

MANAGEMENT COMMITTEE MEETING

Tuesday, 29th October 2024 6:30 pm

Hybrid meeting held at the BOILER HOUSE at 146 Drip Road Stirling and Via Microsoft Teams | Management Committee

Attendees

<p>Present</p> <p>Andrea Finkel-Gates (AFG) - <i>Chair</i> Ann Dickson (AD) – <i>Joint Vice Chair</i> Kenny Hutton (KH) - <i>Joint Vice Chair</i></p> <p>Abira Sarwar (AS) Hazel Robertson (HR) Jillian Fearnside (JF) Kerray Dawson (KD) Priscilla Maramba (PM)</p> <p>By Teams</p> <p>Elaine Rosie (ER) John Jenkins (JJ)***</p>	<p>In attendance</p> <p>Sharon Brady-Wardrope (SBW) - <i>Director</i></p> <p>Mareta Greig (MG) – <i>Head of Tenant Services</i> Paul Fraser (PF)** - <i>Senior Property Services Officer</i></p> <p>By Teams</p> <p>Shona MacLeod (SM)** - <i>Finance Officer</i> Samantha Buggy (SB) - <i>Head of Corporate Services</i></p> <p>Callum MacDougall (CM)** – <i>Minutes</i></p>
<p>Apologies</p> <p>Andrea Mina (AM) Callum Wynd (CW)</p> <p>Cllr David Wilson (DW)</p>	<p>*Comment made on Decision Time (DT) **Excluding item 13 only ***Only present up to item 6.1</p>

1 Chair's Statement

Purpose - For Information

The Chair welcomed all committee and staff to the meeting.

2 Apologies

Purpose - For Information

Andrea Mina
Callum Wynd
Cllr David Wilson

It was noted and discussed that the attendance from the representative from the council was understandably low due to other commitments however it was agreed by committee that an open invite would still be sent to Cllr DW regardless of attendance from previous Councilors

3 Declaration of Interest

Purpose - For Information

None.

4.1 Draft Minute of Management Committee meeting - 24th September 2024

Purpose - For Approval

A number of minor corrections to the minutes were noted on Decision Time (DT) and with the changes made from the notes by Committee members on DT, these minutes were approved as an accurate record of the meeting.

Decision: Approved

4.2 Draft Confidential Minute Management Committee – 24th September 2024

Purpose - For Approval

A number of minor corrections to the Confidential minute were noted on Decision Time (DT) and with the changes made from the notes by Committee members on DT, this minute was approved as an accurate record of the meeting.

Decision: Approved

4.3 Unconfirmed Minute of Audit and Risk Sub Committee – 15th October 2024

Purpose - For Information

*HR highlighted in relation to the proposal to install automatic barrier at Crosbie Court, that it will be important to ensure there are adequate warranty provisions (which may increase the cost) for any installation as in her experience, automatic barriers can be temperamental, and clear instructions for tenants to avoid misuse etc. and ensure tenants can't override the operation to allow non tenants to park there. Also, there is a need to ensure emergency services can easily access the accommodation if necessary as well as visiting GPs, Social Workers etc. SBW agreed with this and noted that this will form part of the quotations requested.

*AS noted that there was a reference to the insurance of the development which we didn't have at the time. SBW explained that this reference was to the warranties for Raploch 8 & 9, which we don't have within the contract but will be requesting this as a part of our final acceptance of the remedial work.

These minutes were for information only and will be presented at the next Audit & Risk Sub Committee (ARSC) meeting for approval. The MC noted these unconfirmed minutes.

Decision: Noted

4.4 Unconfirmed Minute Development Sub Committee Meeting – 8th October 2024

Purpose - For Information

A number of minor corrections to the minutes were noted on Decision Time (DT) and the changes made accordingly.

These minutes were for information only and will be presented at the next Development Sub Committee (DSC) meeting for approval. The MC noted these unconfirmed minutes.

Decision: Noted

5 Matters Arising & Referrals from Sub Committee

Purpose - For Information

5.1 Referrals from Audit and Risk Sub Committee

5.1.1 A&R – 6.1 Internal Audit Report

Purpose - For Information

The Chair highlighted that comments had been made and responded to on DT regarding this referral and asked the committee if anyone had anything further to add.

As there were no further questions at this time, the MC noted the referral from the ARSC regarding the Internal Audit Report as this referral was for information only.

