



Minutes of the Meeting with Management Committee held on **Tuesday 21 June 2022 at 5.30pm** via in person & via zoom at CentrePoint

Minutes

Present:	Victoria Cowie, Chair (VC)	David Cooper, Vice Chair (DC)	Heather Laing, Secretary (HL)
	Craig Callan, Treasurer (CC)	Elizabeth Cooper (EC)	Blanche McGinn (BMcG)
	Przemek Jozwik (PJ)	Lisa Viola (LV)	
In Attendance	Paul Lennon, Depute Director (PL)	Elaine Hyslop, Housing Manager (EH)	Richard Bolton, Community Development Officer (RB)
	Paul Murphy, Corporate Services Officer (PM)		

	Agenda Item	Action
1.	<p>Apologies</p> <p>Apologies were NOTED for Cathy Brien and Eddie Dallas.</p>	PM to update register.
	<p>Chairs Remarks</p> <p>VC welcomed everyone to the meeting.</p>	
2.	<p>Declarations of Interest</p> <p>None</p>	
3.	<p>3.1 Minutes of Previous Meeting held on 24 May 2022</p> <p>Proposed Blanche McGinn Seconded Elizabeth Cooper</p>	
4.	<p>4.1 Matters Arising</p> <p>PL went through the matters arising schedule from the previous meeting with committee all matters were completed.</p>	
5.	Health & Safety	

	<p>5.1 CentrePoint</p> <p>RB provided a presentation.</p> <p>RB advised committee that a big part of his work recently was establishing the new Community Team on the ground. As well as the day to day work of supporting groups and delivering various projects, events and activities.</p> <p>RB advised committee of the funding position for the financial year 2022 – 2023.</p> <p><u>Confirmed 22/23</u></p> <p>£180,000 across 10 funded projects</p> <ul style="list-style-type: none"> • ICF £97,600 (FHC & GPHC) • VANL £44,848 (FHC & GPHC) • Lottery approx. £28,000*(runs Sept- Aug) • Community Solutions Food parcels £1,200 • NLC £1776 Jubilee • Funding carried over (c£9000) <p>RB invited questions.</p> <p>DC enquired if the funding is solely for providing activities and events for Co-op tenants.</p> <p>RB advised that the funding would primarily benefit Co-op tenants, however as per the funding requirements. The majority of our projects and activities are open to the wider community and beyond.</p> <p>Committee NOTED the presentation from RB providing an update on the activities of the Communities team.</p> <p>Committee thanked RB for his report.</p> <p>RB left the meeting.</p>	
	<p>5.2 Health & Safety Report</p> <p>PM advised Committee that the Co-op were going to employ the services of a Health & Safety Consultant Joe Dewar. Joe has worked with a number of RSLs across Scotland. The focus of the assessment will be looking at all aspects of Tenant Safety and Health & Safety generally. Joe will carry out an assessment of the Co-op and produce recommendations for committee to consider.</p> <p>PM added that the timing was beneficial as the report would be produced prior to the Co-op submitting its annual assurance statement to the Scottish Housing Regulator at the end of October.</p>	

	<p>Monkeypox Risk Assessment</p> <p>PM explained to committee the risk assessment of monkeypox he displayed on screen and provided the latest guidance and statistics from the World Health Organisation (WHO).</p> <p>PM added that as an organisation we would continue to monitor the situation and would notify committee and staff if the situation changed.</p>	
	<p>5.3 Fire Evacuation Procedures</p> <p>PL advised committee that the fire evacuation procedures for CentrePoint had been recently updated.</p> <p>PM displayed the procedures on screen and explained how they would be implemented.</p>	
	<p>Correspondence</p>	
6.	<p>6.1 EVH Developing a Hybrid Working Policy</p> <p>PL advised committee that EVH had produced the attached guidance note to assist RSLs developing a hybrid working policy. PL advised committee that the majority of staff were working in the office. We will be developing a hybrid working policy shortly.</p>	
	<p>6.2 SHR Regulator publishes final COVID-19 quarterly dashboard</p> <p>PL advised committee that the Scottish Housing Regulator had published the final COVID-19 quarterly dashboard.</p> <p>PL added the Regulator wrote to social landlords in March 2022 to confirm that the Social Housing Resilience Group had decided to end collection of the returns, and thanked social landlords for their co-operation in submitting the information over the last two years.</p>	
	<p>Governance</p>	
7.	<p>7.1 Ethical Conduct and Notifiable Events</p> <p>PL advised committee that the only notifiable event was the sale of the land on Castlehill Road which is still being considered by the Scottish Housing Regulator (SHR).</p>	
	<p>7.2 Payments, Benefits & Entitlements</p> <p>None</p>	

	<p>7.3 Membership Report</p> <p>PM advised committee that there were one new application for membership which had been received since the last management committee meeting.</p> <p>Committee NOTED the report.</p> <p>The application for membership was APPROVED.</p>	<p>Membership list to updated to include new member</p>
	<p>7.4 Appointed Committee Member</p> <p>PL advised committee that Maz Shakoor who regular attends our estate walkabouts is interested in becoming a member of the management committee. A committee can appoint new members who have skills and input that will benefit them. PL added that Maz has knowledge and skills which would make her an asset to the committee.</p> <p>PL explained that it is the committee's decision whether to appoint Maz as an Appointed member of the committee rather than a Co-optee. As an appointed member Maz would have voting rights and would count towards the quorum of meetings</p> <p>The Committee APPROVED the proposal for Maz Shakoor to become an appointed member of the management committee of the Co-op.</p>	<p>Maz Shakoor to be added to the register of committee members</p>
	<p>7.5 Leave of absence requests</p> <p>Leave of absence requests for committee members Colette Rooney and Fiona Shearer.</p> <p>The Committee APPROVED the requests.</p>	
	<p>7.6 Bridges</p> <p>PL advised long standing committee members who had previously attended Bridges meetings that a meeting would take place with members of the Forgewood management committee who similarly were involved in Bridges Housing Association tomorrow evening to discuss the options for Bridges going forward.</p> <p>PL explained to newer members of the committee what Bridges Housing Association was and what the connection was to the Co-op.</p>	
	<p>7.7 Register of Interest</p> <p>PM advised that he had revised the register of interest form for committee members to make it more user friendly.</p>	

