

## Agenda Item 3.1



Minutes of the Meeting with Management Committee held on **Tuesday 25 October 2022 at 5.30pm** via in person & via zoom at CentrePoint

### Minutes

<b>Present:</b>	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)	Eddie Dallas (ED)	Nicholas Hill (NH)
	Patryk Topolski (PT)		
<b>In Attendance</b>	Cathy Brien, Director (CD)	Paul Lennon, Depute Director (PL)	Elaine Hyslop, Housing Manager (EH)
	Richard Bolton, Community Development Officer (RB)	Alex Gemmell, Maintenance Officer (AG)	Paul Murphy, Corporate Services Officer (PM)

	Agenda Item	Action
1.	<b>Apologies</b> Apologies were <b>NOTED</b> for Heather Laing, Lisa Viola and Maz Shakoar.	<b>PM to update register.</b>
	<b>Chairs Remarks</b> DC welcomed everyone to the meeting.	
2.	<b>Declarations of Interest</b> Interest noted under item 12 (staffing) for AG	
3.	<b>3.1 Minutes of Previous Meeting held on 30 August 2022</b> Proposed <b>Craig Callan</b> Seconded <b>Elizabeth Cooper</b>	
	<b>3.2 Minutes of Previous Meeting held on 14 September 2022</b> Deferred Agenda item.	

4.	<p><b>4.1 Matters Arising</b></p> <p>CB went through the matters arising schedule from the previous meeting with committee confirming that all matters were completed.</p>	
5.	<p><b>CentrePoint</b></p>	
	<p><b>5.1 CentrePoint</b></p> <p>RB provided a presentation.</p> <p>RB advised committee of the funding position for the financial year 2022 – 2023.</p> <p><u>22/23 Funding</u> £150,000 across 9 funded projects</p> <ul style="list-style-type: none"> <li>• ICF £97,600 (FHC &amp; GPHC)</li> <li>• VANL £44,848 (FHC &amp; GPHC)</li> <li>• Funding carried over (c£8000)</li> </ul> <p><u>2023 onwards</u></p> <ul style="list-style-type: none"> <li>• Investing in Community Fund (Submitted application for £279,065)</li> <li>• Community Mental Health and Wellbeing Fund 23/24 – VANL (with less funds £900k rather than £1.6m) – Deadline 9<sup>th</sup> December</li> <li>• Lottery – Looking at options</li> <li>• Community Solutions – Application in October 22 £1500 (Law View)</li> </ul> <p><u>Autumn / Winter Work Programme</u></p> <ul style="list-style-type: none"> <li>• Strong focus on completing the various funded projects for 22/23 and those carried over.</li> <li>• Day to day work i.e. groups, CentrePoint, admin, creating vibrant hub etc.</li> <li>• Starting creating a volunteer group at CentrePoint</li> <li>• Direct delivery of various projects / events / activities</li> <li>• Supporting people i.e. poverty / mental health etc.</li> <li>• Maximising opportunities for lessening the Impact of Cost of Living</li> <li>• Securing funding 23/24, 24/25 etc.</li> </ul> <p>RB highlighted some of the activities which had taken place recently.</p> <p>Including:</p> <ul style="list-style-type: none"> <li>• Community Garden Party - 2<sup>nd</sup> October</li> <li>• 8 x Law View Garden Parties (over the year)</li> <li>• Harvest Festival</li> <li>• Ongoing / taster session / One offs - i.e. men's, cookery, line dance, exercise class, energy event</li> </ul> <p>RB advised following a question raised by a committee member previously there isn't a defibrillator in Gowkthrapple. The nearest ones are in Overtown</p>	

	<p>and Wishaw. However we could look into funding to potentially get one at CentrePoint.</p> <p>RB invited questions.</p> <p>Committee <b>NOTED</b> the presentation from RB providing an update on the activities of the Communities team.</p> <p>Committee thanked RB for his report.</p> <p>RB left the meeting.</p>	
6.	<b>Finance</b>	
	CB advised committee that there wasn't anything to report under finance.	
7.	<b>Correspondence</b>	
	<p><b>7.1 SHR - Social landlords must continue to vigorously challenge expenditure</b></p> <p>Committee <b>NOTED</b> the correspondence, discussed in detail by PL and was also referred to at the September meeting.</p>	
	<p><b>7.2 Scottish Government - Cost of Living (Tenant Protection) (Scotland) Bill</b></p> <p>CB advised committee that on the 6<sup>th</sup> of September, the First Minister announced that the Scottish Government intended to introduce a rent freeze and evictions moratorium, effective immediately, across all housing tenures, to last until at least 31 March 2023. This legislation, known as the Cost of Living (Protection of Tenants) (Scotland) Bill, will be introduced on Tuesday 4 October.</p> <p>We expect that it could include a mechanism to potentially extend a freeze or cap for up to 12 months beyond 31 March 2023: though no decisions have yet been made on whether there will be any such extension. Committee were updated with progress since the correspondence was issued, confirming the co-op is represented at a directors forum in Lanarkshire with this topic high on the agenda. The co-op would also proceed with consulting tenants as normal on the rent review for 2023/24.</p>	
	<p><b>7.3 SFHA - Members' Rent Briefing</b></p> <p>PM advised that SFHA had mobilised their members to contact MSP's to ensure that RSL's help the politicians understand the implications of a proposed rent freeze and the differences between the sectors involved.</p>	

