



Minutes of the Meeting with Management Committee held on **Tuesday 31 January 2023 at 5.30pm** via in person & via zoom at CentrePoint

**Minutes**

<b>Present:</b>	David Cooper, Chair (DC)	Victoria Dallas, Vice Chair (VLD)	Craig Callan, Treasurer (CC)
	Sandra Rodger (SR)	Elizabeth Cooper (EC)	Blanche McGinn (BMcG)
	Heather Laing (HL)	Patryk Topolski (PT)	Colette Rooney (CR)
	Eddie Dallas (ED)	Sandra Rodger (SR)	
<b>In Attendance</b>	Cathy Brien, Director (CD)	Paul Lennon, Depute Director (PL)	Elaine Hyslop, Housing Manager (EH)
	John Mulholland, Mulholland Housing Consultancy (JM)	Paul Murphy, Corporate Services Officer (PM)	

	<b>Agenda Item</b>	<b>Action</b>
1.	<p><b>Apologies</b></p> <p>Apologies were <b>NOTED</b> for Lisa Viola, Przemek Jozwik, and Richard Bolton (Community Development Officer).</p>	<b>PM to update register.</b>
	<p><b>Chairs Remarks</b></p> <p>DC welcomed everyone to the meeting.</p>	
2.	<p><b>Declarations of Interest</b></p> <p>DC and EC declared an interest in Agenda item: 9.2 Payments, Benefits &amp; Entitlements</p>	
3.	<p><b>3.1 Minutes of Previous Meeting held on 29 November 2022</b> (Issued in advance to committee)</p> <p>Proposed <b>Victoria Dallas</b> Seconded <b>Sandra Rodger</b></p>	
4.	<p><b>4.1 Matters Arising</b></p> <p>CB went through the matters arising schedule from the previous meeting with committee and all matters were completed.</p>	

5.	<p><b>Communities Team &amp; CentrePoint</b></p> <p><b>5.1 CentrePoint</b></p> <p>PL advised that RB would provide a report to February's management committee meeting.</p>	
6.	<p><b>Finance</b></p> <p><b>6.1 Rent Increase Consultation 2023/24 Consultation</b> (Issued in advance to committee)</p> <p>EH spoke to the report regarding the feedback from tenants and the Rent Review Focus Group. A good and detailed discussion took place at the Rent Review Focus Group. At the focus group when all the factors were considered and discussed, the tenants who attended agreed with the option of a 5% increase for 2023/2024.</p> <p>EH acknowledged the challenging environment the Co-op is operating in due to financial pressures. EH added that this was the most challenging year for the Co-op, due to the cost of living crisis and interest rates.</p> <p>The inflation rate for October 2022 was the highest it has been in 41 years at 11.1%, resulting in the cost of goods and services being significantly higher than normal.</p> <p>Scottish Government's decision not to impose a rent cap or continue a rent freeze from 31 March 2023 for social landlords was confirmed in mid-January.</p> <p>The 30 year business plan has a rent increase assumption built into it of inflation plus 1%. If we went with October's figure + 1 % it would have resulted in a proposed rent increase of 12.1%</p> <p>The Management Committee discussed and considered the rent proposal for 2023/24.</p> <p>CR asked how much the average increase would be to tenants</p> <p>PL explained that it is an average figure therefore our flatted accommodation would see an increase below the average and our back and front door properties would see an increase which would be higher than the average.</p> <p>CC commented that when attending the rent focus group they looked at the financial realities of the situation. As a management committee we need to ensure the rent increase is one which looks after the long term health of the organisation.</p>	

