



Minutes of the Meeting with Management Committee held on **Tuesday 24 May 2022 at 5.30pm** via in person & via zoom at CentrePoint

### Minutes

<b>Present:</b>	Victoria Cowie, Chair (VC)	David Cooper, Vice Chair (DC)	Heather Laing, Secretary (HL)
	Craig Callan, Treasurer (CC)	Elizabeth Cooper (EC)	Blanche McGinn (BMcG)
	Fiona Shearer (FS)	Przemek Jozwik (PJ)	Eddie Dallas (ED)
	Lisa Viola (LV)		
<b>In Attendance</b>	Cathy Brien, Director (CB)	Paul Lennon, Depute Director (PL)	Elaine Hyslop, Housing Manager (EH)
	Alex Gemmell (AG) Maintenance Officer	Richard Bolton, Community Development Officer (RB)	Abira Sarwar, Finance Officer (AS)
	Paul Murphy, Corporate Services Officer (PM)		

	Agenda Item	Action
1.	<p><b>Apologies</b></p> <p>Apologies were <b>NOTED</b> for Anne Gilmour and Patryk Topolski.</p>	<b>PM to update register.</b>
	<p><b>Chairs Remarks</b></p> <p>VC welcomed everyone to the meeting.</p>	
2.	<p><b>Declarations of Interest</b></p> <p>None</p>	
3.	<p><b>3.1 Minutes of Previous Meeting held on 29 March 2022</b></p> <p>Proposed <b>Victoria Cowie</b> Seconded <b>Heather Laing</b></p>	
4.	<b>4.1 Matters Arising</b>	

	CB advised that the seven matters arising from the previous meeting were completed.	
	<b>Health &amp; Safety</b>	
5.	<p><b>5.1 Working Arrangements – August 2022</b></p> <p>PL advised committee that staff were back in the office.</p> <p>PL added that we are expecting a briefing note from EVH to come out prior to our next meeting on hybrid working, which we will be able to share with committee.</p> <p>VC asked if there anything in place for monkeypox.</p> <p>CB advised that PM will carry out a risk assessment on monkeypox.</p>	<b>PM to carry out risk assessment</b>
	<p><b>5.2 Legionella Policy</b></p> <p>AG explained the purpose of the policy in helping to ensure tenant and staff safety.</p> <p>AG described the testing which takes place and the process involved.</p> <p>Committee <b>APPROVED</b> the policy.</p>	<b>Policy register to be updated</b>
	<b>Correspondence</b>	
6.	<p><b>6.1 SHR – Housing Regulator publishes Strategy and work plans for 2022/23</b></p> <p>PL advised committee that the Scottish Housing Regulator (SHR) had published its new Strategy and work plans for 2022/23.</p> <p>The Regulator’s priorities will be:</p> <ul style="list-style-type: none"> <li>• The quality of the homes, tenant and resident safety and the standard of sites for Gypsy/Traveller;</li> <li>• Homelessness, with a particular focus on duties to provide temporary and settled accommodation;</li> <li>• Landlords’ recovery from the pandemic including handling of any backlogs in housing services</li> <li>• Rent affordability and value for money</li> <li>• Governance &amp; financial health in RSLs</li> <li>• Being an effective public body</li> </ul> <p>PL added that throughout the year we would discuss these priorities with committee.</p>	

	<p><b>6.2 EVH Pay Negotiations</b></p> <p>CB advised committee that the pay award for staff for the period April 2022 – April 2023 had been approved in a ballot of EVH members.</p> <p>The agreement negotiated by EVH (Employers in Voluntary Housing) with the Union is an increase of 4.1% being applied to all salary points and allowances, bar the long service / retiral award and the standard HMRC fixed profit mileage allowance.</p>	
	<p><b>Governance</b></p>	
	<p><b>7.1 Ethical Conduct and Notifiable Events</b></p> <p>CB 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>	
7.	<p><b>7.2 Payments, Benefits &amp; Entitlements</b></p> <p>None</p>	
	<p><b>7.3 Membership Report</b></p> <p>PM advised committee that there were two new applications for membership had been received since the last management committee meeting.</p> <p>Committee <b>NOTED</b> the report.</p> <p>Both applications for membership were <b>APPROVED</b>.</p>	<p><b>Membership list to updated to include new members</b></p>
	<p><b>7.4 Committee Training Plan</b></p> <p>CB reflected on the Scottish Regulator’s priorities for the year and advised that the committee training plan would build on previous discussions as well as new subjects.</p> <p>CB added the first training session will be on Equalities and Human Rights.</p> <p>The Committee Training Plan was <b>APPROVED</b> by committee.</p>	
	<p><b>Strategy</b></p>	
	<p><b>8.1 CentrePoint</b></p>	
8.	<p>RB advised committee that since his last report GPHC had been awarded from North Lanarkshire Council (NLC) £3742 towards our garden project and £1752 towards events for the Jubilee.</p>	

