



Minutes of the Meeting with Management Committee held on **Tuesday 29 November 2022 at 5.30pm**
via in person & via zoom at CentrePoint

Minutes

Present:	David Cooper, Chair (DC)	Victoria Dallas, Vice Chair (VD)	Craig Callan, Treasurer (CC)
	Sandra Rodger (SR)	Elizabeth Cooper (EC)	Blanche McGinn (BMcG)
	Przemek Jozwik (PJ)	Lisa Viola (LV)	
In Attendance	Cathy Brien, Director (CD)	Paul Lennon, Depute Director (PL)	Elaine Hyslop, Housing Manager (EH)
	Richard Bolton, Community Development Officer (RB)	Kieron Sheehan, Assistant Maintenance Officer (KS)	Paul Murphy, Corporate Services Officer (PM)

	Agenda Item	Action
1.	Apologies Apologies were NOTED for Heather Laing, Eddie Dallas & Clark Davidson (Finance Agent).	PM to update register.
	Chairs Remarks DC welcomed everyone to the meeting.	
2.	Declarations of Interest All staff members present declared an interest for agenda item 12.1. Additionally PM declared an interest for agenda item 12.4.	
3.	3.1 Minutes of Previous Meeting held on 25 October 2022 (Issued in advance to committee) Proposed Craig Callan Seconded Elizabeth Cooper	
	3.2 Minutes of Previous Meeting held on 14 September 2022 (Issued in advance to committee) Proposed David Cooper Seconded Blanche McGinn	

	<p>3.3 Office Bearers Meeting Minutes held on 25 October 2022 (Issued in advance to committee)</p> <p>Proposed Victoria Dallas Seconded Blanche McGinn</p>	
	<p>3.4 Minutes of the Finance Sub Group Meeting held on 08 November 2022 (Issued in advance to committee)</p> <p>Proposed Blanche McGinn Seconded Sandra Rodger</p>	
4.	<p>4.1 Matters Arising</p> <p>CB went through the matters arising schedule from the previous meeting with committee and confirmed all matters were completed.</p>	
5.	<p>CentrePoint (Issued in advance to committee)</p> <p>5.1 CentrePoint</p> <p>RB referred to the report on screen, which had already been sent out in the committee papers.</p> <p>RB commented that his report mainly concentrated on the funding for this financial year, where we are and what opportunities we are still trying to maximise.</p> <p>Good progress has been made on our various funded projects (£150,000 across 9 funded projects), particularly great progress has been made with regards to funding and projects delayed by the pandemic and carried over into this financial year</p> <p><u>Funding 22/23 Update</u></p> <ul style="list-style-type: none"> ● ICF £97,600 (FHC & GPHC) – on track ● VANL £44,848 (FHC & GPHC) – on track ● NLC £3,742 (GPHC) Garden project - Activity complete & 6 month monitoring complete * ● NLC £1752 (GPHC) Jubilee – Activity complete & funding returns completed. ● NLC £4402 (GPHC) from 21/22 – Activities completed, end of project paperwork to be completed. ● Community Solutions £880 (GPHC) Men group – from 21/22 – Activities completed, end of project paperwork to be completed. ● Community Solutions £2995 (GPHC) Men group – from 21/22 – Activities completed by Jan 23, end of project paperwork to be completed. 	

- NLC Environmental £2947.48 (GPHC) deadline 31st Dec 22 - seeking permission from funder to extend by 6 months to allow spring plants etc. to be purchased.
- 'Emergency fund' (FHC & GPHC) – very little remaining.

RB expects 8 of the above projects to be completed by 31st March 23, and if permission is granted, for part of the environmental one to be carried over into quarter one of 23/24. As with any funding the various monitoring reports, funding returns and engagement with funders is up to date and within agreed time frame.

RB stated he was hopeful of being able to apply to the charity Cash for Kids on behalf of the tenants of the Co-op who are eligible. The fund isn't open at the moment, but once the fund opens for applications we will apply.

As previously advised we had been unsuccessful in our original application for the Social Housing Fuel Fund. The fund was massively oversubscribed, but we got notification that they have received additional funds and the Co-op will now receive funding.