Decision: Noted

5.1.2 A&R – 8.1 Q2 Performance Report

Purpose - For Information

The Chair highlighted that comments had been made and responded to on DT regarding this referral and asked the committee if anyone had anything further to add.

*HR noted that whilst complaints can be unpredictable in terms of when they might occur and the reason for them, is there a way to avoid missing the required response time due to staff being on leave and do all staff receive training on dealing with complaints as well. SBW explained that all staff have had complaints training recently but further training is still to be given. Additionally, our Corporate Services Officer for compliance will have the responsibility for monitoring due dates and setting alerts as part of our process. We are also looking at any automated reminders on the system/new system that we can implement.

AFG noted that now the position of Corporate Services Officer - Compliance & Repairs has been filled by Becky Ramage, does that not leave her previous post open to recruit for. SBW mentioned that it did leave a post open, which has now been filled by Zofia Chamczyk, who was our Modern Apprentice, as part of an open recruitment process which means that the Modern Apprentice role is vacant and will go back out for recruitment again.

As there were no further questions at this time, the MC noted the referral from the ARSC regarding the Q2 Performance Report as this referral was for information only.

Decision: Noted

5.1.3 A&R – 10.2 ARC Consultation

Purpose - For Information

The Chair highlighted that comments had been made and responded to on DT regarding this referral and asked the committee if anyone had anything further to add.

*HR indicated that it would be useful to keep Indicator 20 so that costs for the same type of adaptations can be compared across different RSLs and to inform funding considerations. SB noted this and SBW mentioned that we can always keep this as an internal Key Performance Indicator (KPI).

*HR asked in relation to indicator C4, would it not be helpful to collect information on the number of abandoned properties because this is different from court action/evictions. HR added that it might however be difficult to establish what the reasons for an abandonment are. SBW explained that again, we can always keep this as an internal indicator. Although, the number of abandoned properties for us is low.

*HR highlighted that questions 6,7 and 8 do require some discussion given the complexities of defining damp and mould and the causes of it. It would be interesting to hear what the staff dealing with these issues think given their experiences. SBW explained that we haven't yet had a discussion with the staff team about this as it has been brought to the committee first and then will go back for discussion with the staff team.

SBW explained that damp and mould issues are becoming more frequent across the sector and there have been many discussions around how we tackle these issues.

KD noted the difficulties across the sector relating to damp and mould issues. PF explained that we find that the smaller areas are where we find the damp and mould starting, which matches up with the number of small cases we have in comparison to larger scale issues which we have very few of.

KD asked where we determine water issues as dampness compared to condensation. SBW explained that we are clarifying what our parameters will be when it comes to this.

AFG gave a brief summary of notes taken from Scotland's Housing Network (SHN) session

regarding the proposed changes to ARC which some of Forth's staff and committee members attended.

AS asked if the slides from the SHN meeting could be made available to the MC members. SB noted that the slides will be made available to everyone over the next couple of days.

As there were no further questions at this time, the MC noted the referral from the ARSC regarding the ARC Consultation as this referral was for information only.

Decision: Noted

5.2 Referrals from Development Sub Committee

5.2.1 DEV – 6.2 Q2 Performance report

Purpose - For Information

The Chair highlighted that there was only one comment made on DT and asked the committee if anyone had anything further to add.

*AFG asked, does the agreed survey questions include the standardised ones that are required for the SHN development value for money return. SBW noted that she will need to check this with Ewan McDonald first before providing a response

POST MEETING NOTE: Some of the questions from the SHN benchmarking survey are covered but not all as some are more detailed around design. It was considered that this should remain separate at this time.

KH noted the positive news regarding Croftside, Pirnhall and that they were approved.

SBW also added that the engineers haven't finished their assessment of Raploch Site yet and we were hoping for mid-November so will have to convene a Development Sub Committee meeting for this to be discussed at further length.

As there were no further questions at this time, the MC noted the referral from the DSC regarding the Q2 Performance Report as this referral was for information only.

Decision: Noted

5.2.2 DEV – 7.3 Revised Development Programme 2025 - 2030

Purpose - For Approval

The Chair highlighted that there was only one comment made on DT and asked the committee if anyone had anything further to add.

*HR asked if the total projected overspend includes the additional independent consultant fees

and potential legal advice. SBW noted that it does but it would not include costs if we were to go to court at this time.

AFG noted that it's positive news that we have some funding for the properties next year.

