



Agenda Item 3.1

Minutes of the Meeting with Management Committee held on **Tuesday 24 August 2021 at 5.30pm** via Zoom

Minutes

Present:	Victoria Cowie, Chairperson (VC)	Patryk Topolski, Treasurer (PT)	Anne Gilmour (AG)
	Colette Rooney (CR)	Blanche McGinn (BM)	Craig Callan (CC)
	Przemk Jozwik (PJ)	Eddie Dallas (ED)	
In Attendance	Paul Lennon, Depute Director (PL)	Richard Bolton, Community Development Officer (RB)	Paul Murphy, Corporate Services Officer (PM)

	Agenda Item	Action
1.	<p>Apologies</p> <p>Apologies were NOTED from Cathy Brien, Elaine Hyslop, Kennedy Chilambe, Clark Davidson, David Cooper, Elizabeth Cooper, Heather Laing, Carolina Velzasquez and Alex Fenton.</p>	PM to update register.
	<p>Chairs Remarks</p> <p>VC 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 22 June 2021</p> <p>Proposed Vikki Cowie Seconded Anne Gilmour</p> <p>3.2 Minutes of Audit & Risk Sub Committee held on 27 April 2021</p> <p>Proposed Anne Gilmour Seconded Vikki Cowie</p>	
4.	<p>4.1 Matters Arising</p> <p>PL advised that there wasn't any matters arising which were outstanding. Any matters arising had been incorporated into the agenda of the meeting.</p>	
5.	CentrePoint	

	<p>5.1 Community Development / Wellbeing</p> <p>Committee NOTED the report providing an update on the activities of the Communities team.</p> <p>The Committee APPROVED the proposal to revise the letting pricing for room hire at CentrePoint to reflect the costs involved in providing the service.</p>	
6.	<p>Finance</p>	
	<p>6.1 Draft Annual Accounts</p> <p>PL guided the committee through the draft Annual Accounts which had been sent out in advance of the meeting.</p> <p>Committee NOTED the presentation of the draft annual accounts and APPROVED the Draft Annual Accounts.</p>	
	<p>6.2 Draft Management Accounts</p> <p>PL took the committee through the draft Management Accounts</p> <p>Committee NOTED the presentation of the draft management accounts</p> <p>The accounts were:</p> <p>Proposed Patryk Topolski Seconded Vikki Cowie</p> <p>Committee APPROVED the draft management accounts.</p>	
	<p>6.3 Financial Letters of Representation</p> <p>PL advised that the financial letters of representation are letters we receive from our external auditors, French Duncan. The letters provide an overview of how French Duncan will audit the Co-op.</p>	
	<p>6.4 Finance Options</p> <p>Committee APPROVED the proposal for the Co-op to go out and test the market to get a better deal on the Co-op's banking. PL had explained that Kennedy and Clark felt we were not getting great value for money on our current loan deals.</p> <p>PL also confirmed that approaches from other lenders had been made and it would be worth looking into our current arrangements and possible proposals.</p>	

	<p>6.5 Loan Portfolio Return</p> <p>PL advised committee that the Loan Portfolio Return had been submitted to the Scottish Housing Regulator (SHR).</p>	
	<p>6.6 LIBOR transition to SONIA</p> <p>The Committee NOTED the presentation and APPROVED the proposal for the Co-op to move to the new rates.</p>	
	<p>6.7 External Audit</p> <p>PL advised that the audit was going well and it was into its 3rd week.</p>	
	<p>Correspondence</p>	
7.	<p>7.1 The Scottish Social Housing Charter review consultation</p> <p>The correspondence was NOTED and discussed by committee.</p>	
	<p>Health & Safety</p>	
	<p>8.1 COVID – 19 Business Continuity</p> <p>Committee NOTED the presentation provided by PL.</p>	
	<p>8.2 SHR Covid-19 Return April – June 2021</p> <p>Committee NOTED the report provided.</p>	
8.	<p>8.3 Law View</p> <p>PM advised that after a meeting with staff from the Co-op and staff from Aspire, there was agreement that with controls in place, the proposal was to reopen the hall to tenants of Law View.</p> <p>Committee APPROVED the re-opening of the hall at Law View.</p> <p>Committee APPROVED the proposed wording for the newsletter to be sent to tenants of Law View.</p>	
	<p>Governance</p>	
9	<p>9.1 Ethical Conduct and Notifiable Events</p> <p>None</p>	
	<p>9.2 Payments, Benefits & Entitlements</p> <p>None</p>	