RB highlighted future funding in his report, worryingly at the time of writing we have no funding other than the five year lottery funding. The Investing in Communities Fund (ICF) which is our main funding source had expected to be making funding decisions in November 2022, however given everything that has happened with the UK budgets, which in turn then provide for the Scottish budgets, we will not have clarity until February / March 2023.

RB explained that there appears to be a potential shift in funding or an attempt to break the cycle of funding. For example you apply for funding for a short period of time, you get funding, you deliver but you have to wait and see if you are successful in getting new funding, and that is the cycle. Even if you are successful, due to the inherent instability of the cycle you lose momentum and you lose good staff.

In early November the Co-op were invited by North Lanarkshire Council to submit a proposal to their Warm Space project. This was to create places where people can come for heat and drink or food. Some organisations are only doing a couple of hours a week. We're doing quite a lot of hours a week. We're doing 32 hours at each venue and anyone can come and get a warm drink, a cup of soup. There are colouring books available for kids and comfy seats in the centre and free Wi-Fi.

RB invited questions.

LV asked RB when the Co-op started offering the warm space.
RB advised that the Co-op had started it two weeks ago.

Committee **NOTED** the report from RB providing an update on the activities of the Communities team.

	<p>Committee thanked RB for his report.</p> <p>RB left the meeting.</p>	
	<p>Finance</p>	
	<p>6.1 Management Accounts (Issued in advance to committee)</p> <p>PL spoke to the report regarding the Management Accounts up to 30 September 2022, running through all the figures. PL explained the operating costs and surplus for the period ending 30 September 2022 and confirmed that it had been a good period for the Co-operative financially.</p> <p>PL stated that the Co-op was at the half way point in the financial year and this is a good time to reflect. PL advised that there was a surplus of £78,201. Therefore as an organisation we have a healthy balance sheet.</p> <p>There was nothing of concern to note and he confirmed that overall, it has been a successful period for the Co-operative again and the accounts are healthy. PL advised that the management committee should be pleased with the result.</p> <p>Our housing stock and CentrePoint are valued at just over £7.5 million in total.</p> <p>PL invited questions.</p> <p>DC asked about grant funding and how it was reported in the accounts.</p> <p>PL provided clarity on this part.</p> <p>PL was thanked for his reporting and no further questions were asked.</p> <p>The Management Accounts up to 30 September 2022 were APPROVED.</p>	
	<p>Correspondence (All issued in advance to committee)</p>	
	<p>7.1 SHR - Total investment through borrowing in Scottish Registered Social Landlords (RSLs) is now £6.55 billion</p> <p>Committee NOTED the correspondence.</p>	
	<p>7.2 Interim guidance for social landlords during the ESSH2 review period 31 Oct 2022</p> <p>Committee NOTED the correspondence.</p>	
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	<p>7.3 Scottish Gov - The Scottish Social Housing Charter</p> <p>Committee NOTED the correspondence.</p>	
	<p>7.4 Scale of future challenges facing social landlords unprecedented</p> <p>Committee NOTED the correspondence.</p>	
	<p>7.5 TPAS Scotland - Tenants have their say in the rent freeze!</p> <p>Committee NOTED the correspondence.</p>	
	<p>7.6 SHR - New Charter - Letter to Landlords</p> <p>Committee NOTED the correspondence.</p>	
	<p>7.7 SHR - National Panel of Tenants and Service Users Recruitment 2022</p> <p>Committee NOTED the correspondence.</p>	
8.	Health & Safety	
	<p>8.1 Health & Safety Policy Statement (Issued in advance to committee)</p> <p>The Management Committee were invited to review the Health & Safety Policy Statement and sign the document at the management committee meeting.</p> <p>PM highlighted the recent successful Tenant Safety audit which had been carried out for additional reassurance by an external consultant.</p> <p>Committee AGREED to sign the Health & Safety Policy Statement</p>	
	8.2 Manual Handling Policy (Issued in advance to committee)	
	The policy was APPROVED .	Policy register to be updated
	Governance	
9.	9.1 Ethical Conduct and Notifiable Events	
	None	

