



Minutes of the Meeting with Management Committee held on **Tuesday 21 May 2024 at 6pm** via in person & via Zoom at CentrePoint

**Minutes**

<b>Present:</b>	Victoria Dallas, Chair (VLD)	Heather Laing (HL)	Przemek Jozwik (PJ)
	Blanche McGinn (BMG)	Grant Kennedy (GK)	Sandra Rodger (SR)
<b>In Attendance</b>	Paul Lennon, Director (PL)	Elaine Hyslop, Housing Manager (EH)	Paul Murphy, Senior Corporate Services Officer (PM)
	Craig Anderson, Senior Finance Officer (CA)	Gail Sherriff, Sherriff Development Consultants (GS)	

	<b>Agenda Item</b>	<b>Action</b>
1.	<b>Welcome and Apologies</b>	
	VLD welcomed everyone to the meeting. Apologies were <b>NOTED</b> for David Cooper, Colette Rooney, Patryk Topolski & Eddie Dallas.	<b>PM to update register.</b>
2.	<b>Declarations of Interest</b>	
	EH declared an interest in agenda item 9.	
3.	<b>Minutes of Previous Meeting held on 23 April 2024</b> (Issued in advance to committee)	
	Proposed <b>Sandra Rodger</b> Seconded <b>Blanche McGinn</b>	
4.	<b>Matters Arising</b>	
	PL went through the matters arising schedule from the previous meeting with committee.	
5.	<b>Management Accounts up to 31 March 2024</b> (Issued in advance to committee)	
	CA read through the Management Accounts up to 31 March 2024, 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 2023 – 24.	

	<p>CA then explained the operating costs and a small deficit for the year but confirmed we were already making savings from 1 April 2024. The uncertainty around interest rates was also discussed and indications showed they were reducing.</p> <p>CA also confirmed that these will be adjusted as these are the draft annual accounts and for end of year reporting purposes only.</p> <p>CA 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. CA confirmed that overall, it has been a successful period for the Co-operative again and the accounts were healthy.</p> <p>CA's presentation focused in on the Co-op's overall performance against budget, highlighting where there had been a variation of 20% and above.</p> <p>A committee member queried the amount spent on software / software subscriptions.</p> <p>CA explained that our housing management software providers licence renewal was higher than first budgeted for, also there was additional work required in moving the onsite server to the cloud.</p> <p>A committee member queried the 54% decrease in the actual spend on equipment leasing.</p> <p>CA advised that one of machines we now own out right, resulting in the saving.</p> <p>CA was thanked for his report</p> <p>Proposed <b>Heather Laing</b> Seconded <b>Victoria Dallas</b></p> <p>The Management Accounts up to 31 March 2024 were <b>APPROVED</b></p>	
6.	<p><b>Five Year Financial Projections</b> (Issued in advance to committee)</p> <p>CA spoke to the paper provided.</p> <p>The Five Year Financial Projections were <b>APPROVED</b> for submission to Scottish Housing Regulator (SHR).</p>	<p><b>FYFP to be submitted to SHR</b></p>
7.	<p><b>Bank Signatories</b> (Issued in advance to committee)</p> <p>Agenda item was <b>DEFERRED</b></p> <p>CA was thanked for his contribution to the meeting.</p>	<p><b>Item deferred</b></p>