SBW noted the scoring that was put together by Stirling Council, if we had a different housing mix then we would attract more points. We have already agreed that we would like to have 10% wheelchair properties in all our developments. SBW added that this is more about having a realistic programme but this may change when funding is announced. We are still unsure as to what the funding will be.

SBW noted that the traffic light system that shows each development's progress status is very useful when giving us a realistic idea of what will be completed and when. This will all be revised again next year when we look at budgets.

SBW noted that this had not yet been approved by Stirling Council as it was not due to go the committee until early November, however we are asking if the committee is happy to approve, then we can submit this to the Scottish Housing Regulator (SHR) as required by our 2024 Engagement Plan.

As there were no further questions at this time, the MC approved the referral from the DSC regarding the Revised Development Programme (2025 - 2030) as this referral was for approval.

Decision: Approved

6.1 Health & Safety Manual

Purpose - For Approval

PF presented this report and gave a brief overview to the MC of the Health and Safety Control Manual (HSCM).

PF noted that this report provides information to the MC in relation to the Health and Safety Control Manual which was prepared by Employers in Voluntary Housing (EVH) and distributed to members. This paper advises on the details of the manual and the sections which the MC are required to sign as part of their responsibility as employers.

*JJ asked if this requires us to change our present practice of Health & Safety (H&S) quarterly reporting to the governing body. SBW explained that we can add a standing item for H&S such as the Directors report or Notifiable Events, however we would only report quarterly or by exception for this item.

*JJ asked if H&S training has been arranged for the governing body members. SB noted that this has still to be arranged but we will inform all members when it does get scheduled as this will be offered out to the full MC.

It was asked if all members had signed the HSCM. There are still 3 signatures outstanding and it was agreed that CM would send out an email following this evening's meeting, to the members who still needed to add their signatures.

There were a number of minor comments made on DT relating to the HSCM report which have been noted and will be amended.

As there were no further questions at this time, the MC approved this report regarding the

HSCM as this was for approval.

Decision: Approved

~ JJ left the meeting at this point ~

7.1 Adaptions Funding Update

Purpose - For Approval

PF presented this report and gave a brief overview to the MC of the Adaptations Funding Update.

PF noted that this report provides the MC with information and options for future funding of the stage 3 adaptation requests. The Stage 3 Adaptation Funding report was presented to ARSC on the 15th of October 2024 with information on our allocated stage 3 funding which we were notified of from the Scottish Government (SG) on Thursday 3rd October 2024. The ARSC felt they would like to see further information on the number of wet rooms and stairlifts installed over previous years, including costs, to aid in making a decision on how we proceed. PF noted that within this report there is a detailed breakdown of our current financial position which indicates that we have a short fall in this year's budget for adaptations.

*AFG highlighted that as well as making a decision on the options outlined, we need to have a more general discussion on the future for adaptations. We're moving into rent consultation so this needs to be clearly communicated to tenants. JJ agreed and added that the governing body's wider discussion needs to include whether our adoption of "Adaptations without Delay" is likely to be sustainable given the changes in our funding.

*JJ asked, rather than simply increasing funding, do we need to consider some form of rationing or prioritising of applications to ensure that our scarce resources are directed to cases where the greatest impact and benefit to tenants is secured. SBW agreed and explained that the scenarios for future options and self-funding impacts will be run through the 30yr projects to be presented to MC at the end of November.

*HR mentioned that option 5 with the addition of £100,000 from the budget might be the preferable choice but this is a big step and clearly needs to be considered along with implications for the budget but at least it would sustain a number of adaptations throughout the year. It is important to maintain tenant's independence for as long as possible and their faith in Forth Housing Association reputationally as a responsible landlord.

KH highlighted that sometimes underspending doesn't always work out the way we want it to. In most cases you have to spend money to get it to come back. JF agreed with this comment and added that other Registered Social Landlords (RSLs) are having this issue with funding now as well because of the same underspend similarities.

AD asked if there are still as many applications coming in for adaptations as before or has it decreased. PF explained that we still do have tenants making applications for adaptations, unaware of the funding issues, we currently sit with around 14 requests on hold at the moment. Smaller health and safety adaptations can be issued at this present moment but the larger adaptations are on hold pending a decision.

SBW noted that we can claim the money from last year but keep it on hold in a pot that continues from last year, into this year and again into the following year, carrying it on, until such times that the numbers going down or the funding is matching where your required number of referrals.

