



Minutes of the Meeting with Management Committee held on **Tuesday 23 April 2024 at 6pm** via in person & via Zoom at CentrePoint

Minutes

Present:	Victoria Dallas, Chair (VLD)	Heather Laing (HL)	Craig Callan (CC)
	Blanche McGinn (BMG)	Eddie Dallas (ED)	Sandra Rodger (SR)
In Attendance	Paul Lennon, Director (PL)	Elaine Hyslop, Housing Manager (EH)	Paul Murphy, Senior Corporate Services Officer (PM)
	Richard Bolton, Senior Community Development Officer		

	Agenda Item	Action
1.	Welcome and Apologies	
	VLD welcomed everyone to the meeting.	PM to update register.
	Apologies were NOTED for David Cooper, Colette Rooney, Patryk Topolski, Grant Kennedy and Przemek Jozwik.	
	VLD paid tribute to David Cooper's longstanding commitment to the Co-op, referring in a recent illness.	
The committee collectively echoed VLD's tribute.		
2.	Declarations of Interest	
	BMG declared an interest in agenda item 17.	
3.	Minutes of Previous Meeting held on 26 March 2024 (Issued in advance to committee)	
	Proposed Craig Callan Seconded Sandra Rodger	
4.	Matters Arising	
	PL advised that a planned maintenance paper would come to May's meeting.	Planned Maintenance paper to go to May's meeting
5.	Community Development Update	
	RB provided committee with an update on the work of the community development team.	

	<p>RB reflected on a busy year with activities and applying for funding.</p> <p>RB highlighted that one of the successful ideas from the Participatory Budgeting Project was a trip to Heads of Ayr Farm Park for the community.</p> <p>RB advised committee that the tenanted office space we have will become vacant on the 15th of June, so we have an advert ready to go.</p> <p>A committee member asked how many members of the community RB thought would attend the trip to Ayr.</p> <p>RB confirmed around 100 people.</p> <p>A committee member asked if RB and the team were working with the Ukrainian families in the area. RB confirmed that a big focus for the Co-op was community integration. A large number of Ukrainian families will make the trip to Ayr, which will be hugely positive.</p>	
	Staffing Paper (Issued in advance to committee)	
6.	The staffing paper was APPROVED .	
	Assignment Policy (Issued in advance to committee)	
7.	The policy was APPROVED .	PM to update policy register
	Succession To Tenancy Policy (Issued in advance to committee)	
8.	The policy was APPROVED .	PM to update policy register
	Tenant Participation Policy (Issued in advance to committee)	
9.	<p>EH referring to the most recent tenant satisfaction survey stated that tenants generally feel the Co-op is good at keeping them inform and providing lots of opportunities to participate.</p> <p>EH added that the outcomes from the recent tenant satisfaction survey had been incorporated into our Tenant Participation Policy.</p> <p>The policy was APPROVED.</p>	PM to update policy register
	Law View (Issued in advance to committee)	
10.	EH spoke to the paper and reflected on North Lanarkshire Council's decision to extend the funding from the end of March 2024 until the end of May 2024, which was welcomed by staff and committee alike.	

	<p>EH added unfortunately, we can't influence the decision made by NLC as this is a national trend. Mirroring cuts across the local authority areas as they try to balance their budget.</p> <p>EH added that we have been liaising with colleagues from other housing associations who have been through a similar process.</p> <p>EH advised that a meeting with Aspire (External Care Provider who currently provide services for the Council to Co-op's tenants at Law View) is due to take place next week.</p> <p>Proposal to come to the May meeting.</p>	<p>Proposal to come to the May meeting.</p>
	<p>Committee Training</p>	
11.	<p>PM reminded committee of a training session taking place on Tuesday 14/05/24.</p> <p>PL added that the course would focus on Governance.</p> <p>Committee confirmed when they were available for appraisal appointments.</p>	
	<p>Membership Report (Issued in advance to committee)</p>	
12.	<p>PM confirmed that one new membership application had been received.</p> <p>Committee APPROVED the membership application.</p> <p>PM advised committee that one leave of absence request had been received from David Cooper for personal reasons.</p> <p>The leave of absence request was APPROVED.</p>	<p>Membership list to be updated</p>
	<p>Website</p>	
13.	<p>EH advised committee that the website is in the process of being updated. Committee were shown a demonstration of the website and advised of some forthcoming improvements.</p>	
	<p>ARC 2023/2024</p>	
14.	<p>EH reminded committee of the amount of information the Co-op collates for the ARC return to the Scottish Housing Regulator.</p>	<p>Draft ARC Return to come to the May meeting</p>

	Asset Management	
15.	<p>PL reminded committee that the Co-op was working with an external consultant to produce a new asset management strategy for the Co-op.</p> <p>Committee discussed and NOTED the update.</p>	
	Ethical Conduct and Notifiable Events	
16.	None	
	Payments, Benefits & Entitlements (Issued in advance to committee)	
17.	<p>BMG left the meeting prior to the discussion taking place.</p> <p>The housing allocation was APPROVED</p>	Housing allocation approved
	Health & Safety	
18.	<p>BMG returned to the meeting.</p> <p>PL advised committee that the Co-op is currently undertaking a Tenant Safety Compliance Audit.</p>	PL to provide a further update of progress
	Correspondence (Issued in advance to committee)	
19.	<p>18.1 SHR - Scottish Housing Regulator publishes factsheets on raising serious concerns about a landlord.</p> <p>The correspondence was NOTED</p> <p>18.2 SHR - Join the Scottish Housing Regulator's Board to help safeguard and promote tenants' interests</p> <p>The correspondence was NOTED</p> <p>18.3 SHR - Regulator announces programme of annual assurance visits to social landlords</p> <p>The correspondence was NOTED</p> <p>18.4 Scottish Information Commissioner - Changes to investigations procedures from 1 January 2024</p> <p>The correspondence was NOTED</p> <p>18.5 North Lanarkshire Carers Together</p> <p>The correspondence was NOTED</p>	

20.	Use of Delegated Authority	
	None	
21.	Any Other Competent Business	
	<p>Committee members were asked if anyone was interested in attending the forthcoming EVH Conference.</p> <p>Two committee members declared an interest in attending.</p>	
22.	Summary of actions / decisions at this meeting	
	<ul style="list-style-type: none"> • Succession To Tenancy Policy – APPROVED • Assignment Policy – APPROVED • Tenant Participation Policy – APPROVED • The housing allocation – APPROVED • Membership application – APPROVED 	
23.	Meeting Evaluation	
	<p>VLD asked members for their evaluations of the meeting.</p> <p>Committee members confirmed that they had thought it was a productive meeting and they had enjoyed the discussions.</p>	
24.	Date and time of next meeting 21 May 2024, 6pm	
	VLD confirmed the date of the next meeting.	
25.	Meeting Close	
	<p>VLD thanked committee & staff for attending the meeting.</p> <p>The meeting closed at 7.38pm</p>	