



Minutes of the Meeting with Management Committee held on **Tuesday 26 March 2024 at 6pm** via in person & via Teams at CentrePoint

Minutes

Present:	David Cooper, Vice Chair (DC)	Craig Callan (CC)	Grant Kennedy (GK)
	Blanche McGinn (BMG)	Grant Kennedy (GK)	Przemek Jozwik (PJ)
	Colette Rooney (CR)	Sandra Rodger (SR)	Patryk Topolski (PT)
In Attendance	Paul Lennon, Depute Director (PL)	Elaine Hyslop, Housing Manager (EH)	Paul Murphy, Senior Corporate Services Officer (PM)

	Agenda Item	Action
1.	Welcome and Apologies	
	DC welcomed everyone to the meeting. Apologies were NOTED for Victoria Dallas, Eddie Dallas, Heather Laing and Cathy Brien.	PM to update register.
2.	Declarations of Interest	
	Staff declared an interest in agenda item 6. GK declared an interest in agenda item 6.	
3.	Minutes of Previous Meeting held on 27 February 2024	
	Proposed Craig Callan Seconded Sandra Rodger	
4.	Matters Arising	
	EH advised that a proposal for Law View would come to April's meeting.	Law View paper to go to April's meeting
5.	Insurance Renewal 2024-2025	
	PL spoke to his report, unfortunately the prices for insurance had increased dramatically across all sectors. The cost for Garrion is higher than we expected and initially budgeted for. PL advised that the increase represents an increase of 81%.	

	<p>A committee member asked why GPHC's quote had increase so significantly.</p> <p>The broker attributes the large increase to trends in the market and specifically two fires in 2023/24 which resulted in insurance one tenanted property and one in our factored block. Furthermore, the rebuild cost for Garrion i.e. if there was a disaster of some kind.</p> <p>Our insurance broker had tested the insurance market as there were a number of different companies who secured the insurance renewal for different types of insurance, e.g. social housing, professional indemnity, public liability etc.</p> <p>The committee felt that a review of the Co-op's insurance options would be prudent for the insurance renewal for 2025/2026.</p> <p>The insurance renewal for 2024/25 was APPROVED</p>	<p>Review to take place later in the year</p> <p>PL to notify insurance broker</p>
	EVH Ballot – Pay Negotiations	
6.	<p>PL spoke to the paper that a proposal negotiated by EVH (Employers in Voluntary Housing) with the Union is:</p> <p>A consolidated percentage increase of 6% on all salary points from 1st April 2024. This will also be applied to all allowances apart from the fixed mileage rates set by the HMRC. The proposal was discussed by committee.</p> <p>The proposal was APPROVED.</p>	<p>A ballot confirming agreement to be returned to EVH</p>
	Staffing Paper	
7.	<p>A committee member highlighted that traditionally the main way people increase their income is by switching jobs. Some companies don't try to retain and develop personnel. However, this isn't cost effective, due to the cost of recruitment and training.</p> <p>Agenda item DEFERRED to the next meeting</p>	<p>Agenda item deferred</p>
	Planned Maintenance	
8.	<p>PL advised that the Co-op was working with an external consultant, as we build up our internal capacity and a detailed paper would come to the May meeting.</p>	<p>Paper to come to the May meeting</p>
	Policy Review	
9.	<p>PM asked for any queries or questions regarding the policies</p> <ul style="list-style-type: none"> • Attendance & Absence Management Policy • Audit & Risk Subcommittee Remit 	