SBW highlighted that this funding for adaptations, provided by the Scottish Government (SG), has been continually decreasing over the past years and seems like it's being removed permanently based on the information and trends that we have been reading. PM added there seems to be a certain use of language around this item throughout the sector which is indicating what is inevitably coming.

MG mentioned that it is our responsibility to keep the waiting list at a minimum because at the moment it is just increasing and we need to make sure that we are not forcing people to move out their homes and to somewhere else due to not being able to get an adaptation that will help them to continue independent living at home. MG highlighted that we need to be able to provide these adaptations for our tenants to prevent additional stress with having to move etc. as the demographic of those seeking assistance show them to be elderly tenants or those who are living with debilitating conditions.

SM went on to explain how the different options offered in the report would affect the budget.

Option 1 would increase the surplus by £10,000 and reduce the cash balance by £60,000.

Option 2 is in the budget that has been provided.

Option 3 is exactly the same as option 1 as surpluses and cash balances increase.

Option 4 would see the surplus increase by £10,000 and the cash balance would only increase by £30,000.

Finally, option 5, which is the highest spend but would see the surplus remain the same however the cash balance would reduce by another £40,000.

SBW added that what we have tried to do is split our revenue spend against those that are component replacements.

KH explained that it is imperative that we have some type of budget to support our tenants and if it's not done through additional funding. AFG added that we really need to think long term about this as well, think further down the line and how this could affect us each year and how we might need to navigate the same situations. KH noted that it is difficult to know year by year what adaptations will be required which can be difficult but the budget can be controlled which is key for future years. KD highlighted how important this point is and that we need to have budget measures in place to help with the unknown number of adaptations we could receive each coming year.

AFG mentioned that we really need to make sure that this is communicated well with our tenants and we are clear about what we are doing, regardless of what option is chosen as tenant communication is vital throughout this entire process. SBW explained that this will form part of the rent consultation process which is coming up shortly for tenants.

AS suggested that in relation to the rent increase, we consider a higher option but not as high as surrounding RSL's and the Local Authority but high enough where we can still explain to our tenants why we are doing this and what it will allow us to do for them in terms of adaptations also. SBW noted that all this will be considered for the rent consultation.

It was discussed that having a planned maintenance budget which includes a separate pot for adaptations might be an option later down the line which would help us tackle more requests from tenants.

As there were no further questions at this time, the MC approved this report regarding the Adaptations Funding Update as this was for approval, along with choosing and giving approval

to proceed with option 5.

Decision: Approved

7.2 Mid Year Budget Review 2024/25

Purpose - For Approval

SM presented this report and gave a brief overview to the MC of the Mid Year Budget Review for 2024/25.

SM noted that the purpose of the report is to present for consideration, following review by the ARSC, the outcome of the Mid-year budget review for 2024/25 Budget and to seek approval for the proposed amendments to the budget for the remainder of the year.

*AFG noted that in relation to item 2.10 within the provided report which mentions a small fund to be requested for tenants' welfare/wider action to assist tenants over the winter months, that this type of thing is going to be a life saver for some tenants over the winter and we really need to try and support this as much as possible.

SM highlighted that following the decision to choose option 5 in the previous report relating to Adaptations Funding, we will now need to seek approval of the amended amendments for the budget. The Chair and all committee members agreed that to save time, they give approval for these further amendments just now.

There were a number of minor comments made on DT relating to the Mid Year Budget Review for 2024/25 report which have been noted and will be amended.

As there were no further questions at this time, the MC approved this report regarding the Mid Year Budget Review for 2024/25 as this was for approval. Additionally, the MC gave approval for the amended amendments to the budget following the decision to choose option 5 in the previous report relating to Adaptations Funding.

Decision: Approved

7.3 Financial Conduct Authority (FCA) - Verbal Update

Purpose - For Information

SM provided a verbal update on this item regarding the Financial Conduct Authority (FCA), noting that everything had now been submitted successfully.

The MC noted this update on the FCA.

Decision: Noted

7.4 Shared Ownership Sale

Purpose - For Approval

MG presented this report and gave a brief overview to the committee of the Shared Ownership

Sale.

MG noted that this report is to advise MC of the sale of a shared ownership property at Flint Crescent, Cowie. It also presents the options in relation to the sale of a second shared ownership property at Flint Crescent, Cowie and is seeking committee approval on the preferred course of action. Finally, this report asks the Committee to consider and approve a further Mortgage to Rent request at Stirling Place, Plean.