	<p>For 22/23 year we have a total of £157,549.92 of funding across 9 funded projects within the Gowkthrapple/Law View community. This is a mixture of new and carried over funding for project delayed by the pandemic. This is broken down as £144,266.81 managed by Forgewood HC but delivered in both communities.</p> <p>£13,283.11 managed by Garrion Peoples HC and delivered in Gowkthrapple</p> <p>RB added that the 2023 – 26 Investing in Communities Fund is still not open for application with indication that the fund will open in May.</p> <p>RB advised that we have leased out the office formerly used by Partners in Play after been vacant since they departed during the pandemic.</p> <p>Social Track (ML2 Action Sport Group CIC) have agreed a one year lease.</p> <p>Committee thanked RB for his report.</p> <p>RB left the meeting.</p>	
	<p><b>8.2 Business Plan – Away Day Feedback</b></p> <p>CB reflected on the recent Business Plan Away Day which had taken place at DoubleTree by Hilton Strathclyde Hotel - Strathclyde Business Park.</p> <p>CB added that it had been a really informative and interesting day. The committee members who had attended expressed their thanks. The members complimented Donna and Gillian of Arneil Johnston for their valuable insight and facilitating on the day.</p>	
<p>9.</p>	<p><b>Staffing</b></p> <p><b>9.1 Staffing – Finance Officer Post</b></p> <p>PL advised committee that the Co-op had extended the temporary contract of Abira Sarwar our Finance Officer. Abira is now officially in place until the end of August.</p>	
	<p><b>9.2 Routes to Work / Caretaker Role</b></p> <p>CB advised that we are looking into a proposal to employ a caretaker. The role could potentially involve litter picking, cleaning of bin sheds and closing cleaning on a fortnightly basis.</p> <p>CB added that we would provide committee with an update at the next management committee meeting.</p>	
<p>10.</p>	<p><b>Compliance</b></p> <p><b>10.1 Annual Return on the Charter (ARC) 2021 / 2022</b></p>	

	<p>PL reminded committee of the importance and the amount of work that goes into providing the return to the Scottish Housing Regulator (SHR). PL advised that EH and AG would be presenting an overview of the key figures in our Annual Return on the Charter via a PowerPoint presentation.</p>	
	<p><b>10.2 Housing Management - Annual Return on the Charter (ARC) 2021 / 2022</b></p> <p>EH covered performance in areas including voids, lettings, anti-socials, rental loss as well as complaints against the Co-op.</p> <p>Committee noted the content of the presentation provided by EH.</p> <p>The annual return on the charter was agreed as a true and accurate reflection and would be submitted to the Scottish Housing Regulator.</p> <p>The submission for Housing Management was <b>APPROVED</b></p>	
	<p><b>10.3 Repairs &amp; Maintenance - Annual Return on the Charter (ARC) 2021 / 2022</b></p> <p>AG covered performance in areas including the number of non-emergency repairs, emergency repairs, spending on void repairs throughout the reporting year.</p> <p>Committee noted the content of the presentation provided by AG.</p> <p>The annual return on the charter was agreed as a true and accurate reflection and would be submitted to the Scottish Housing Regulator.</p> <p>The submission for Repairs &amp; Maintenance was <b>APPROVED</b></p>	<p><b>PL to submit the ARC Return to SHR</b></p>
	<p><b>10.4 Internal Audit</b></p> <p>PL advised committee that the forthcoming internal audit would take place on rent arrears. The audit would be carried out by Quinn Internal Audit Services.</p> <p>PL added that the audit as well as assessing how the Co-op performs in this area. The audit report will also recommend any relevant best practice which could benefit the Co-op.</p>	
	<p><b>10.5 Insurance Renewal</b></p> <p>CB advised committee that all the relevant insurances for the Co-op and its properties had been successfully renewed.</p>	
	<p><b>10.6 Tenant Satisfaction Survey 2022/23</b></p>	

