



Minutes of the Meeting with Management Committee held on **Tuesday 29 April 2025 at 6.00pm** via in person & via Zoom at CentrePoint

## Minutes

<b>Present:</b>	Victoria Dallas, (VLD) Chair	Craig Callan (CC)	Heather Laing (HL)
	Jamie Boyle (JB)	Przemek Jozwik (PJ)	Willie MacFarlane (WM)
	Colette Kells (CK)	Sandra Rodger (SR)	Pamela Hill (PH) (Observer)
	Christine Kerrigan (CHK) (Observer)		
<b>In Attendance</b>	Paul Lennon, Director (PL)	Elaine Hyslop, Housing Manager (EH)	Richard Bolton, Senior Community Development Officer (RB)
	Paul Murphy, Senior Corporate Services Officer (PM)		

	Agenda Item	Action
1.	<b>Welcome and Apologies</b>	
	<p>VLD welcomed everyone to the meeting, especially PH &amp; CHK for attending as observers, and thanked committee members for attending.</p> <p>Apologies were <b>NOTED</b> for Patryk Topolski and Elizabeth Cooper.</p> <p>VLD began with reflecting on the sad news that former Chair, Vice Chair and long-standing committee member Davie Cooper had sadly passed away at the weekend at home with his beloved wife Elizabeth.</p> <p>A presentation tribute to Davie was displayed on screen.</p> <p>Committee members shared stories of Davie.</p> <p>VLD advised that EH &amp; PM had visited Elizabeth to pass on condolences from staff &amp; committee.</p> <p>PM confirmed that he would provide committee members with the funeral details for Davie's funeral once they had been confirmed.</p> <p>PL also advised he would do an article for the Scottish Housing News online housing daily news.</p>	<p><b>PM to update register.</b></p> <p><b>PM to confirm funeral details.</b></p>
2.	<b>Declarations of Interest</b>	
	PL declared an interest in item 17	

	<b>Minutes of Previous Meeting held on 25 March 2025</b>	
3.	<p>A committee member (SR) spotted that they were incorrectly marked as apologies instead of being present.</p> <p>Proposed <b>Craig Callan</b> Seconded <b>Sandra Rodger</b></p>	<b>Amend minutes to reflect attendance</b>
	<b>Matters Arising</b>	
4.	PL went through the matters arising schedule from the previous meeting with committee and all matters were completed. He gave an appropriate update on each issue.	
	<b>Ethical Conduct and Notifiable Events</b>	
5.	None	
	<b>Annual Assurance Statement (AAS) Visit Scottish Housing Regulator (SHR) to Forgewood Housing Co-op</b>	
6.	<p>PL stated that Forgewood HC had received the news that the Scottish Housing Regulator would visit them as one of their ten planned annual assurance statement visits for 2025.</p> <p>PL reminded committee of the good practice that had come from previous SHR visits to other RSLs over the years and of all the current good practice and focus on key areas that are focal points at present for the SHR. Confirming that both co-ops operated with the same commitment, good practice and evidence to back it up.</p> <p>A committee member suggested the Co-op would be likely to benefit from the Scottish Housing Regulator's (SHR) visit to Forgewood due to the staff sharing agreement.</p> <p>Committee wished Forgewood a successful and productive visit.</p> <p>Committee <b>NOTED</b> the report.</p>	
7.	<b>Planned Maintenance Report - Law View Kitchens (sent out in advance to committee)</b>	
	<p>PL spoke to the report provided on the outcome of the tender for the work as stated at both Co-ops.</p> <p>New kitchens were required at Law View, Overtown (Garrion) 28 units New bathrooms to flats in Forgewood were also required to be completed as 100 were carried out during the pandemic so the remaining 40 units were due for completion.</p>	

8.	<p>An advert was placed on Public Contracts Scotland website with a full specification compiled between all in the project team. A potential 28 contractors specialising in kitchen and bathroom renewals would have been able to show interest. 17 contractors initially showed an interest. This was narrowed down to 8 after some never responded or withdrew their interest due to timing.</p> <p>Four contractors tendered for the work.</p> <p>It was recommended to management committee that Everwarm, part of the SureServe group, are awarded the contract, and we will arrange for a prestart meeting as soon as possible thereafter.</p> <p>A committee member asked what contract was likely to start first between the two Co-ops.</p> <p>PL advised that it was likely that the kitchens at Law View would commence first.</p> <p>Committee <b>APPROVED</b> the award of the planned maintenance contract.</p>	Registers and public contracts Scotland website to be updated and contractors all notified.
	<b>Feasibility Study (flats)</b>	
9.	<p>PL advised that we would be reviewing the submissions for the Feasibility Study next Thursday and notifying the successful applicant and the unsuccessful applicants.</p>	PL to provide report update at next meeting
	<b>Stock Condition Survey</b>	
10.	<p>PL stated that it was important for the Co-op to carry out regular stock condition surveys. This helps to ensure that we have an up to date picture in time of our stock and that our investment plans adequately match the needs of the stock for the short, medium and long term.</p> <p>A committee member asked if this was something the Scottish Housing Regulator (SHR) encourages.</p> <p>PL confirmed that it was something the SHR encourages RSLs to do on a regular basis. They are also important for lenders but ultimately, every RSL is expected to know everything about their stock and what needs planned and when, and at what cost. This all forms part of the 30 year financial projections.</p> <p>John Martin Partnership are a company who are familiar with our stock from previous surveys.</p> <p>Committee <b>APPROVED</b> a Stock Condition Survey to be commissioned from John Martin Partnership.</p>	PL to contact John Martin Partnership

