



Minutes of the Meeting with Management Committee held on **Tuesday 23 May 2023 at 6pm** via in person & via zoom at CentrePoint

Minutes

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| Present: | David Cooper, Chair (DC) | Vikki Dallas, Vice Chair (VLD) | Craig Callan, Treasurer (CC) |
| | Heather Laing, Secretary (HL) | Elizabeth Cooper (EC) | Blanche McGinn (BMcG) |
| | Eddie Dallas (ED) | Grant Kennedy (GK) | Sandra Rodger (SR) |
| | Colette Rooney (CR) | Przemek Jozwik (PJ) | |
| In Attendance | Paul Lennon, Depute Director (PL) | Elaine Hyslop, Housing Manager (EH) | Paul Murphy, Corporate Services Officer (PM) |

| | Agenda Item | Action |
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| 1. | <p>Apologies</p> <p>Apologies were NOTED for Cathy Brien.</p> | PM to update register. |
| | <p>Chairs Remarks</p> <p>DC welcomed everyone to the meeting.</p> | |
| 2. | <p>Declarations of Interest</p> <p>None</p> | |
| 3. | <p>3.1 Minutes of Previous Meeting held on 02 May 2023 (Issued in advance to committee)</p> <p>Proposed Craig Callan Seconded Colette Rooney</p> | |
| 4. | <p>4.1 Matters Arising</p> <p>PL went through the matters arising schedule from the previous meeting with committee and all matters were completed. PL added that we had made enquiries within the sector regarding our current auditors, French Duncan being taken over by AAB as requested by committee. PL added that we had received the assurances and was able to provide the committee with the</p> | |

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| | <p>comfort they desired. PL added that we initially thought that it was a notifiable event to the Scottish Housing Regulator (SHR).</p> <p>However after getting in contact with another RSL who are clients of French Duncan they are of the opinion that it is not a notifiable event. French Duncan agreed with this assessment. Therefore we are not going to raise a notifiable event with SHR, but will if required to.</p> | |
| | <p>Communities Team & CentrePoint Update</p> | |
| 5. | <p>5.1 CentrePoint</p> <p>PL explained that RB had provided a detailed presentation at the management committee meeting held 02 May, therefore RB would not be presenting this time. PL and the committee members reflected on the increasing number of activities taking place at CentrePoint.</p> | |
| | <p>Finance</p> | |
| 6. | <p>6.1 Management Accounts up to 31 March 2023</p> <p>PL read through the Management Accounts up to 31 March 2023, running through all the figures. PL then explained the operating costs and surplus for the year and confirmed that it had been a good year for the Co-operative financially.</p> <p>PL also confirmed that these will be adjusted as these are the draft management accounts that are used to inform the annual accounts.</p> <p>PL referred to pages 7 and 8 of the management accounts on the key indicators Management Accounts including, turnover, interest, statement of financial position, current assets and liabilities as well as budget v actual comparison. 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 and PL advised that the management committee should be pleased with the result bearing in mind the various economic challenges.</p> <p>CC queried the deficit payment which had ceased in September 2022.</p> <p>PL advised that it was the pension deficit which the Co-op had paid off. However due to the unpredictability of the pension markets when it is recalculated this year we may have deficit payments to make again to the pension fund.</p> <p>GK queried the relatively high amount attributed to legal & professional fees.</p> <p>PL explained that the costs consisted of a comprehensive tenant safety audit of the Co-op, which took place in Autumn 2022. The sale of land to North Lanarkshire Council, self assessment and business planning etc. However</p> | |

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| | <p>there may be costs that would be better allocated to more relevant cost centres.</p> <p>PL was thanked for his report and no further questions were asked.</p> <p>The Management Accounts up to 31 March 2023 were APPROVED.</p> <p>6.2 Five Year Financial Projections (FYFP)</p> <p>PL advised committee that the Five Year Financial Projections (FYFP) are being worked on by Clark to meet the deadline of the 31st of May for submission. Once available they would be sent to the office bearers for approval prior to being sent to the Regulator. PL reassured committee that there wasn't anything material in the draft Five Year Financial projections which gives us any cause for concern.</p> | FYFP to be issued to Management Committee |
| 7. | Operations | |
| | 7.1 North Lanarkshire Council – Plans to consult on the demolition of more high rise flats | |
| | PL discussed and Committee NOTED the correspondence. | |
| | 7.2 CIH Scotland calls for more support to reach net zero | |
| | PL discussed and Committee NOTED the correspondence. | |
| | 7.3 SFHA response to Community Wealth Building Bill Consultation | |
| | PL discussed and Committee NOTED the correspondence. | |
| 8. | Health & Safety | |
| | 8.1 Health & Safety Update | |
| | <p>PL confirmed that Kieron Sheehan from our Maintenance Team would provide a comprehensive presentation on asbestos at the next management committee meeting.</p> <p>PM shared that a fire inspection at Forgewood Community Centre had taken place. A member of the Forgewood management committee is a retired firefighter and volunteered their expertise for free, prior to a comprehensive fire safety audit being carried out by ACS in June. PM added that any good practice identified in both audits will inform the work at Garrion. A date for the CentrePoint fire safety audit by ACS will be arranged for later in the year.</p> | |