	CA left the meeting at 6.51pm.	
	<b>ARC Return 2023 / 2024</b> (Issued in advance to committee)	
8.	<p>EH's detailed presentation covered performance in areas including voids, lettings, anti-socials, rental loss as well as complaints against the Co-op.</p> <p>EH then covered performance in areas including the number of non-emergency repairs, emergency repairs, spending on void repairs throughout the reporting year.</p> <p>A committee member complimented the staff on the performance shown in the ARC return.</p> <p>Committee noted the content of the presentation provided by EH.</p> <p>The annual return on the charter was <b>AGREED</b> as a true and accurate reflection and would be submitted to the Scottish Housing Regulator (SHR).</p> <p>The ARC Return 2023 / 2024 submission for GPHC was <b>APPROVED</b></p> <p>EH left at 7.27pm</p>	<b>ARC Return to be submitted to SHR</b>
	<b>Staffing Paper</b> (Issued in advance to committee)	
9.	<p>PL presented the staffing report and all members present stated that while they had no issues with the recommendations, that PL should check with EVH for assurance. PL advised he intended doing so but the timing of the meeting meant the process would be resolved sooner if management committee agreed.</p>	<b>PL to contact EVH And report to committee in June.</b>
	<b>Law View</b>	
10.	<p>EH returned to the meeting.</p> <p>EH updated committee on the Council withdrawing funding for housing support at Law View.</p> <p>EH advised that we haven't had an official end date from North Lanarkshire Council when funding for Law View would end, which is a positive.</p> <p>EH advised a study visit, to a large housing association was due to take place soon.</p> <p>EH confirmed that a proposal will come to the June meeting.</p>	<b>Proposal to come to the June meeting.</b>
	<b>Asset Management Strategy Update</b>	
11.	<p>PL advised that a new asset management strategy would come to a forthcoming meeting. The draft was being tidied at present, mainly on contextual information.</p>	

	<p>A committee member suggested looking at the life span of some of the component replacement and investment work for the properties.</p> <p>PL said that we will look at it prior to any planning for and work with maintenance staff and Thomson cost consultants on the process.</p> <p>PL added that it would be informed by the stock condition survey, but that committee could decide to smooth out any investment peaks and troughs.</p> <p>PL added that we would do this and ensure tenant value for money.</p> <p>A committee member suggested looking at some studies and being ambitious.</p> <p>PL welcomed the comments and advised the Co-op are in discussions with North Lanarkshire Council on Gowkthrapple ongoing regeneration. PL stated he met with relevant officers from NLC who are managing the development programme in the area, with a view to Garrion eventually acquiring some units from future phases.</p>	
12.	<p><b>Procurement Policy</b> (Issued in advance to committee)</p> <p>GS advised committee that Procurement can be split into 2 broad categories:</p> <ul style="list-style-type: none"> <li>• Regulated procurement due to contract values exceeding thresholds - (£5,372,609 and (£214,904) per the Regulations.</li> <li>• Unregulated procurement (£2m and 50k) per the Act.</li> </ul> <p>GS also confirmed the following:</p> <p>Procurement relates to works, services, supplies, for example, buying new office furniture, materials, uniforms etc as well as works and services contracts.</p> <p>Unless GPHC determines that they wish to embark on further new build housing opportunities, it is most likely that future procurement will be deemed 'unregulated' and therefore, Section 7 of the new PP applies. In summary, works less than £2m and services and supplies less than £50k are 'unregulated' and the Co-op's policy should be followed.</p> <p>Taking account of the Co-op's financial policies and spend authority level, anything over £20k requires upfront discussion and agreement with the Management Committee on the procurement route, and no award can be made until the Committee approves the award.</p> <p>GS recommended joining a procurement framework for example Scotland Excel or the Scottish Procurement Alliance (SPA). Scotland Excel has no levy associated, it was set up by the councils. Scotland excel offer a rebate for community benefits too. PL confirmed that the Co-op had joined SPA and Procurement for housing frameworks.</p>	

