



Minutes of the Meeting with Management Committee held on **Tuesday 18 June 2024 at 6.30pm** via in person & via Zoom at CentrePoint

**Minutes**

<b>Present:</b>	Victoria Dallas, Chair (VLD)	Colette Rooney (CR)	Patryk Topolski (PT)
	Heather Laing (HL)	Grant Kennedy (GK)	Sandra Rodger (SR)
	Blanche McGinn (BMG)	Przemek Jozwik (PJ)	
<b>In Attendance</b>	Paul Lennon, Director (PL)	Richard Bolton, Senior Community Development Officer (RB)	Paul Murphy, Senior Corporate Services Officer (PM)

	<b>Agenda Item</b>	<b>Action</b>
	<b>Welcome and Apologies</b>	
1.	VLD welcomed everyone to the meeting and thanked committee members for attending the health and safety training before the meeting.  Apologies were <b>NOTED</b> for David Cooper, Elizabeth Cooper & Elaine Hyslop.	<b>PM to update register.</b>
	<b>Declarations of Interest</b>	
2.	PM declared an interest in agenda item 10.	
	<b>Minutes of Previous Meeting held on 21 May 2024</b> (Issued in advance to committee)	
3.	Proposed <b>Heather Laing</b> Seconded <b>Sandra Rodger</b>	
	<b>Matters Arising</b>	
4.	PL went through the matters arising schedule from the previous meeting with committee.	
	<b>Community Development</b>	
5.	RB provided committee with an update on the work of the community development team. RB described: <ul style="list-style-type: none"> <li>• Ongoing events and activities i.e. gardening, line dancing, men's model group etc.</li> <li>• Health Issues in Community Course (group TBC)</li> </ul>	

	<ul style="list-style-type: none"> <li>• Participatory budgeting project £1500</li> <li>• Training course &amp; Digital, cooking on budget etc.</li> <li>• Volunteer Support / new volunteering opportunities / community Benefits work.</li> <li>• Monthly Bingo, One off's events / Activities, Women's Groups</li> <li>• ICF (Investing in Communities Fund) / Additional funding work.</li> </ul> <p>The committee <b>AGREED</b> to provide funding for the Community Development posts.</p> <p>RB was thanked for his presentation.</p> <p>RB left the meeting at 6.45pm</p>	
6.	<p><b>Health &amp; Safety</b> (Issued in advance to committee)</p> <p><b>6.1 Health &amp; Safety Policy</b></p> <p>Committee <b>APPROVED</b> the policy.</p> <p><b>6.2 Fire Safety Training</b></p> <p>PL advised that staff had attended a session on fire prevention, the session was organised by a number of fire prevention contractors. Staff were shown the latest products to reduce the risk of fire.</p> <p>PL added that he was encouraging a member of staff if holidays/cover allow to attend a session on fire safety next week.</p> <p><b>6.3 Health &amp; Safety Training</b></p> <p>Committee members confirmed they had enjoyed the health &amp; safety training.</p>	<p><b>Policy approved.</b></p>
7.	<p><b>Bank Signatories</b></p> <p>PL asked committee for volunteers to be signatures for the bank.</p> <p>Several members volunteered.</p>	
8.	<p><b>Law View</b></p> <p>PL confirmed that North Lanarkshire Council is still currently funding the housing support service at Law View which the tenants and the Co-op are grateful for as most other Local Authorities have withdrawn the same funding. We haven't received notification from the Council when the funding will end.</p> <p>PL reminded all in attendance that Elaine Hyslop had been working really hard on options to take forward a service that meets the needs of all residents at Law</p>	

	<p>View. It was confirmed Elaine is likely to provide an enhanced report at the meeting in August.</p> <p>A Committee member reminded everyone that the Co-op needs to keep its costs under control when trying to mitigate overheads etc at Law View for future service delivery however PL confirmed that there were many service charges that we could apply one NLC withdrew funding and for the co-op to ensure the client groups was still given an excellent service. There had been a number of consultation events with tenants and these will continue along with those resident, their next of kin and carers etc</p>	
	<b>Finance Internal Audit (Issued in advance to committee)</b>	
9.	<p>PL spoke to the detailed presentation on the Internal Audit which had recently taken place. The audit was carried out by Quinn Internal Audit Services Ltd. The audit focused on payments and payroll.</p> <p>The audit considered the arrangements for the:</p> <ul style="list-style-type: none"> <li>• Authorisation of expenditure,</li> <li>• Recording and processing of invoices</li> <li>• Payroll processing</li> <li>• Credit Card expenditure</li> </ul> <p>It was found that there is high control in place for the monitoring and control of payment and payroll processes reviewed within the scope of this report.</p> <p>The review highlighted areas of good practice which were noted below:</p> <ul style="list-style-type: none"> <li>• Procedures for the receipt and authorisation of invoices are strong.</li> <li>• The system used to record and monitor expenditure was found to be well organised.</li> <li>• Payroll processing was found to be accurate.</li> </ul> <p>A committee member asked if there would be any other internal internal audits taking place and PL stated a calendar of audit visits was sent out but it can be provided again and also, that after discussing with Quinn Internal audit and our policy, having 1-2 internal audits per year for an RSL the size of Garrion was reasonable, and we have been exceeding that over the last few years.</p>	
	<b>Staffing Paper</b>	
10.	<p>Committee <b>APPROVED</b> the paper after PL confirmed he discussed the matter with EVH who carried out the desktop evaluation on the job description of the employee concerned and agreed with the job title/description/salary proposed.</p>	
	<b>Membership Report</b>	
11.	<p>Committee <b>APPROVED</b> the membership application.</p>	
12.	<b>Staff Training and Development (Issued in advance to committee)</b>	