	<b>7.4 SHR publishes annual report and accounts for 2021/22</b>  Committee <b>NOTED</b> the correspondence.	
	<b>7.5 EVH Pay Negotiations</b>  Committee <b>NOTED</b> the correspondence.	
<b>8.</b>	<b>Health &amp; Safety</b>	
	<b>Governance</b>	
	<b>9.1 Ethical Conduct and Notifiable Events</b>  None	
	<b>9.2 Payments, Benefits &amp; Entitlements</b>  None	
<b>9.</b>	<b>9.3 Membership Report</b>  PM advised committee that there were two new application for membership which had been received since the last management committee meeting.  A membership application has been received along with the £1 fee from – new tenant  A membership application has been received along with the £1 fee from– new tenant.  The Committee <b>APPROVED</b> the membership applications.	<b>Membership list to updated to include new members</b>
<b>10.</b>	<b>Strategy</b>	
	CB advised committee that there wasn't anything to report under strategy.	
<b>11.</b>	<b>Operations</b>	

	<p><b>11.1 Stock Condition Survey</b></p> <p>CB advised committee that the committee that the staff had met with John Martin Partnership recently and the Stock Condition Survey is going well.</p>	
	<p><b>11.2 Housing Management Performance Reports</b></p> <p>Report provided by EH was accepted by committee.</p> <p>EH asked committee if they would be supportive of a pilot of additional measures to encourage potential tenants to accept tenancy offers. Support for tenants when they first move in with a starter pack.</p> <p>Committee and staff discussed possible options and the suggestion was supported by all in attendance.</p> <p>Committee <b>NOTED</b> the report and passed on their thanks to EH and the team.</p>	
	<p><b>11.3 Repairs Performance Report 2nd Quarter Report</b></p> <p>AG presented a report confirming all indicators within the Scottish social housing charter were met and in parts, exceeded expectations.</p> <p>In the period we had a 100% completion record in gas servicing as well as EICRs. (electrical inspections)</p> <p>AG invited questions</p> <p>CC enquired why there wasn't any gas audits that took place in August and September.</p> <p>AG advised that the Co-op has a large number of properties which have electric heating, therefore there can be some months where no gas audits take place.</p> <p>EC enquired about the high number of complex repairs.</p> <p>AG advised that any repairs not classed as a standard repair are classified as a complex repair, for example one job required a special hinge.</p> <p>Committee <b>NOTED</b> the report and passed on their thanks to Alex and the maintenance team.</p>	
12.	<b>Staffing</b>	
	<b>12.1 Staffing</b>	
	<p>CB advised committee that tonight would be the last management committee meeting AG would be attending as AG was leaving the Co-op to go to a promoted post at another Housing Co-operative.</p>	

	<p>AG expressed his thanks to the committee members for all their support and encouragement they had provided him during his time as Maintenance Officer.</p> <p>The committee thanked AG for all his hard work and wished him every success in the future.</p>	
	<b>12.2 Flexible Working</b>	
	The item was deferred.	
	<b>12.3 Maintenance</b>	
	CB advised committee that we had distributed responsibilities to the remaining members of the maintenance team Billy, Kieron and Zarah and we will review the maintenance function in January.	
13.	<b>Compliance</b>	
	<b>13.1 Self Assessment</b> <p>CB spoke the committee through the report and referred to the stand alone training session which took place on the 6<sup>th</sup> of October.</p> <p>CC complimented the level of detail of the training session. All in attendance agreed.</p> <p>The committee discussed at length the self assessment process and the evidence provided.</p> <p>Committee <b>APPROVED</b> the self-assessment outcome for up to October 2022.</p> <p>Committee <b>AGREED</b> that the self-assessment against the Scottish Housing Regulator's Regulatory Standards of Governance and Financial Management is conducted annually going forward.</p> <p>Committee <b>APPROVED</b> the continuation of a Governance and Financial Management Improvement Plan and <b>NOTED</b> that this will be presented for review annually as part of the business planning process.</p>	
	<b>13.2 Draft Annual Assurance Statement</b> <p>The Committee discussed at length the draft annual assurance statement.</p> <p>Committee <b>AGREED</b> that they had sufficient assurance to give it confidence to sign the 2022 Annual Assurance Statement confirming full compliance on the date of this meeting and authorise the Chairperson to sign the Annual Assurance Statement to the SHR confirming this decision.</p>	
	<b>13.3 Tenant Safety</b>	

	CB reflected on the independent review of tenant safety which had been recently carried out and it confirmed that there has been considerable work in the past couple of years which has markedly improved the Cooperatives position in relation to tenant safety. All noted by committee.	
14.	<b>Deferred Agenda Items</b>	
	None	
15.	<b>Any Other Competent Business</b>	
	<b>15.1</b>  CB advised committee that some of the staff will be attending the CIH Housing Awards on Thursday the 27 <sup>th</sup> of October.  Committee wished the staff luck at the Awards ceremony.  DC thanked the committee and staff for attending the meeting.	
16.	<b>Date of Next Meeting</b>	
	Management Committee Meeting: 5.30pm Tuesday 29 November 2022	