	<ul style="list-style-type: none"> • Committee Reporting Template • Disciplinary Policy • Grievance Policy • Performance, Staffing and Health & Safety Subcommittee Remit • Recruitment and Selection Policy • Standing Orders and Delegated Authorities • Unacceptable Actions Policy • Value for Money Policy <p>All policies, remits and the template were APPROVED</p>	PM to update policy register
	Contractor Rates	
10	<p>PL explained that across all our contractors we expect a cost increase for any goods and services we purchase from the 1st of April 2024.</p> <p>Some contractors have been sending in price increases for the coming year. None have given us any real concern.</p> <p>A committee member asked if we expected all our contractors to increase their prices.</p> <p>PL thought that this was likely to be the case.</p> <p>PL also confirmed we would update the approved contractors list as and when there are changes and bring necessary information to a future meeting.</p>	
	Bank Account Closures	
11.	<p>PL confirmed that are legacy accounts that are no longer required by the Co-op and Committee approval was required to close them.</p> <p>Committee APPROVED the closures.</p>	No longer relevant bank accounts to be closed
	Staff Annual Leave 2023/24	
12.	<p>Committee were asked to approve some carry over leave for staff from the holiday year 2023/2024. PM explained that similar to the financial year the holiday year runs until the 31 March 2024. The majority of the carry over leave will be used next month.</p> <p>Committee APPROVED the request.</p>	
	Membership Report	
13.	PM confirmed that no new membership applications had been received.	
14.	Regulatory status (Engagement Plan)	

	<p>PL stated that the Co-operative have been advised by the Scottish Housing Regulator (SHR) that they do not require anything further from the organisation beyond the standard returns required this year.</p> <p>Committee discussed and NOTED the update.</p>	
	<p>Housing Co-op Forum</p>	
15.	<p>PL advised committee that he had been in discussions with several housing co-ops in Scotland on helping to share best practice.</p> <p>The first potential outcome is grouping together to get access to a discount app for tenants.</p> <p>PL spoke to the paper describing the potential benefits to tenants of the Co-op. The scheme would give access to discounts from retailers both in store and online.</p> <p>A committee member asked what the increased level of administration work was likely to be.</p> <p>PL advised that there would be some work at the start to promote it and help tenants utilise the scheme.</p> <p>Committee APPROVED the housing perks proposal for the Co-op.</p>	
	<p>Ethical Conduct and Notifiable Events</p>	
16.	<p>PL confirmed that SHR didn't require anything further from the Co-op regarding the lead officer change.</p>	
	<p>Payments, Benefits & Entitlements</p>	
17.	<p>None</p>	
	<p>Health & Safety</p>	
18.	<p>18.1 Coronavirus Health & Safety Policy The policy was APPROVED</p> <p>18.2 COSHH Policy The policy was APPROVED</p> <p>18.3 Smoke Free Policy The policy was APPROVED</p> <p>18.4 Vehicle Policy The policy was APPROVED</p>	<p>PM to update policy register</p>

	<p>18.5 Dignity at Work Policy The policy was APPROVED</p> <p>PM advised that three members of staff had recently completed an ACS Legionella Awareness & Management course.</p>	
19.	<p>Correspondence</p>	
	<p>Committee discussed and NOTED the correspondence.</p>	
20.	<p>Use of Delegated Authority</p>	
	<p>None</p>	
21.	<p>Any Other Competent Business</p>	
	<p>PM advised committee that the tenanted office space we have will likely become vacant in May, so we have an advert ready to go if this gets confirmed.</p> <p>PL confirmed a committee refresher course would take place in May for all committee members.</p>	
22.	<p>Summary of actions / decisions at this meeting</p>	
	<ul style="list-style-type: none"> • Committee to review the procurement of insurance for 2025/26 – AGREED • Insurance Renewal 2024-2025 – APPROVED • Ballot confirming agreement to be returned to EVH • Policy Register to be updated • Legacy bank accounts to be closed • Annual leave carry over – APPROVED • The housing perks proposal for the Co-op – APPROVED 	
23.	<p>Meeting Evaluation</p>	
	<p>DC asked members for their evaluations of the meeting.</p> <p>Committee members confirmed that they had enjoyed the meeting especially the discussions.</p>	
24.	<p>Date and time of next meeting 23 April 2024, 6pm</p>	
	<p>PL asked all in attendance if they had any feedback from the meeting.</p>	
25.	<p>Meeting Close</p>	
	<p>DC thanked committee & staff for attending the meeting.</p>	