



Minutes of the Meeting with Management Committee held on **Tuesday 30 August 2022 at 5.30pm** via in person & via zoom at CentrePoint

**Minutes**

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| <b>Present:</b>      | Victoria Cowie, Chair (VC)             | David Cooper, Vice Chair (DC)                | Heather Laing, Secretary (HL)                      |
|                      | Craig Callan, Treasurer (CC)           | Lisa Viola (LV)                              | Blanche McGinn (BMcG)                              |
|                      | Patryk Topolski (PT)                   |  |  |
| <b>In Attendance</b> | Cathy Brien, Director (CD)             | Elaine Hyslop, Housing Manager (EH)          | Richard Bolton, Community Development Officer (RB) |
|                      | Alex Gemmell, Maintenance Officer (AG) | Paul Murphy, Corporate Services Officer (PM) |  |

|    | <b>Agenda Item</b>  | <b>Action</b>                 |
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| 1. | <b>Apologies</b><br>Apologies were <b>NOTED</b> for Paul Lennon, Eddie Dallas, Elizabeth Cooper and Przemek Jozwik.           | <b>PM to update register.</b> |
|    | <b>Chairs Remarks</b><br>VC welcomed everyone to the meeting.   |                               |
| 2. | <b>Declarations of Interest</b><br>None   |                               |
| 3. | <b>3.1 Minutes of Previous Meeting held on 21 June 2022</b><br>Proposed <b>Blanche McGinn</b><br>Seconded <b>David Cooper</b> |                               |
|    | <b>3.2 Minutes of Previous Meeting held on 22 June 2022</b><br>Deferred Agenda item.  |                               |
| 4. | <b>4.1 Matters Arising</b>  |                               |

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|    | <p>CB went through the matters arising schedule from the previous meeting with committee and reported all matters were completed.</p>   |  |
|    | <p><b>CentrePoint</b></p>   |  |
| 5. | <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><br/> £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>• NLC £3,742 (GPHC) Garden project</li> <li>• NLC £1752 (GPHC) Jubilee</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 – VANL (Indications this fund will run again 23/24 but with less funds £900k rather than £1.6m)</li> <li>• Lottery – Looking at options – Programme now not closing.</li> </ul> <p>RB listed some of the activities which had taken place recently:</p> <ul style="list-style-type: none"> <li>• Community Gardening</li> <li>• Men’s Model Making Group</li> <li>• Big Chef, Little Chef</li> <li>• Two garden parties at Law View are forthcoming in September (4 have already taken place this year).</li> <li>• Clean Up – 26<sup>th</sup> of July</li> <li>• Community Garden Party – 30<sup>th</sup> of June</li> <li>• Heart of Gowkthrapple project</li> <li>• Community Garden Party – 28<sup>th</sup> July</li> <li>• Jubilee Community BBQ 20<sup>th</sup> July</li> <li>• Jubilee Lunch at Law View</li> </ul> <p>RB invited questions.</p> <p>DC complimented RB and his team for all the activities that had taken place at Law View.</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> |  |

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|    | RB left the meeting.   |  |
|    | <b>Finance</b>   |  |
| 6. | <b>6.1 Draft Annual Accounts</b><br>The item was deferred. The draft annual accounts will go to the Management Committee Meeting at 5.30pm on Wednesday 14 September 2022.   | <b>Draft Annual Accounts to go to the next meeting</b>               |
|    | <b>6.2 Financial Letters of Representation</b><br>The item was deferred.   | <b>Financial Letters of Representation to go to the next meeting</b> |
|    | <b>6.3 External Audit</b><br>CB advised that the external audit was going well and once we have the accounts signed off by French Duncan we can bring them to scheduled management committee meeting.  |  |
|    | <b>Correspondence</b>  |  |
| 7. | <b>7.1 SFHA - Social Housing Fuel Support Fund</b><br>CB advised committee that SFHA had emailed its members to advise that they were working with the Scottish Government to help launch the latest round of the Scottish Government's £2 million Social Housing Fuel Support Fund. CB confirmed that the Co-op would apply for the fund to assist tenants with the cost of energy. |  |
|    | <b>7.2 SHARE AGM</b><br>CB advised committee that SHARE's AGM would be taking place at 5.30pm on Thursday 15 September.  |  |
|    | <b>7.3 Legal &amp; General</b><br>PM advised that the endowment with Legal & General had matured and had now been transferred to the Co-op's bank account.   |  |
| 8. | <b>Health &amp; Safety</b>   |  |