	<p>9.2 Payments, Benefits & Entitlements</p> <p>None</p>	
	<p>9.3 Code of Conduct (Issued in advance to committee)</p> <p>CB reminded committee members that all Registered Social Landlord (RSLs) are required to adopt and comply with an appropriate Code of Conduct, and this Model has been approved by the Scottish Housing Regulator as fully complying with its regulatory requirements. The Code is divided into seven principles that governing body members must adhere and commit to. Committee sign the Code of Conduct on an annual basis.</p> <p>Committee AGREED to sign the Code of Conduct</p>	
	<p>9.4 Standing Orders & Delegated Authorities (Issued in advance to committee)</p> <p>CB spoke to the report in the papers and additionally guided the committee through a PowerPoint presentation.</p> <p>CB reported that standing orders are a framework for the effective and proper conduct of business and to specify the delegated authority and financial regulations within which we operate. CB commented that the delegated authority scenarios were extensive and that everything was in place in the event of an emergency, if decisions had to be taken urgently.</p> <p>CB highlighted the supporting documents, the scheme of delegation in place, office bearers and committee member role profiles.</p> <p>CB advised that the delegated authority scenarios are extensive.</p> <p>The revised Standing Orders, including Remits and Delegated Authority were APPROVED by Committee.</p>	
	<p>9.5 Membership Report (Issued in advance to committee)</p> <p>PM spoke to the report in the papers and asked committee for approval for the three new membership applications.</p> <p>Committee APPROVED the membership applications.</p>	
	<p>Strategy</p>	
10.	<p>10.1 Rent Consultation (Issued in advance to committee)</p> <p>EH invited committee to discuss the draft Rent Review – Options 2023/2024 consultation document which would be sent to tenants to provide information, reassurance and generate feedback to the consultation.</p>	

	<p>CB reminded committee that it is expected the Scottish Government will make an announcement in mid-January regarding the emergency legislation - The Cost of Living (Tenant Protection) Act. The Act gave Ministers temporary power to cap rent increases for private and social tenants, as well as for student accommodation.</p> <p>EH invited any questions.</p> <p>LV complimented the amount of work and thought which had clearly gone into the draft consultation document.</p> <p>EC asked whether tenants who receive full housing benefit / entitlement would provide feedback as they would seemingly be unaffected by any rise.</p> <p>EH said it was important to encourage every tenant as they would be affected by any decision made. EH confirmed that tenants who do receive full housing benefit / universal credit have previously responded.</p> <p>PL added that technically tenants who do receive full housing benefit / universal credit do pay their rent because their rent comes off their entitlement. This has been a positive in helping change perspectives and tenants expectations of the service they receive from their landlord.</p> <p>EC added she was positively reassured.</p> <p>The committee APPROVED the draft Rent Review – Options 2023/2024 consultation document.</p>	<p>Rent Consultation document to be sent to tenants</p>
<p>11.</p>	<p>Operations</p> <p>11.1 Repairs & Mould Management (Issued in advance to committee)</p> <p>CB reflected on the sad passing of Awaab Ishak in England as a result of exposure to mould.</p> <p>The committee had a discussion focused on their collective sadness regarding the boy's needless death and the inaction of the boy's landlord Rochdale Boroughwide Housing (RBH).</p> <p>KS discussed the report to committee (issued with papers).</p> <p>Mould and Condensation forms on cold surfaces when water vapour in the air cools and becomes liquid. Often you'll see condensation on metal pipes, concrete walls, water tanks and windows. Mould spores are everywhere in the air outside. Mould spores enter homes through windows, doors, air ducts, etc.</p> <p>Black mould is almost exclusively caused by condensation and is usually found at the skirting level in rooms, in the corners of walls and ceilings or on cold surfaces. Mould can also appear on surfaces such as tiles and window sills or behind furniture where the air flow is restricted.</p>	