	<p>9.3 Membership Report</p> <p>Committee NOTED the report.</p> <p>A membership application has been received along with the £1 fee.</p> <p>Committee APPROVED the membership application.</p>	The new member to be added to the membership list
	<p>9.4 AGM Arrangements – Committee Members Standing Down</p> <p>Committee NOTED the report provided and APPROVED the AGM arrangements.</p>	
	<p>9.5 Secretary’s letter prior to AGM</p> <p>Committee NOTED the Secretary’s letter prior to the AGM.</p>	
	Strategy	
	<p>10.1 Business Plan Review / Away Day</p> <p>PL confirmed that we were looking at the options, however due to the recent spike in Covid cases we would wait before making arrangements.</p>	
	10.2 Gowkthrapple - Caplaw Site	
10.	<p>PL advised committee that Simon Carr (Housing Consultant) is very close to completing his assurance review on the disposal of the site at Caplaw Place to North Lanarkshire Council (NLC) and the report would be brought to the Management Committee meeting in October.</p> <p>Committee NOTED the update provided.</p>	
	Operations	
	<p>11.1 North Lanarkshire Resettlement Programme</p> <p>Committee NOTED the report provided. PL asked committee to consider the proposal and provide feedback in the coming days, no decision was required at the meeting. Committee members were asked to provide feedback on the proposal by the end of the week.</p>	
11.	<p>11.2 Housing Management Performance Report</p> <p>Committee NOTED the report provided.</p>	
	11.3 Repairs Performance Report 1st Quarter to 30 06 2021	

	Committee NOTED the report provided.	
	<p>11.4 Gas Maintenance Quality Control</p> <p>PL advised Committee that to ensure quality control we are proposing that Scotia Plumbing & Heating is employed to carry out checks on the work carried out by our gas contractor, Saltire. It was difficult to source a company to do this work as it was seen as minor however it is important to us to ensure we check compliance in this field.</p> <p>Committee APPROVED the proposal.</p>	
	<p>11.5 Procurement of Contracts</p> <p>PL advised committee that a meeting with Ian Thomson, our Quantity Surveyor would take place soon regarding the bathroom contract, as well as kitchens for Law View, with a view to tendering in the new year through Public contracts Scotland.</p> <p>PL added that in the five year plan we have windows for Smith Avenue and Heathfield (remaining flats) and heating unfortunately is not scheduled to be replaced until 2025 at the earliest but it is something that he and Alex are looking at regularly.</p>	
	<p>11.6 Landscaping Update</p> <p>PL advised that we are having a meeting with the contractor soon regarding a number of issues.</p>	
12.	Staffing	
	12.1 Staffing	
	<p>PL advised committee that Elaine Hyslop was unfortunately unwell with Covid.</p> <p>PL advised committee that the Co-op were still following government guidelines and about half the staff are primarily working from the office. PL asked the committee if they were content with this approach.</p> <p>PJ felt that it was better to be safe than sorry.</p> <p>VC and PT complimented the staff on the level of service which is being provided, adding that the level of service had not diminished.</p>	
13.	Deferred Agenda Items	
	None	

14.	Any Other Competent Business	
	<p>PJ identified a problem with the bin sheds not being locked after they are emptied by North Lanarkshire Council waste and recycling team. Council tenants are then emptying their rubbish in the Co-op's bin sheds.</p> <p>PL advised that he would look into the matter.</p> <p>VC thanked the committee and staff for attending the meeting.</p>	Update to be provided.
	Date of Next Meeting	
15.	Management Committee Meeting: 5.30pm Tuesday 19 October 2021	