	<p>VLD acknowledged the challenging financial times currently, however to help futureproof the Co-op as a committee we have to balance the interests of tenants with the needs of the organisation.</p> <p>PT added that he could not agree with a rent increase, but understood the other members of the management committees reasoning behind supporting a 5% increase.</p> <p>Committee <b>APPROVED</b> the rent increase of 5% for 2023/2024.</p> <p>The increase will take effect on 1 April 2023 and all tenants will be given at least 4 weeks' notice of the change.</p>	
	<p><b>6.2 Adaptations Budgets</b></p> <p>PL spoke to the report, GPHC currently report an overspend in their adaptations budget and have requested an extra £10,000 from the Scottish Government for the current year 2022/23.</p> <p>Forgewood Housing Co-op management committee agreed at their January 2023 meeting to allow Scottish Government to transfer their underspend to Garrion. Due to the number of adaptations waiting at Garrion, it made sense to the FHC management committee to transfer their remaining funding over to GPHC, as this would allow tenants to stay in their homes longer.</p> <p>Management Committee <b>AGREED</b> the proposal to allow Garrion to use some of the underspend for Forgewood this financial year and passed on gratitude.</p>	
	<p><b>6.3 Insurance Renewal 2023/2024</b></p> <p>CB advised committee that we were in the process of completing all the forms required and we will have a proposal before the end of the financial year.</p>	<p><b>Proposal to Committee prior to the end of the financial year.</b></p>
	<p><b>Correspondence</b> (All issued in advance to committee)</p>	
7.	<p><b>7.1 SHR - Mould &amp; Damp</b></p> <p>PL reminded committee of the robust processes and procedures the Co-op has in place.</p> <p>DC added that in some cases if people are drying their clothes inside their homes and not properly ventilating this can cause a lot of problems relating to mould and damp.</p> <p>PL confirmed that good and proper advice issued to all tenants who may be affected.</p> <p>Committee <b>NOTED</b> the correspondence.</p>	

	<p><b>7.2 SHR - RSLs' financial forecasts show sector financial performance should remain robust but the outlook continues to be challenging</b></p> <p>Committee <b>NOTED</b> the correspondence.</p>	
	<p><b>7.3 SFHA - Social Housing Fuel Support Fund</b></p> <p>EH reminded committee of the financial report</p> <p>Committee <b>NOTED</b> the correspondence.</p>	
	<p><b>7.4 SHR - Shares advice for landlords on surveying tenants and service users</b></p> <p>Committee <b>NOTED</b> the correspondence.</p>	
<b>8.</b>	<b>Health &amp; Safety</b>	
	<p><b>8.1 Risk Management Policy</b> (Issued in advance to committee)</p> <p>Item was <b>DEFERRED</b></p>	
	<b>Governance</b>	
	<p><b>9.1 Ethical Conduct and Notifiable Events</b></p> <p>None</p>	
<b>9.</b>	<p><b>9.2 Payments, Benefits &amp; Entitlements</b></p> <p>DC and EC left the meeting.</p> <p>An offer of 6 Woodgreen Court has been offered to Anne Marie Copper who states her father is David Cooper and her mother is Elizabeth Cooper. This was accepted.</p>	
	<p><b>9.3 Membership Report</b> (All issued in advance to committee)</p> <p>DC and EC returned to the meeting.</p> <p>PM advised committee that there were no new membership applications this month.</p>	

	<p><b>Strategy</b></p>	
<p><b>10.</b></p>	<p><b>10.1 Stock Condition Survey</b> (Issued in advance to committee)</p> <p>JM reflected on his report provided to the management committee, sent out in advance in their papers.</p> <p>The report was based on the recently completed stock condition survey which was commissioned as a base for the revised business plan. JM explained the purpose of the meeting was to discuss the outcomes of the survey and develop an investment strategy which will be affordable for the organisation while meeting the needs and aspirations of tenants as well as protecting the assets of the cooperative.</p> <p>The outcome of the discussion will form the basis of the updated business plan which will be produced in line with SHR recommended practice on business planning produced in December 2015.</p> <p>The cooperative now faces a very challenging situation with external financial pressures weighing more heavily at any point than its recent past. It is therefore imperative that the correct decisions on how the Co-op spends its rental income is considered fully and seriously. The purpose of the session is to build an information base for the business plan which will reflect these prudent decisions and ensure a high quality of service for tenants while ensuring financial sustainability.</p> <p>The committee discussed and considered the stock condition survey report.</p> <p>JM agreed that it was important that GPHC did not miss the opportunity that a new build programme offers the organisation. Gowkthrapple is a priority for the Council and part of the masterplan.</p> <p>JM agreed that it would likely be a fairly long process.</p> <p>Committee unanimously <b>AGREED</b> that it was to commission a feasibility study.</p> <p>Additionally the committee <b>AGREED</b> to spread the cost of investment work rather than high spending some years and low spending in other years.</p> <p>Committee previously gave approval to pause major planned investment (kitchens and central heating) for the year 2023/24.</p> <p>After a discussion the Committee <b>UNANIMOUSLY AGREED</b> to the proposals made, with:</p> <ul style="list-style-type: none"> <li>• The investment priorities for the next five years.</li> </ul>	