	PM provided some examples which were good practice for committee members to declare in their register of interest form.	
	<p>7.8 AGM Arrangements</p> <p>PL advised that the senior staff team would be meeting with French Duncan soon to have the pre-audit meeting. The AGM will take place in late September and it would in a hybrid format (in person and via zoom) to enable as many members to attend as possible.</p>	
	<p>7.9 Stress Management Policy</p> <p>The policy was APPROVED.</p>	PM to update policy register
	<p>7.10 Lone Working Policy</p> <p>The policy was APPROVED.</p>	PM to update policy register
	Strategy	
	8.1 Governing Body Strategy Away Day	
8.	<p>PL advised committee that Arneil Johnston had produced an outcomes briefing paper of the Governing Body Strategy Away Day.</p> <p>PL advised committee that the outcomes would be form the basis of a forthcoming Business Plan review.</p>	
	<p>8.2 New Build Project Gowkthrapple Regeneration</p> <p>PL advised that good progress is being made at the site by North Lanarkshire Council.</p>	
	Staffing	
9.	<p>9.1 Staffing</p> <p>PL advised that there was no new update to provide to committee, under staffing.</p>	
	<p>9.2 Director & Depute Director Appraisals</p> <p>PL advised that we have scheduled the Director & Depute Director appraisals to take place later in the year.</p>	
	Finance	
10.	10.1 Five Year Financial Projections	

	<p>PL advised committee that we had submitted our Five Year Financial Projections to the Scottish Housing Regulator (SHR) prior to the deadline of the 31st of May for submission. These were issued to committee previously.</p>	
	<p>10.2 Loan Portfolio</p> <p>PL asked the Management Committee to review and consider the information in order to approve the required annual 2021/22 Loan Portfolio System Return (LPS) which is required to be submitted to the Scottish Housing Regulator's portal prior to the deadline of the 30th of June 2022.</p>	<p>Loan Portfolio to be submitted to SHR Portal</p>
	<p>Compliance</p>	
	<p>11.1 Review of Risk Register</p> <p>PL advised committee that CB had carried out an assessment of risk as part of reviewing the current Business Plan at a Strategic Planning Day in May 2022. PL advised that the Risk Register was updated to continue to actively manage risk. This was presented to the Committee for review.</p> <p>PL advised that the Risk Management Policy had been updated with the outcomes from the strategic Business Planning Day.</p>	
11.	<p>11.2 Self-Assessment</p> <p>PL advised committee that the Co-op would be soon beginning the process of completing an assessment against the Scottish Housing Regulator's Regulatory Standards. PL added that it is a robust process and it will assist the committee when we are considering writing our annual assurance statement we provide to the Scottish Housing Regulator at the end of October. It was agreed that the committee will again be heavily involved with the self-assessment and assurance statement. PL highlighted that this is something that would help compliance with regulatory standards in Governance and Financial Management.</p>	
	<p>Operations</p>	
	<p>12.1 The Energy Efficiency Standard for Social Housing (EESH 2)</p> <p>The item was DEFERRED.</p>	
	<p>12.2 Communal Painting</p> <p>PL advised committee that we are looking at a communal painting project for Law View.</p> <p>EC advised that there hasn't been communal painting in Law View in nearly 20 years.</p> <p>PL advised that once we have a firm date for painting we will advise tenants.</p>	<p>Alex to draft flyer to Law View when dates known</p>
12.		

	<p>12.3 Advice for Tenants and Residents (AFTAR) Project</p> <p>EH provided the committee with an overview of the service and a short history of the project.</p> <p>EH invited committee to note the current position outlined in the report and on this basis a recommendation was made to continue to provide this valuable service to our tenants.</p> <p>The Committee were asked to consider approving the match funding on the basis that all other RSLs agree to continue to be part of the project and to the match funding required from them.</p> <p>Committee APPROVED the match funding on the basis outlined in the report.</p>	
13.	<p>Any Other Competent Business Deferred Agenda Items</p> <p>HL enquired when the landscapers would be starting in the area.</p> <p>PL advised that it would be this week and the tenants should notice a difference.</p> <p>EC requested a traffic calming (slow down writing on the road) measure for Law View.</p> <p>PL said that it was a matter for the roads department, but we could enquire on the tenant's behalf.</p> <p>EH suggested a letter drop to tenants of Law View to remind tenants and visitors to Law View drive slowly.</p> <p>VC thanked the committee and staff for attending the meeting.</p>	<p>To be included in the next newsletter to tenants initially, followed by contacting NLC Roads dept regarding Law View</p>
14.	<p>Any Other Competent Business</p>	
	<p>Date of Next Meeting</p>	
15.	<p>Management Committee Meeting: 5.00pm ***(starting 30 minutes earlier to provide an additional policy briefing)***Tuesday 30 August 2022</p>	