



Minutes of the Meeting with Management Committee held on **Tuesday 30 January 2024 at 6pm** via in person & via zoom at CentrePoint

Minutes

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| Present: | Victoria Dallas, Chair (VLD) | David Cooper, Vice Chair (DC) | Colette Rooney (CR) |
| | Heather Laing (HL) | Craig Callan (CC) | Eddie Dallas (ED) |
| | Grant Kennedy (GK) | Sandra Rodger (SR) | Blanche McGinn (BMcG) |
| | Patryk Topolski (PT) | | |
| In Attendance | Paul Lennon, Depute Director (PL) | Elaine Hyslop, Housing Manager (EH) | Paul Murphy, Senior Corporate Services Officer (PM) |

| | Agenda Item | Action |
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| 1. | <p>Apologies</p> <p>Apologies were NOTED for Elizabeth Cooper, Przemek Jozwik, Cathy Brien & Richard Bolton.</p> <p>Chairs Remarks</p> <p>VLD welcomed everyone to the meeting.</p> <p>VLD reflected on the postponement of the meeting from the 23rd to the 30th of January, which was the correct decision due to the high winds that night.</p> | PM to update register. |
| 2. | <p>Declarations of Interest</p> <p>GK and staff present declared an interest at agenda item 8.4.</p> <p>PL declared an interest in Agenda Item 10.1</p> | |
| 3. | <p>3.1 Minutes of Office Bearers Election held on 28 November 2023 (Issued in advance to committee)</p> <p>Proposed Colette Rooney Seconded Blanche McGinn</p> | |
| 4. | 4.1 Matters Arising | |

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| | <p>PL went through the matters arising schedule from the previous meeting with committee. PL stated that the outstanding matters were in hand. EH would provide an update on Law View later in the meeting.</p> | |
| | <p>Strategy</p> | |
| 5. | <p>5.1 Community Activities</p> <p>PL provided an update on community activities in RB's absence.</p> <p>Committee NOTED the update.</p> | |
| | <p>Finance</p> | |
| 6. | <p>6.1 Rent Increase 2024-2025 (Issued in advance to committee)</p> <p>EH spoke to the report.</p> <p>It was highlighted that at a previous Management Committee meeting with Arneil Johnston, the Business Plan was reviewed and rent inflation assumptions was set at 5% for 2024/25.</p> <p>Committee discussed the following:-</p> <ul style="list-style-type: none"> • The challenges that any rent increase would have on household finances due to the cost of living impacting on tenant's ability to pay; • Affordability measures; • Value for Money; • SFHA's affordability rent toolkit illustrating the affordability measures of tenants with various income streams and scenarios; • The consultation process with tenants feedback to be returned by 8 January 2024 and the Rent Review Focus Group scheduled for 16 January 2024. <p>Committee APPROVED a 5% rent increase to all properties with the exception of the 3 bedroomed newbuild properties where it is proposed to apply a 3% rent increase. The increase will take effect on 1 April 2024 and all tenants will be given at least 4 week's notice of the review.</p> | <p>Tenants to be notified of the rent increase</p> |
| | <p>6.2 Valuation</p> <p>PL advised committee that a valuation of the stock had been carried out, the valuation was very positive and had increased from the previous valuation.</p> <p>PL stated he would engage with Virgin Bank (Clydesdale) on the valuation but that the bank seemed totally satisfied with the situation.</p> <p>Committee NOTED the update.</p> | |
| | <p>6.3 Insurance Renewal 2024-2025</p> | |

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| | Committee NOTED the update. | |
| | <p>6.4 Medical Adaptations</p> <p>PL discussed the medical adaptations budget and confirmed to committee the co-op was on track to spend 100% of the £25k allocated from the Scottish Government. Committee also gave permission to front fund one other adaptation that may come in over the coming weeks so as to ensure we do not delay with work, also noting the grant would be claimed from the 2024/25 budget when released.</p> | |
| | <p>6.5 Budget 2024-2025</p> <p>PL advised that this item would be deferred to the February meeting. The management accounts to 31 12 2023 would also be brought to that meeting and these were currently being used to help forecast for the 2024-25 budget.</p> | Budget 2024-2025 to be deferred to the February meeting. |
| | Health & Safety | |
| 7. | <p>7.1 Health & Safety</p> <p>PM advised committee that we had upgraded the computer screens that staff used. PM added that the original screens which had lasted nearly 13 years, so they were value for money. The new screens will reduce eye strain and are more energy efficient.</p> | |
| | Correspondence | |
| 8. | <p>8.1 Audit Scotland - National Fraud Initiative (Issued in advance to committee)</p> <p>Committee discussed the pilot opportunity, however it was felt with the recruitment and appointment of a new Director due to take place in the next few months it may not be the ideal time for the Co-op.</p> <p>Committee NOTED the correspondence.</p> | |
| | <p>8.2 SHR - National Fraud Initiative in Scotland 2024/25 – Housing Associations - Pilot Exercise (Issued in advance to committee)</p> <p>Committee NOTED the correspondence.</p> | |
| | <p>8.3 AAB - Corporation tax (Issued in advance to committee)</p> <p>Committee NOTED the correspondence.</p> | |