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| | Governance | |
| | 9.1 Ethical Conduct and Notifiable Events None | |
| | 9.2 Payments, Benefits & Entitlements None | |
| 9. | 9.3 Membership Report PM advised committee that no new applications for membership had been received since the last management committee meeting. PM advised committee that Lisa Viola had stood down from the committee due to other commitments. PM added that Lisa had really enjoyed her time on the committee and passed on her best wishes. No other update required discussing. | SHR Portal to be updated and thank you card to be sent |
| | 9.4 Leave of Absence Requests PM advised committee of two leave of absence requests from committee members Elizabeth Cooper and Patryk Topolski. Committee APPROVED the requests. | |
| 10. | Strategy | |
| 11. | Operations | |
| | Staffing | |
| 12. | 12.1 Staffing Update PL advised that Craig Anderson was offered the Senior Finance Officer role, which PL was happy to advise he accepted and he has a starting date of Monday the 5 th of June. PL added that the committee would meet Craig soon at a forthcoming meeting. | |
| 13. | Compliance | |
| | 13.1 Annual Return on the Charter (ARC) 2022 / 2023 | |

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| | <p>PL reminded committee of the importance and the amount of work that goes into providing the return to the Scottish Housing Regulator (SHR). PL advised that EH had led on the submission for the Annual Return on the Charter (ARC) and would be presenting an overview of the key figures in our Annual Return on the Charter via a PowerPoint presentation.</p> | |
| | <p>13.2 Housing Management - Annual Return on the Charter (ARC) 2022 / 2023</p> <p>EH covered performance in areas including voids, lettings, anti-socials, rental loss as well as complaints against the Co-op. Committee noted the content of the presentation provided by EH. The annual return on the charter was agreed as a true and accurate reflection and would be submitted to the Scottish Housing Regulator.</p> <p>The submission for Housing Management was APPROVED</p> | |
| | <p>13.3 Repairs & Maintenance - Annual Return on the Charter (ARC) 2022 / 2023</p> <p>PL covered performance in areas including the number of non-emergency repairs, emergency repairs, spending on void repairs throughout the reporting year. Committee noted the content of the presentation provided by PL. The annual return on the charter was agreed as a true and accurate reflection and would be submitted to the Scottish Housing Regulator.</p> <p>The submission for Repairs & Maintenance was APPROVED</p> | <p>PL to submit the ARC Return to SHR</p> |
| | <p>13.4 Settlement Agreements Policy</p> <p>The policy was APPROVED</p> | <p>PM to update policy register</p> |
| | <p>13.5 Protocol for entering into Settlement Agreements with employees</p> <p>The policy was APPROVED</p> | <p>PM to update policy register</p> |
| | <p>13.6 Personal Relationships at Work Policy</p> <p>The policy was APPROVED</p> | <p>PM to update policy register</p> |
| | <p>13.7 Young Persons at Work Policy</p> <p>The policy was APPROVED</p> | <p>PM to update policy register</p> |
| | <p>13.8 Factoring Policy</p> <p>The policy was APPROVED</p> | <p>PM to update policy register</p> |

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| | <p>13.9 Factoring Arrears & Debt Recovery Policy & Procedures</p> <p>The policy was APPROVED</p> | <p>PM to update policy register</p> |
| | <p>13.10 Complaints Policy</p> <p>The policy was APPROVED</p> | <p>PM to update policy register</p> |
| | <p>13.11 Self Assessment</p> <p>PL asked committee if they were happy for Mulholland Consultancy to carry out the Self Assessment exercise this year. Committee reflected on previous self assessment exercises and the high standard.</p> <p>PL explained that the Co-op is due a more comprehensive assessment this year based on the three year assessment model.</p> <p>Committee APPROVED the appointment of Mulholland Consultancy to carry out the self assessment of the Co-op.</p> | |
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| 14. | <p>Deferred Agenda Items</p> | |
| | <p>None</p> | |
| | <p>Any Other Competent Business</p> | |
| 15. | <p>PL reminded committee members that the next management committee meeting would take place on Tuesday the 27th of June.</p> <p>DC thanked committee & staff for attending the meeting.</p> <p>The meeting ended at 7.51pm.</p> | |
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| 16. | <p>Date of Next Meeting</p> | |
| | <p>Management Committee Meeting: 6pm Tuesday 27 June 2023</p> | |