	<p>Procedure</p> <p>An Inspection is raised for a maintenance assistant to inspect the reported areas and determine the course of action taken and to give the tenant the correct advice.</p> <p>A Protimeter Moisture Meter is used to determine if there is a water ingress issue and an external inspection of roofs walls and windows etc. On determining the cause is not external and the cause is indeed a Condensation/ Living condition problem the size of the issue will decide which step we take next.</p> <p>Type 1 A small surface area can be washed off and treated with an active bleach with advice and leaflet given to the tenant.</p> <p>Type 2 A job line is raised for our contracted painter to treat the affected areas with the mould eradication kit, this is designed for mild to moderate outbreaks of mould and was developed specifically for homeowners and tenants to use.</p> <p>Type 3 On more delicate cases where the tenant contests the advice given we have a free consultation service provided by the Area Representative from the company who supply the Mould Eradication Kit, with any works carried out on his advice. The Co-op has also used independent experts previously and will do so again when needed.</p> <p>Post Inspection</p> <p>All jobs should be post inspected a month after the job line is raised to ensure tenant satisfaction.</p> <p>It was also confirmed that the Co-op stock reports 100% performance in SHQS but that from time to time a mould issue can arise. The Co-op also has a separate mould reporting report to assist internally and anyone reading the document.</p> <p>Committee thanked KS for his report.</p> <p>DC commented that it was reassuring as a committee member of the Co-op that the Co-op were able to demonstrate what procedures are in place.</p>	
12.	<p>Staffing</p> <p>12.1 EVH Pay Negotiations (Issued in advance to committee)</p> <p>Committee considered the correspondence from EVH in the committee papers.</p>	

<p>The report advised committee that discussions on the pay award for financial year 2023/2024 between EVH and the Union have generated a proposal. Committee were asked to review the proposed single year deal on pay.</p> <p>The proposal negotiated by EVH (Employers in Voluntary Housing) with the Union is:</p> <p>All staff regardless of grade/hours worked to receive a non-consolidated monthly payment of £150 in each of January, February and March 2023. These payments would be subject to normal tax and NI deductions, be paid through payroll and would not attract a pension contribution.</p> <p>A traditional, across the board, consolidated percentage increase of 5.25% on all salary points from 1st April 2023. This will also be applied to all allowances apart from the fixed mileage rates set by the HMRC.</p> <p>The proposal was discussed by committee.</p> <p>The proposal was APPROVED.</p>	<p>A ballot confirming agreement to be returned to EVH</p>
<p>12.2 Flexible Working</p>	
<p>A paper on flexible and hybrid working will be presented at January or February's meeting.</p>	
<p>12.3 Maintenance (Issued in advance to committee)</p>	
<p>KS presented the report to provide the management committee with current levels of performance.</p> <ul style="list-style-type: none"> • Total number of emergency jobs for this period was 34 compared to 34 in 2021 (same period last year). • Average time to complete an emergency repair for this period was 2.8 hours compared to 2.0 hours in 2021. • No jobs failed our timescales in this period which matched the same period from 2021. <ul style="list-style-type: none"> • Total number of non-emergency repairs for the period was 99. The total for the same period in 2021 was 93. • Average time to complete non-emergency repairs was 4.1 days compared to 2.8 days for the same period in 2021. <p>Gas Servicing & Audits 30/09/22 to 25/11/22</p> <ul style="list-style-type: none"> • We have 100% compliance record in gas servicing for this period. • We have completed 18 gas services. <p>Electrical Inspection Condition Report (E.I.C.R)</p>	

	<ul style="list-style-type: none"> We completed 21 EICRS and are 100% compliant with all properties for EICR's <p>EESHS</p> <ul style="list-style-type: none"> We completed 25 Energy Performance Certificates (EPC's). 	
	<p>12.4 Staffing Report (Issued in advance to committee)</p> <p>The staffing paper was discussed and APPROVED by the committee.</p>	
13.	<p>Compliance</p> <p>13.1 Asbestos Policy (Issued in advance to committee)</p> <p>The item was DEFERRED</p>	
	<p>13.2 Notifiable Events Policy (Issued in advance to committee)</p> <p>The item was DEFERRED</p>	
14.	<p>Deferred Agenda Items</p>	
	<p>None</p>	
15.	<p>Any Other Competent Business</p> <p>15.1</p> <p>DC thanked committee & staff for attending the meeting and wished everyone a happy Christmas.</p>	
16.	<p>Date of Next Meeting</p>	
	<p>Management Committee Meeting: 5pm Tuesday 31 January 2023</p>	