	<p>The Co-op would issue an expression of interest and invite to tender.</p> <p>GS recommended going down a quality price approach, better to have the companies competing against each other.</p> <p>Committee <b>APPROVED</b> procurement training for all staff.</p> <p>The policy was <b>APPROVED</b>.</p>	<p><b>Training approved</b></p> <p><b>PM to update policy register</b></p>
<p><b>13.</b></p>	<p><b>Construction Design and Management Policy (CDM)</b> (Issued in advance to committee)</p> <p>GS advised committee that Garrion is the client who instructs construction works and therefore is subject to the CDM Regs.</p> <p>The Construction (Design and Management) (CDM) Regulations 1994 came into force on March 31, 1995, and were in place for 12 years until CDM 2007 replaced them, which was then in turn replaced in 2015 by The Construction (Design and Management) Regulations 2015.</p> <p>The CDM Regs 1994 came into force primarily to protect the health and safety of those working in the construction, design and management sectors and ensure effective communication throughout, including risk management.</p> <p>Regardless of whether the works are notifiable or not, all works must comply with the CDM Regulations. Failure to comply can lead to prosecutions by HSE. The worst thing is not to report an incident that is reportable. It is essential that Risk Assessment Method Statements (RAMS) are in place for specific activities that have identified hazards, evaluated the risk and control measures to mitigate risk.</p> <p>The SHR should also be notified as a Notifiable Event of any reportable incidents to the Health &amp; Safety Executive (HSE).</p> <p>A committee member asked if all accidents are subject to RIDDOR..</p> <p>GS advised that every accident is RIDDOR applicable.</p> <p>A committee member provided an example from another sector in which a scaffolding accident took place due to negligence.</p> <p>GS acknowledged that unfortunately accidents will always happen however if a health and safety plan is implemented and H&amp;S is followed then the likelihood of accidents reduce significantly.</p> <p>Committee <b>APPROVED</b> Construction Design and Management (CDM) training for maintenance staff.</p> <p>The policy was <b>APPROVED</b>.</p>	<p><b>Training to be organised</b></p>

	Committee thanked GS for her detailed presentations.	<b>PM to update policy register</b>
	<b>Membership Report</b>	
14.	PM advised committee that one leave of absence request had been received from Eddie Dallas for personal reasons.  The leave of absence request was <b>APPROVED</b> .	
	<b>Forthcoming Audits</b>	
15.	PM spoke to the paper provided which detailed a calendar of internal audits for the co-op. the next audit would focus on finance, payments and payroll.  Committee <b>NOTED</b> the update.	
	<b>Committee Appraisals</b>	
16.	Appointment times to be sent out to committee members.	<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>Health &amp; Safety</b>	
19.	PL advised committee that the Co-op is still undertaking a Tenant & Residents Safety Compliance Audit. The audit is very detailed and comprehensive. The audit report will come to a future meeting.	<b>Audit report to come to future meeting</b>
	<b>Correspondence</b> (Issued in advance to committee)	
20.	<b>20.1 SHR - Housing Regulator publishes three year Strategy and work plans for 2024/25</b>  The correspondence was <b>NOTED</b>  <b>20.2 Housing Regulator sets out its plans to review Charter performance indicators</b>  The correspondence was <b>NOTED</b>  <b>20.3 SHR - Engagement plan from 2 May 2024 to 31 March 2025</b>	

	<p>The correspondence was <b>NOTED</b></p> <p><b>20.4 SHR - Engagement plan from 26 April 2024 to 31 March 2025</b>  <b>Why we are engaging with Bridgewater Housing Association</b>  <b>(Bridgewater)</b></p> <p>The correspondence was <b>NOTED</b></p>	
	<b>Use of Delegated Authority</b>	
21.	None	
	<b>Any Other Competent Business</b>	
22.	None	
	<b>Summary of actions / decisions at this meeting</b>	
23.	<ul style="list-style-type: none"> <li>• Management Accounts up to 31 March 2024 – APPROVED</li> <li>• Five Year Financial Projections – APPROVED</li> <li>• Procurement Policy – APPROVED</li> <li>• Construction Design and Management Policy (CDM) – APPROVED</li> <li>• Leave of absence request – APPROVED</li> <li>• Construction Design and Management (CDM) training for maintenance staff – APPROVED</li> <li>• Procurement training for all staff – APPROVED</li> </ul>	
	<b>Meeting Evaluation</b>	
24.	<p>VLD asked members for their evaluations of the meeting.</p> <p>Committee members thought it had been a packed meeting with lots of interesting topics discussed and a positive ARC return.</p>	
	<b>Date and time of next meeting 18 June 2024, 6pm</b>	
25.	VLD confirmed the date of the next meeting.	
	<b>Meeting Close</b>	
26.	<p>VLD thanked committee &amp; staff for attending the meeting.</p> <p>The meeting closed at 7.59pm</p>	