	<p>PL highlighted that the Co-op was required to commission a tenant satisfaction survey in this financial year. The company who carried out the survey for us was called Knowledge Partnership. They were rigorous in their approach.</p> <p>EH added that Knowledge Partnership had planned to hold face to face focus groups with tenants to explore further areas of dissatisfaction. Unfortunately around this time the country went into lockdown due to the covid pandemic.</p> <p>PL asked committee if they would like to tender the Tenant Satisfaction Survey 2022/23 or would the committee like to commission Knowledge Partnership to carry out the survey and provide the Co-op with the comprehensive service they initially set out to provide the first time around.</p> <p>After some discussion the Committee <b>AGREED</b> to approach Knowledge Partnership for an estimated price for the work in the first instance.</p>	
<p>11.</p>	<p><b>Finance</b></p> <p><b>11.1 Management Accounts up to 31 March 2022</b></p> <p>PL read through the Management Accounts up to 31 March 2021, running through all the figures, firstly referred to the minimal void loss for the year and commented on the very high performance rate in relation to void management for 2021 – 22. PL then explained the operating costs and surplus for the year and confirmed that it had been a good year for the Co-operative financially with reduced costs relating to staff working from home.</p> <p>PL also confirmed that these will be adjusted as these are the draft annual accounts and for end of year reporting purposes only.</p> <p>PL referred to pages 7 and 8 of the management accounts on the key indicators on the Management Accounts including, turnover, interest, statement of financial position, current assets and liabilities as well as budget v actual comparison. There was nothing of concern to note and he confirmed that overall, it has been a successful period for the Co-operative again and the accounts are healthy and PL advised that the management committee should be pleased with the result.</p> <p>PL was thanked for his report</p> <p>The Management Accounts up to 31 March 2022 was <b>APPROVED</b>.</p>	
	<p><b>11.2 Five Year Financial Projections (FYFP)</b></p> <p>PL advised committee that the Five Year Financial Projections (FYFP) are being worked on by Clark to meet the deadline of the 31<sup>st</sup> of May for submission. Once available they would be sent to the office bearers for approval prior to being sent to the Regulator.</p> <p>PL reassured committee that there was anything material in the draft Five Year Financial projections which gives us any cause for concern.</p>	

	<p><b>11.3 Legal &amp; General Bond</b></p> <p>PL advised that the Legal &amp; General Bond had matured and amounted to £31,000, this money would be transferred to the Co-op via a bank transfer, however there were a number of conditions. Legal &amp; General have provided conditions that must be complied with, which the Co-op was working towards.</p>	
	<p><b>Operations</b></p>	
12.	<p><b>12.1 Landscaping Contract Update</b></p> <p>PL asked committee if they were happy for our Quantity Surveyor Iain Thomson to evaluate the tenders and provide a tender report to assist the decision making process.</p> <p>Committee <b>APPROVED</b> this approach.</p>	
	<p><b>12.2 Close Cleaning Contract Update</b></p> <p>PL advised committee that close cleaning tender returns were disappointing but that PL and AG were working towards having a new firm in place.</p>	
	<p><b>Any Other Competent Business</b></p>	
13.	<p>PM advised committee that a Volunteer Celebration Event is taking place at Forgewood Community Centre on Wednesday 1<sup>st</sup> June between 12.00 – 2.00pm to highlight the wonderful work of volunteers and to say thank you and we would like to invite you along.</p> <p>VC thanked the committee and staff for attending the meeting.</p>	
	<p><b>Date of Next Meeting</b></p>	
14.	<p>Management Committee Meeting: 5.30pm Tuesday 21 June 2022</p>	