*JJ asked, relating to item 2.1 within the provided report about the association missing the original email as it went into a spam folder and wasn't checked, have we now put measures in place to prevent a recurrence. SBW explained that staff training is to be given and that we are also now doing daily checks on Spam folders. Additionally, we have spoken to Strattis our IT support about providing alternatives to a Spam/ quarantine inbox.

*HR asked if we have a sense of the demand for Shared Ownership in this area of Cowie, relates to item 3.5 in the report. MG mentioned that We don't have a demand analysis for Shared Ownership (SO) unfortunately (across any area), it is only the applicant demand we can call on. Any historic applications for this will be in storage but also would not reflect a current position. SBW added that a point worth noting is that a former SO in this development sold their quarter share previously in 2003.

*HR asked if it is possible to have an informal conversation with the Scottish Government to get a sense of whether consent to change tenure would be given and how likely is it that funds might be available for the acquisition and refurbishment of the property. SBW noted that initial discussions were positive and funding may be available as result of underspending in the programme this year due to delays in Rural Stirling Housing Association & Stirling Council projects.

MG explained that in regard to the second noted property at Flint Crescent, the home report valuation which had been planned to be brought to committee prior to this evening was not returned until today. The home report states that the previous owner of the property had spray foam insulation added to the property previously. The owner then had this removed but as this has not been undertaken properly, we have been advised that the property is now unmortgageable. The next steps noted are to have the removal of the spray foam costed and a structural engineers report to be completed.

JF asked if the costs of these works would be met by the owner which SBW advised they would. Any upgrade work noted to the property would be reflected in the valuation and the price paid by the Association to acquire this property outright.

As there were no further questions at this time, the MC approved this report regarding the Shared Ownership Sale as this was for approval. The MC gave approval for the outright sale of the first property at Flint Crescent, Cowie which has already been progressed. The committee has approval to purchase the remaining share of the second noted property at Flint Crescent subject to the exploratory work which requires to be undertaken. Finally, the Committee gave approval for a further Mortgage to Rent request at Stirling Place, Plean which gives the option of a buyback subject to the Finance Officer conducting a positive financial appraisal. If this is positive for the 30-year cash flow it would allow this request to be progressed and not to be held back pending further approval.

Decision: Approved

8.1 Policy Reviews

Purpose - For Approval

None.

8.2 Charter Report to Tenants

Purpose - For Information

The Chair highlighted that comments had been made and responded to on DT regarding the contents of the Charter Report and asked the committee if anyone had anything further to add.

JF noted a change needing to be made on page 3 of the report which was noted by CM and will be amended before being released officially.

AFG highlighted that the report itself is well presented, has easy readability and is cohesively laid out. Very good job to all involved.

As there were no further questions at this time, the MC noted the Charter Report as it was for information only.

Decision: Noted

9.1 Director Report

Purpose - For Information

Not Required.

9.2 Final Annual Assurance Statement

Purpose - For Approval

SB presented this report and gave a brief overview to the MC of the Final Annual Assurance Statement.

SB explained that this report is to allow the MC to review the proposed Compliant Annual Assurance Statement (AAS) to the Scottish Housing Regulator (SHR). Once approved the statement will then be submitted to the Scottish Housing Regulator on Wednesday 30th October 2024.

*JJ asked that if the governing body have yet to see the equalities information gathered from tenants and applicants, how can we say that we are comfortable that we have taken equalities issues into account in our decision making. SBW explained that we appreciate that we do not have the full equalities data on our tenants, however all new policies have equality assessments carried out and a more in-depth assessment where required. For example, the Pets Policy for people with disabilities and Allocations Policy taking into account mental health for consideration for additional medical points. Wording can be amended to reflect the process that is underway in our data collection. It was agreed that the wording surrounding this item would be amended to best suit the suggestions made.

SBW mentioned that we will look to having next year's AAS completed earlier. Aiming for the end of June for approval in August in 2025.

As there were no further questions at this time, the MC approved this report regarding the Final Annual Assurance Statement as this was for approval.

Decision: Approved

9.3 November Strategy Planning Day– Verbal Update

Purpose - For Information

SB provided a verbal update on this item regarding the Strategy Planning Day (SPD) at the end of November.

SB noted to committee that the SPD will be held on Friday the 29th of November 2024 at the STEP Building in Stirling and will be led by our MC consultant Alison Smith. We plan on starting the day at 9.30am, which has been confirmed with everyone.