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|    | <p>Committee were informed that the health and safety landlord audit by JWD asset services was progressing well.</p> <p>PM advised committee that the External Tenant Safety Audit of the Co-op was underway and the findings would be reported to committee in October at a session on Tenant Safety.</p>  |   |
| 9. | <p><b>Governance</b></p>  |   |
|    | <p><b>9.1 Ethical Conduct and Notifiable Events</b></p> <p>None</p>   |   |
|    | <p><b>9.2 Payments, Benefits &amp; Entitlements</b></p> <p>None</p>   |   |
|    | <p><b>9.3 Membership Report</b></p> <p>PM advised committee that there were three new application for membership which had been received since the last management committee meeting.</p> <p>The Committee <b>APPROVED</b> the membership applications.</p>   | <p><b>Membership list to updated to include new members</b></p> |
|    | <p><b>9.4 AGM Arrangements – Committee Members Standing Down</b></p> <p>PM advised committee that under Rule 39.1, one third of the Committee Members being the longest serving members, are obliged by rotation to retire each year. Anybody appointed as a co-optee under Rule 42.1 or to fill a casual vacancy under Rule 41 are also required to retire. Anyone who retires for that reason, shall not count towards the one third provision. The following will therefore require to stand down:</p> <ul style="list-style-type: none"> <li>Anne Gilmour, Alex Fenton, Colette Rooney, Heather Laing and David Cooper under the one third provision,</li> <li>Appointed members standing down: Lisa Viola and Maz Shakoor</li> </ul> |   |
|    | <p><b>9.5 Secretary’s letter prior to AGM</b></p> <p>PM advised that the Secretary must confirm in writing to the Board that Rules 62 to 67 have been followed or, if they have not been followed, the reasons for this. The Secretary’s confirmation or report must be recorded in the minutes of the Board Meeting.</p> <p>The Secretary’s confirmation was provided within the committee papers.</p>   |   |

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|     | <b>Strategy</b>   |  |
| 10. | <p><b>10.1 Town Action Plan Workshop</b></p> <p>PM advised committee that a session on the future plans for Wishaw would take place on Thursday the 8<sup>th</sup> of September 2022 at the Public Library within the Houldsworth Centre, Kenilworth Avenue, Wishaw at 6:00pm to 7:00pm.</p>  |  |
|     | <b>Operations</b>   |  |
|     | <p><b>11.1 Ukraine Resettlement Project</b></p> <p>EH advised committee that the staff team were making plans especially Richard on how to best welcome refugees from Ukraine and work with North Lanarkshire Council.</p>  |  |
|     | <p><b>11.2 Stock Condition Survey</b></p> <p>CB advised the committee that the Co-op is looking to appoint John Martin Partnership (JMP) to carry out the Stock Condition Survey (SCS) on behalf of the Co-op. This was approved. JMP carried out the previous SCS in 2019 which went very well.</p>  |  |
| 11. | <p><b>11.3 Housing Management Performance Reports</b></p> <p>EH advised committee that the average turnaround of calendar days with voids was 6.1 days in this quarter.</p> <p>This compares extremely well to the Scottish landlord average re-let turnaround time of 56.30 days (including local authorities)</p> <p>EH advised that there are additional checks carried out within the flats when they are void i.e. asbestos survey, clean tank/legionella check, change cold water supply from tank to mains reducing risk and increasing water pressure. These are over and above the standard checks i.e. gas (if applicable), electric check, EPC (if required) and lock changes.</p> <p>An update on all other housing management functions was also provided and accepted by committee.</p> <p>Due to the rising energy costs, tenants were invited to come along to an Energy Event held by Ian Symington, Energy Advisor from Citizens Advice Bureau within CentrePoint on 17 May 2022 at 6pm.</p> <p>He provided free and impartial advice on energy bills/supplies, future projected costs, advice on any grants and benefits available and assisted with individual queries with billing issues.</p> |  |

