<p>EH updated committee on Law View and provided Committee with an update on the study visit to another RSL (Link HA). EH advised that the visit was highly informative and fruitful.</p> <p>The committee AGREED to the recommendation provided.</p> <p>EH was thanked for her presentation.</p>	<p>EH to implement recommendation</p>
	<p>Management Letter from AAB (Issued in advance to committee)</p>	
12.	<p>PL spoke to the letter provided in the papers.</p> <p>The standard letter from AAB was discussed and again it was noted that the audit was a success.</p> <p>Committee NOTED the Management Letter from AAB.</p>	
	<p>Management Letter Response from the Co-op (Issued in advance to committee)</p>	
13.	<p>PL spoke to the letter provided in the papers.</p> <p>PL confirmed our response to the AAB letter and this was accepted by committee, which was previously discussed verbally.</p>	
	<p>Procurement for Contracts (Issued in advance to committee)</p>	
14.	<p>PL discussed the paper from Gail Sherriff, External Consultant assisting with contract for new kitchens.</p> <p>PL explained that key staff PL, EH & CA had met with Scotland Excel. Scotland Excel's Framework would be our route to advertising the contract to ensure robust procurement of the kitchen contract.</p>	

	<p>Committee AGREED to a joint procurement exercise with Forgewood Housing Co-operative as described at Section 2.1 of the report.</p> <p>Committee AGREED to the proposed procurement route as described at Section 3.3 of the report.</p> <p>Committee AGREED to become a member of Scotland Excel as described at Section 3.4 of the report.</p> <p>Committee AGREED to apply 60/40 Quality/Price to identify the 'Most quality and Economically Advantageous Tender' as described at Section 3.4 of the report.</p> <p>Committee provided APPROVAL to invite tenders during Q3 of this financial year as described at Section 4.2 of the report.</p>	
	<p>Returns Submitted</p>	
15.	<p>PM advised committee that returns had been made to the following organisations since the last meeting:</p> <ul style="list-style-type: none"> • Scottish Housing Regulator (SHR) – Annual accounts, annual financial statements, 2 letters from and to auditors all uploaded to the regulator's portal. • Financial Conduct Authority (FCA) – Annual Return • Scottish Information Commissioner – Quarterly Return • Our Lender – Management Accounts <p>All NOTED by committee.</p>	
	<p>Medical Adaptation Budget (Issued in advance to committee)</p>	
16.	<p>PL explained that the budget had been cut throughout the country and we actually had a 33% cut, from £30k to £20k.</p> <p>Most RSLs were aggrieved with 15% and 20% cuts. There is likely to be some discussion in the next meetings on front funding especially if the £10k deficit is not made up.</p> <p>Tenants would also be informed in the next newsletter.</p> <p>Committee NOTED the report.</p>	
	<p>Senior Staff Set Up (Issued in advance to committee)</p>	
17.	<p>PL stated he had met with EVH regarding the senior staff set up and the report discussed was accepted by committee and would be looked at again in April 2025.</p> <p>Committee NOTED the report provided.</p>	

	Staffing	
18.	<p>Community staff funding position and update was provided by PL and accepted by committee.</p> <p>Update NOTED by committee.</p>	
	Damp & Mould Policy	
19.	<p>EH advised committee that we may need to review our Damp & Mould policy based on seeing a recent good policy example from another RSL. However, we are assured with our robust procedure currently in place. The issue is reported monthly to the committee along with all other tenant safety results.</p> <p>All NOTED by committee.</p>	
	Training for Committee	
20.	<p>PM updated on the following. All inductions done and appraisals for committee also complete.</p>	
	Payments, Benefits & Entitlements	
21.	<p>PT left the meeting.</p> <p>EH spoke to the report.</p> <p>Committee NOTED the allocation to a relation of PT to another flat.</p>	
	Membership Report	
22.	<p>PT returned to the meeting at 7.25pm.</p> <p>PM advised recent committee member William Wilson was standing down for personal reasons.</p> <p>PM advised committee that the Co-op had not received any membership applications since the last management committee meeting.</p>	
	Rent increase 2025 26	
23.	<p>EH took committee through the rent setting timetable and it was advised that inflation rates in October would help form the proposed rent increase for 2025 26, with consultation with tenants in December 2024 and a rent focus group in January 2025.</p> <p>Committee NOTED the update provided.</p>	

24.	<p>Staff Christmas Cover Arrangements</p> <p>Committee were advised of the office closing/opening and cover during the festive period and a newsletter and website would keep tenants informed of the hours of business. It was again made clear that the emergency service for reactive repairs would continue with some staff in during the break to check estates and the office premises.</p> <p>Committee APPROVED the opening and closing times of the office during the Christmas period.</p>	
25.	<p>Correspondence</p> <p>25.1 SHR – Regulator updates its National Report on social landlords’ performance</p> <p>The correspondence was discussed and NOTED.</p> <p>25.2 SHR – Regulator launches consultation on indicators for monitoring the Scottish Social Housing Charter</p> <p>The correspondence was NOTED</p> <p>25.3 SHR - Regulator publishes findings from its thematic review of British Sign Language users’ access to housing and homelessness services</p> <p>The correspondence was NOTED</p> <p>25.4 SHR - Regulator highlights the performance of social landlords and the challenges they face</p> <p>The correspondence was discussed and NOTED</p>	
26.	<p>Use of Delegated Authority</p> <p>None</p>	
27.	<p>Any Other Competent Business</p> <p>A committee member asked a specific question related to future investment plans.</p> <p>PL advised that the question forms part of a much wider discussion which requires input from various stakeholders.</p> <p>PL suggested that Gowthrapple becomes a standing agenda item.</p>	

28.	<p>Summary of actions / decisions at this meeting</p> <ul style="list-style-type: none"> • Finance Function & Lessons learned reports - APPROVED • Annual Assurance Statement - AGREED • PL to upload signed annual assurance statement onto SHR portal - AGREED • Committee AGREED to a joint procurement exercise with Forgewood Housing Co-operative. • Committee AGREED to the proposed procurement route. • Committee AGREED to become a member of Scotland Excel. • Committee AGREED to apply 40/60 Quality/Price to identify the 'Most Economically Advantageous Tender'. • Committee provided APPROVAL to invite tenders during Q3 of this financial year. 	
29.	<p>Meeting Evaluation</p> <p>VLD asked members for their evaluations of the meeting.</p> <p>Committee members acknowledged a busy agenda but one that they had enjoyed. Everyone felt the meeting was very constructive and decisions taken were important.</p>	
30.	<p>Date and time of next meeting Tuesday 26th of November 2024</p> <p>VLD reminded Committee members of the date of the next meeting.</p>	
31.	<p>Meeting Close</p> <p>VLD thanked committee & staff for attending the meeting and the meeting closed at 7.58pm.</p>	