SBW will contact Alison Smith to check in and confirm all details for on the day later this week.

As there were no further questions at this time, the MC noted this update on the Strategy Planning Day.

Decision: Noted

9.4 Notifiable Events

Purpose - For Approval

SBW presented this report and gave a brief overview to the MC of the current Notifiable Events.

SBW noted that there have been no new notifiable events in the period since the last update to the Management Committee at their meeting 24th September 2024.

*AFG asked in relation to appendix 9.4(1) under item 4 - Next Steps, if we get warranties, what happens if RPH goes out of business. Do they become useless. Additionally, is there any risk of injury or death because of the cracking issues. SBW explained that there is no risk of collapse. SBW said that it would most likely be differential movement resulting in cracking that will require maintenance in the future. Warranties need to be underwritten by parent company or insurance company also.

As there were no further questions at this time, the MC approved this report regarding the Notifiable Events as this was for approval.

Decision: Approved

10 Membership

Purpose - For Approval

None.

11 Correspondence

Purpose - For Information

None.

12 Health & Safety Report

Purpose - For Information

PF presented this report and gave a brief overview to the MC of the Health & Safety Report.

PF noted that this report provides information to the MC with regards to health and safety matters for tenants and staff. This paper will provide compliance information on fire detection systems within tenant's properties as well as our compliance with gas servicing, legionella, electrical safety, asbestos and tenant health and safety. Additionally, the MC will now receive information on dampness cases and action taken to resolve or mitigate uses within the quarterly Health and Safety Report.

*AFG asked if we have a programme of work in place for the replacement of interlinked smoke detectors and is there useful life 10 years. If so, do we have plans from say year 7/8 to begin to replace them so it's not all done at the same time. PF explained that we have the expiry dates of our alarms recorded with SDM. We have identified 120 Alarms that are due to expire during 2025 and we have made a provision in our budget to have them replaced before the expiry date. We will fully analyse the data and check how many are due in any particular year and if it's running into the 1000's then we may need to program in advance.

*AS asked in relation to item 7.3 within the provided report, how long ago were these 3 properties reported to have dampness and what's the status of severity as well as what actions are planned to be taken to resolve it. PF explained that the first property was reported in December 2022. Condensation was identified to a bedroom cupboard. Works orders were issued to fungal wash and paint a bedroom cupboard wall which was completed in December 2022. A follow-up visit was carried out at the start of the new year to reinspect the cupboard, and this was a no access. A further telephone call was made to the tenant during June 2023 to ask the tenant if the issue still existed, this call went to voice mail and a message was left. The tenant had not responded to our attempts for a follow-up visit.

The second property was reported in July 2023. A telephone call was made to book an appointment with a property officer to inspect the dampness, no access could be made as the tenant was admitted to hospital and she had advised that she would re-report when she gets out of hospital. She re reported the dampness on January 2024 and during an inspection in January 24, this was found to be a wet patch on the kitchen ceiling caused by a leak in the upper bathroom. A plumber repaired the leak and a painter kitchen ceiling and this was completed Early February 2024.

The third property reported dampness to the bathroom ceiling October 24. An inspection was carried out with condensation identified. Instructions were issued to fungal wash and paint the affected areas. The contractor could not gain access to the property to carry out the work. Maintenance staff unsuccessfully tried to get access for the contractor. The job order was cancelled October 2024 and a letter was sent to the tenant advising the works order is cancelled. The letter advises she can call back and request reactivation of the works order.

PF added that we have recently received a claim for the 'slip and fall' incident which is relating

back to a year ago.

*ER mentioned that in the claim, relating to item 10.1 in the report, does it suggest there was a serious or minor injury as a result of this slip. SBW noted that we do not have sight of the claim yet, however we understand it to be a twisted knee which required a visit to the GP at the time.

As there were no further questions at this time, the MC noted this report on Health & Safety which was for information only.

Decision: Noted

13 AOCB

As there was a confidential matter to be discussed as part of AOCB, all staff except SBW, SB and MG were asked to leave the meeting before this item was presented to committee. SB recorded the minute for this confidential item in CM's absence.

- CONFIDENTIAL MINUTE TAKEN -

14 Date of Next Meeting - 26th of November 2024

The date for the next Management Committee meeting on Tuesday the 26th of November 2024 was approved. The Chair thanked everyone for their attendance this evening.