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|     | <p>Committee <b>NOTED</b> the report and passed on their thanks to Elaine and the team.</p>   |  |
|     | <p><b>11.4 Repairs Performance Report 1st Quarter to 30 06 2022</b></p> <p>AG advised committee that first quarter sees the introduction for the first time of our new Repairs &amp; Maintenance Policy.</p> <ul style="list-style-type: none"> <li>• Total number of emergency jobs for this period was 25 compared to 63 in 2021-22.</li> <li>• Average time to complete an emergency repair for this period was 2.2 hours compared to 2.3 hours in 2021-22.</li> <li>• No jobs failed our timescales within this period which matched the same period from 2021-22.</li> </ul> <ul style="list-style-type: none"> <li>• Total number of non-emergency repairs for the period was 146. The total for the same period in 2021-22 was 106.</li> <li>• Average time to complete non-emergency repairs was 3.7 days compared to 4 days for the same period in 2021-22.</li> <li>• One jobs failed our timescales in this period, compared to no jobs failing in 2021-22.</li> </ul> <p>VC queried the one job which had been a failure against the internal KPI.</p> <p>AG explained why the routine job had failed the timescales.</p> <p>In the period we had a 100% completion record in gas servicing.<br/>DC asked AG what the procedure is with regards to satellite dishes.</p> <p>AG explained the process of tenants applying for permission via an operation request and the tenant will be advised of a specific place to erect the satellite dish.</p> <p>PT enquired if new windows were in the pipeline for Heathfield.</p> <p>AG advised that a forthcoming stock condition survey would generate a lot of information on the investment priorities for the Co-op.</p> <p>Committee <b>NOTED</b> the report and passed on their thanks to Alex and the maintenance team.</p> |  |
|     | <p><b>Staffing</b></p>  |  |
|     | <p><b>12.1 Staffing</b></p>   |  |
| 12. | <p>The staffing paper was <b>APPROVED</b> by the committee.</p>   |  |
|     | <p><b>13. Compliance</b></p>  |  |
|     | <p><b>13.1 Procurement Policy</b></p>   |  |

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|            | The policy was <b>APPROVED</b> .  | <b>PM to update policy register</b> |
|            | <b>13.2 Treasury Management Policy</b><br>The policy was <b>APPROVED</b> .  | <b>PM to update policy register</b> |
|            | <b>13.3 Blending Working Policy</b><br>The policy was <b>APPROVED</b> .   | <b>PM to update policy register</b> |
|            | <b>13.4 Equality &amp; Diversity Policy</b><br>The policy was <b>APPROVED</b> .   | <b>PM to update policy register</b> |
|            | <b>13.5 Bad Debts &amp; Write Offs Policy</b><br>The policy was <b>APPROVED</b> .   | <b>PM to update policy register</b> |
|            | <b>13.6 Entitlements, Payments &amp; Benefits Policy</b><br>The policy was <b>APPROVED</b> .  | <b>PM to update policy register</b> |
|            | <b>13.7 Self Assessment</b><br><br>CB advised committee that the Co-op was working with Mulholland Housing Consultancy to assist with assessing the Co-op against the Regulatory Standards and a detailed training session would be provided separately for the start of October. VC encouraged all committee members to attend and highlighted the importance of the work undertaken by the Co-op. |                                     |
|            | <b>13.8 Internal Audit</b><br><br>EH advised committee that a recent internal audit carried out by Quinn Internal Audit Services of Garrion's rent arrears function had provided the Co-op with full assurance. The audit was very thorough and the report concluded that GPHC has a sound system of controls in place and procedural requirements being rigorously applied.                        |                                     |
| <b>14.</b> | <b>Deferred Agenda Items</b>  |                                     |
|            | None  |                                     |

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|            | <b>Any Other Competent Business</b>   |  |
| <b>15.</b> | <p><b>15.1 CIH Scotland Housing Awards 2022</b></p> <p>PM advised committee that we had completed four applications on behalf of the Co-op. We had applied for three categories (Housing Team of the Year, Excellence in Health &amp; Wellbeing &amp; Apprentice of the Year). We completed four applications, we nominated two different members of staff in the apprentice of the year category.</p> <p>VC thanked the committee and staff for attending the meeting.</p> |  |
|            | <b>Date of Next Meeting</b>   |  |
| <b>16.</b> | Management Committee Meeting: 5.30pm Wednesday 14 September 2022  |  |