	<p><b>12.1 Staff Training and Development Policy</b></p> <p>Committee <b>APPROVED</b> the policy.</p> <p><b>12.2 Modern Apprenticeship Rising Star of the Year Award 2023</b></p> <p>The committee shared their collective delight for Laura Sneddon (reception/admin) in winning the national award.</p> <p>PM explained that it was a real achievement for Laura personally and for the Co-op collectively. There were candidates representing some huge organisations for example British Airways and O2 etc.</p> <p>It was agreed around the table that for Laura to win against that level of competition is fantastic.</p> <p>It was confirmed that an article would appear in Scottish Housing News on the achievement and everyone connected to the co-op should be proud of the circumstances in which Laura joined us (during Covid) and how she has progressed into a professional member of staff.</p>	<p><b>Policy approved.</b></p> <p><b>Scottish Housing News article to be drafted</b></p>
	<b>Asset Management Strategy</b>	
13.	Item <b>DEFERRED</b>	
	<b>Donation – Children’s Hospices Across Scotland (CHAS)</b>	
14.	The donation to EVH of £50 towards there was <b>APPROVED</b> .	<b>Donation to CHAS to be processed.</b>
	<b>NLC Employer Charter</b>	
15.	<p>PM spoke to the paper provided.</p> <p>Committee <b>NOTED</b> the update and NLC’s ambition and where we could be involved.</p>	
	<b>Committee Appraisals</b>	
16.	Appointment times to be sent out to committee members who have not had their appraisal yet.	<b>PM to send out appointments.</b>
	<b>Ethical Conduct and Notifiable Events</b>	
17.	None	

	<b>Payments, Benefits &amp; Entitlements</b>	
18.	None	
	<b>Correspondence (Issued in advance to committee)</b>	
19.	<p><b>20.1 SHR – Scottish Housing Regulator publishes updated engagement plan for Reidvale Housing Association</b></p> <p>The correspondence was <b>NOTED</b>.</p> <p><b>20.2 SHR – Scottish Housing Regulator Landlord Groups Michael Cameron – Blog – Urban Landlord Group meeting – 1 May 2024</b></p> <p>The correspondence was <b>NOTED</b>.</p> <p><b>20.3 SHR - Scottish Housing Regulator Landlord Groups Andrew Watson - Blog - Rural &amp; Islands Landlord Group meeting - 14 May 2024</b></p> <p>The correspondence was <b>NOTED</b>.</p>	
	<b>Use of Delegated Authority</b>	
20.	None	
	<b>Any Other Competent Business</b>	
21.	<p>PL reported that Clark had agreed to submit the Loan Portfolio and would do this by the end of June as PL was on holiday. He has discussed an issue he has with the loan covenant calculation and while Virgin Money appear relaxed about it, he intends setting up a meeting with them to look at the covenants, one of them appearing tight and we would update committee further.</p>	<b>Clark to arrange to meet Virgin Money</b>
	<b>Summary of actions / decisions at this meeting</b>	
22.	<ul style="list-style-type: none"> <li>• Health &amp; Safety Policy – APPROVED</li> <li>• Bank Signatories – UPDATED</li> <li>• Staffing Paper – APPROVED</li> <li>• Membership application – APPROVED.</li> <li>• Staff Training and Development Policy – APPROVED</li> <li>• Donation to Children’s Hospices Across Scotland (CHAS) – APPROVED</li> </ul>	
	<b>Meeting Evaluation</b>	
23.	<p>VLD asked members for their evaluations of the meeting.</p> <p>Committee members confirmed that it had been a productive meeting.</p>	

	<b>Date and time of next meeting 20 August 2024, 6pm</b>	
<b>24.</b>	VLD confirmed the date of the next meeting.	
	<b>Meeting Close</b>	
<b>25.</b>	VLD thanked committee & staff for attending the meeting. VLD wished everyone a nice summer.  The meeting closed at 7.57pm	