

APPENDIX 1



Butterwood Homes Scrutiny Panel January 25th, 2023

Present all virtual

Butterwood

John Swinney, Kirsty Jenkins, Neil Hince

Cllr Engström, Cllr Farmer, Cllr Smith

Cllr Quarterman (Observer status)

Claire Lord, minute-taker

Meeting Started 11.31

It was agreed that Cllr Smith should chair the meeting

1	Minutes From Previous Meeting The minutes from the previous meeting were approved	
2	Operational Plan The meeting was told that there was very little to report as there had been no new activity in the year. The main emphasis of the year was focus on Bridges and their management service. The meeting was told that the directors were planning to look at setting some KPIs as well as reviewing the website and occupancy rates. It was agreed that these were all things that should be looked at and that would give a better overall picture on how the company was performing. Discussion took place around whether, as the company was currently in a stable position and not currently planning on increasing the property portfolio, whether it was necessary to have 2 scrutiny meetings a year. It was commented that if there was going to be a reduction to 1 meeting then the Scrutiny members would need to have complete sets of all the reports showing KPIs and Financial data in order to have confidence to report back to both O&S and Cabinet. It was agreed to review the matter at the Scrutiny meeting at the start of 2024.	

APPENDIX 1

	<p>A query was raised on the occupancy list as to why there was a resident who had neither a local connection nor was a key worker. It was agreed to confirm this and report back.</p>	
3	<p>Financial Review</p> <p>No financial information had been provided before the meeting. The Scrutiny members asked for a report to be available before the end of the week.</p>	
4	<p>Progress Update</p> <p>It was confirmed that the company was progressing as planned as there was no further acquisitions planned in the immediate future. Although there may be at some point int the future.</p>	
5	<p>Questions</p> <p>There were no new questions, but the Scrutiny members confirmed that it may consider only holding one meeting a year if the company produced robust reports including KPIs.</p> <p>The query about the occupancy was repeated.</p> <p>It was agreed that Cllr Smith would compile the report, with Cllr Farmer's help, and present the item to the October O&S meeting.</p>	

Meeting Closed 12.06