11.	<b>HUB - Asset Management System (John Martin Partnership)</b>	
	<p>PL described that the HUB system as an asset management system developed specifically for the social housing sector.</p> <p>A committee member asked if it was a web based system.</p> <p>PL confirmed it was a web based system that allows users access to all their property details through a simple log-in.</p> <p>PL added that users can view, interrogate, update and edit all their property data and run short and long term investment reports and Quality Standard compliance assessments.</p> <p>In addition to HUB Manager, HUB Surveyor allows for bulk data capture on smart phones for Surveyors and Landlords that sync remotely back into HUB Manage.</p> <p>Committee <b>APPROVED</b> the Co-op implementing the HUB - Asset Management System hosted by John Martin Partnership for another year.</p>	<b>HUB database annual renewal agreed</b>
	<b>Finance Function</b>	
	Committee <b>APPROVED</b> Quinn Internal Audit to be commissioned to carry out a preliminary audit of the Co-op's 30-year projections.	
12.	<b>Payments, Benefits &amp; Entitlements</b>	
	None	
13.	<b>Membership Report</b>	
	PM advised committee that there weren't any new membership applications.	
14.	<b>Sexual Harassment</b>	
	<p>Committee discussed the guidance from EVH.</p> <p>Committee <b>NOTED</b> that a draft policy would be discussed at the next committee meeting.</p>	<b>New draft policy to come to the next meeting and issued in advance</b>
15.	<b>Senior staffing – Depute Director function</b>	
	Committee <b>NOTED</b> the report provided.	
16.	<b>Neonatal Care Leave &amp; Pay Policy</b>	

	Committee <b>APPROVED</b> the Neonatal Care Leave & Pay Policy after some discussion amongst the group and questions to staff	<b>Policy register to be updated</b>
	<b>Directors Appraisal</b>	
17.	Committee <b>AGREED</b> to make arrangements for the Directors Appraisal to take place after the summer holidays.	
	<b>Former Committee Member</b>	
18.	VLD advised committee that sadly former committee member Anne Gilmour had passed away several weeks ago. Anne had moved away a couple of years ago and unfortunately, the Co-op doesn't have any of her family's details to send a card to them.  Committee <b>ACKNOWLEDGED</b> Anne's contribution.	
	<b>Date for next Community Development Session</b>	
19.	Committee <b>AGREED</b> the next meeting date for a Community Development Session.	
	<b>Proposed Development of a Battery Energy Storage System</b>	
20.	Committee <b>THANKED</b> CC for attending the latest consultation event and asking several questions on behalf of committee discussed at the previous meeting. Everyone also appreciated the comprehensive feedback issued by CC to staff/committee on the visit.	
	<b>Items for Noting</b>	
	<b>Correspondence</b>	
21.	Committee discussed and <b>NOTED</b> the correspondence, with a few important update reports sent from the SHR	
22.	<b>Use of Delegated Authority</b>	
	None	
	<b>Any Other Competent Business</b>	
23.	A committee member enquired about window replacement for the Heathfield flats.  PL advised that it is linked to the forthcoming feasibility study.  A committee member advised that there is an issue with some cracked tiles at a close entrance door.	

	<p>PL took the details and advised that he would ask Kieron the Co-op Maintenance officer to keep him updated. But was certain Kieron would know about it if it was already raised or spotted routinely.</p> <p>VLD asked committee if they would be happy with a committee WhatsApp group being set up to allow committee members to communicate more easily.</p> <p>Committee members and observers <b>CONFIRMED</b> they would be happy to be included.</p> <p>PL confirmed that Clark Davidson was invited to attend the meeting by ZOOM at 5.45 just say thanks and goodbye to all of the committee. As he did not show, PL assumed it was for a health reason and said he would try to make contact again. If all else fails, the gist planned would be personally dropped off by staff to hi home but enquires on his own health issues would be made.</p> <p>PL also confirmed that he and Craig were still negotiating with Virgin Money over a loan expiring in October 2025 and looking at options to facilitate again.</p>	<p><b>Tiles in close update needed for next meeting</b></p> <p><b>Clark update for next meeting</b></p>
	<b>Summary of actions / decisions at this meeting</b>	
24.	<ul style="list-style-type: none"> <li>Appointment of Contract for the Planned Maintenance - Law View Kitchens <b>APPROVED</b></li> <li>Stock Condition Survey to be commissioned from John Martin Partnership <b>APPROVED</b></li> <li>Quinn Internal Auditors to be commissioned to carry out an audit of the Co-op's 30-year projections <b>APPROVED</b></li> <li>The Co-op implementing the HUB - Asset Management System hosted by John Martin Partnership <b>APPROVED</b></li> <li>to assist with HUB asset management and 30 year projections.</li> <li>Date for Community Development session <b>AGREED</b></li> <li>WhatsApp for committee to be set up <b>AGREED</b></li> <li>Observers to be considered as co-opted/appointed members</li> </ul>	
	<b>Meeting Evaluation</b>	
25.	<p>VLD asked members for their evaluations of the meeting.</p> <p>Committee members felt that the meeting had went well and a lot of business had been done with important matters agreed.</p>	
	<b>Date and time of next meeting</b> <b>Tuesday 20th of May 2025 at 6pm</b>	
26.	<p>VLD advised committee members of the date of the next meeting (3 weeks from tonight).</p> <p>SR submitted her apologies for the May meeting.</p>	

27.	<b>Meeting Close</b>	
	VLD thanked committee & staff for attending the meeting. The meeting closed at 7.45pm.	