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| | <p>8.4 EVH - Pay Negotiations (Issued in advance to committee)</p> <p>Committee NOTED the correspondence.</p> | |
| | <p>8.5 Scottish Government - Cost of Living (tenant protection) (Scotland) act 2022: Consultation on supporting a transition away from the emergency measures (Issued in advance to committee)</p> <p>Committee NOTED the correspondence.</p> | |
| | <p>8.6 EVH - Membership Renewal: Jan to Dec 2024 (Issued in advance to committee)</p> <p>Committee NOTED the correspondence.</p> | |
| | <p>8.7 SHR - Regulator publishes further update from Reinforced Autoclaved Aerated Concrete (RAAC) survey (Issued in advance to committee)</p> <p>Committee NOTED the correspondence.</p> | |
| | <p>8.8 Scottish Government - Social Housing Net Zero Standard Consultation (Issued in advance to committee)</p> <p>Committee NOTED the correspondence.</p> | |
| | <p>8.9 SHR - Scottish Housing Regulator publishes social landlords' Annual Assurance Statements (Issued in advance to committee)</p> <p>Committee NOTED the correspondence.</p> | |
| 9. | <p>Governance</p> | |
| | <p>9.1 Ethical Conduct and Notifiable Events</p> <p>None</p> | |
| | <p>9.2 Payments, Benefits & Entitlements</p> <p>None</p> | |
| | <p>9.3 Membership Report (Issued in advance to committee)</p> <p>PM spoke to the report provided.</p> <p>The two membership applications were APPROVED.</p> | |

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| | <p>9.4 Agenda Format</p> <p>PM spoke to the report provided.</p> <p>Committee APPROVED the changes to the agenda format proposed.</p> | New agenda format to be implemented |
| 10. | <p>Staffing</p> | |
| | <p>10.1 Director Recruitment</p> <p>PL left the meeting.</p> <p>VLD advised committee that the interview panel would meet later that week to carry out the selection process. The panel would select the candidates they wanted to invite to interview for the post of Director.</p> | |
| | <p>10.2 Staffing</p> <p>PL rejoined the meeting.</p> <p>PM advised that there was no update to provide.</p> | |
| 11. | <p>Covenant Compliance</p> | |
| | <p>11.1 Scottish Housing Regulator (SHR)</p> <p>PL advised that there was no update to provide.</p> | |
| 12. | <p>Operations</p> | |
| | <p>12.1 Law View (Issued in advance to committee)</p> <p>Committee noted that North Lanarkshire Council have proposed to discontinue the current housing support charge which pays for the on-site warden service provided by Aspire.</p> <p>Elaine advised that it is the intention of North Lanarkshire Council to make their final decision in February on the future funding of the current service model. North Lanarkshire Council have stated they will keep all tenants up to date with developments as and when they occur.</p> <p>However, in the meantime senior staff will investigate and feedback to Management Committee on their findings and the possible options to consider for the future provision/arrangements at Law View, should North Lanarkshire Council discontinue the current funding which pays for the on-site warden service. Any future changes to this service will involve full consultation with the residents at Law View.</p> | |

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| | <p>The Co-operative will also be engaging with our Solicitors, Harper MacLeod, during the process to ensure we meet all of our legal requirements.</p> <p>Committee NOTED the report.</p> | |
| | <p>12.2 Housing Management Report 3rd quarter 2023/24 (Issued in advance to committee)</p> <p>EH spoke on the report provided, the void performance is good and has reduced from 9.23 days to 6.73 days turnaround as the same quarter of the previous year and remains well within the Scottish Average of 55.61 days.</p> <p>The gross rent arrears for current and former is 4.52% of the annual rental income and these are managed well and within the Scottish Average of 6.86%. This is an area that has been given top priority and engagement with all tenants involved and is reflected in the performance.</p> <p>Elaine outlined a brief explanation for an increase in former tenant arrears. The committee noted this and that a full report on proposed write-offs will be provided at the next Management Committee meeting.</p> <p>As discussed at the previous Management Committee Meeting, housing and community staff will continue to explore any future funding/projects that can assist our tenants or any initiatives for new tenants to encourage sustainability.</p> <p>Tenants will be kept well informed of any financial assistance that becomes available to them and will be displayed/advertised on our website, within our newsletters or when housing staff are liaising with tenants. In addition, we will continue to signpost tenants to the AFTAR project to obtain assistance with financial inclusion, money advice and energy advice. Also continue to make referrals for food bank assistance and pilot the Wise Group referral and support project they are currently offering to households.</p> <p>Committee NOTED performance was good within other core areas of housing management services.</p> | |
| | <p>12.3 Maintenance Report 3rd quarter 2023/24 (Issued in advance to committee)</p> <p>PL provided an update to the Committee on plans for recommencing planned investment work.</p> <p>The Management Committee agreed that planned maintenance would be paused during 2023/24 due financial uncertainties with inflation, interest rates and general costs escalating.</p> <p>Due to the financial uncertainties in the last 1-2 years, it was agreed that we would suspend planned maintenance work in 2023-24.</p> | |

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| | <p>Our last Stock Condition Survey (Nov 22) allowed for this pause period and confirmed it would not result in our requirements under the SHQS being affected.</p> <p>The first programme for planned maintenance is Law View, Overtown and new kitchens to each of the 28 properties.</p> <p>PL advised that we have already met with our Quantity surveyor Iain Thomson to discuss procurement.</p> <p>Since costs have escalated it's hard to gauge how much a property will cost, but by doing all 28 in one contract, Iain suggests we might make some savings.</p> <p>Committee approved the recruitment of a maintenance consultant to assist Kieron and the co-op with his first major project in planned maintenance.</p> | |
| 13. | Deferred Agenda Items | |
| | None | |
| 14. | Any Other Competent Business | |
| | <p>VLD thanked committee & staff for attending the meeting.</p> <p>The meeting ended at 7.49pm.</p> | |
| 15. | Date of Next Meeting | |
| | Management Committee Meeting: 6pm Tuesday 27 February 2024 | |