	<ul style="list-style-type: none"> <li>Revised life spans for individual components to form the basis for future expenditure and the next stock condition survey.</li> </ul> <p>Main points being:</p> <ul style="list-style-type: none"> <li>Central Heating to be split over 3 years up to 2030/31 instead of all in 2023/24</li> <li>New kitchens moved out to split over three years to 2030/31.</li> <li>Roof covering moved into year 5</li> </ul> <p>Allocating approximately £100K from 2033 towards Carbon Zero targets. Added to this £100K will be new heating costs already in the plans.</p> <p>Committee thanked JM for his through assessment of the Co-ops position and input on the night.</p>	
11.	<p><b>Operations</b></p> <p><b>11.1 Housing Management Performance Reports</b> (Issued in advance to committee)</p> <p>EH spoke to the housing report on the performance up to 31 December 2022.</p> <p>Fourteen (<b>14</b>) tenancies started in the previous year (same reporting period) with thirteen (<b>13</b>) tenants remaining within their homes. This reflects well with the sustainability performance at <b>93%</b>.</p> <p>Rental loss for year to date as a percentage of annual income from the period 01 April 2022 to 31 December 2022 was 0.20%.</p> <p>The gross arrears takes account of the amount of universal credit (housing costs) and housing benefit due which amounts to £12,200 and the former tenants arrears of £6,238.</p> <p>The gross rent arrears for current and former is 4.97% of the annual rental income and is below the Scottish average of 6.34%.</p> <p>Committee <b>NOTED</b> the report and passed on their thanks to EH and the team.</p>	
	<p><b>11.2 Repairs Performance Report 3rd Quarter Report</b> (Issued in advance to committee)</p> <p>PL spoke to the performance report:</p> <ul style="list-style-type: none"> <li>Total number of emergency jobs for this period was 68 compared to 53 in 2021-22.</li> <li>Average time to complete an emergency repair for this period was 2.4 hours compared to 2.4 hours in 2021-22.</li> </ul>	

	<ul style="list-style-type: none"> <li>• 1 job failed our timescales within this period which matched the same period from 2021-22.</li> <li>• Total number of non-emergency repairs for the period was 164. The total for the same period in 2021-22 was 138.</li> <li>• Average time to complete non-emergency repairs was 4.1 days compared to 2.8 days for the same period in 2021-22.</li> <li>• No jobs failed our timescales in this period, which was the same for 2021-22.</li> </ul> <p>In the period we had a 100% completion record in gas servicing.</p> <p>Committee <b>NOTED</b> the report and passed on their thanks to the maintenance team.</p>	
	<b>Staffing</b>	
12.	PL advised that we would come back to the management committee meeting in February with a report.	
	<b>Compliance</b>	
	<b>13.1 Notifiable Events Policy</b> (Issued in advance to committee)  The policy was <b>APPROVED</b>	<b>PM to update policy register</b>
	<b>13.2 Procurement Policy</b> (Issued in advance to committee)  The policy was <b>APPROVED</b>	<b>PM to update policy register</b>
13.	<b>13.3 List of Approved Contractors</b> (Issued in advance to committee)  The updated list of suppliers, contractors and consultancy firms was discussed VLD identified a contractor on the list which had recently went out of business.  PL thanked VLD and advised that he had only been notified the morning of the meeting that the organisation had ceased trading and we would update our records accordingly.  The list of approved contractors was <b>APPROVED</b> .	
	<b>Deferred Agenda Items</b>	
14.	None	
	<b>Any Other Competent Business</b>	
15.	15.1	

	<p>VLD tabled a proposal that management committee members forgo attending conferences for a year in recognition of the cost of living crisis. VLD added however that training was still really important, but we must look at ways to get the best value for money. VLD suggested holding the business planning event in CentrePoint rather than in a hotel which would be a prudent approach.</p> <p>PL added that we can look at the most cost effective way of providing training and the business planning event.</p> <p>Committee <b>APPROVED</b> the proposal.</p> <p>PL added that we can look at the most cost effective way</p> <p>PM asked committee to change the start time of the meetings from 5.30pm to 6pm, to assist some members' attendance.</p> <p>Committee <b>APPROVED</b> the request to assist member's attendance by moving the meetings start times to 6pm.</p> <p>DC thanked committee &amp; staff for attending the meeting.</p>	
	<p><b>Date of Next Meeting</b></p>	
<p><b>16.</b></p>	<p>Management Committee Meeting: 6pm Tuesday 28 February 2023</p>	