



Minutes of the Meeting with Management Committee held on **Tuesday 27 June 2023 at 6pm** via in person & via zoom at CentrePoint

Minutes

Present:	David Cooper, Chair (DC)	Vikki Dallas, Vice Chair (VLD)	Craig Callan, Treasurer (CC)
	Heather Laing, Secretary (HL)	Colette Rooney (CR)	Blanche McGinn (BMcG)
	Eddie Dallas (ED)	Sandra Rodger (SR)	Nicholas Hill (NH)
In Attendance	Cathy Brien, Director (CB)	Paul Lennon, Depute Director (PL)	Elaine Hyslop, Housing Manager (EH)
	Kieron Sheehan, Temporary Maintenance Officer (KS)	Richard Bolton, Community Development Officer (RB)	Paul Murphy, Corporate Services Officer (PM)

	Agenda Item	Action
1.	<p>Apologies</p> <p>Apologies were NOTED for Elizabeth Cooper, Grant Kennedy and Przemek Jozwik.</p>	PM to update register.
	<p>Chairs Remarks</p> <p>DC welcomed everyone to the meeting.</p>	
2.	<p>Declarations of Interest</p> <p>PM and KS declared an interest at Agenda Item 12.</p>	
3.	<p>3.1 Minutes of Previous Meeting held on 23 May 2023 (Issued in advance to committee)</p> <p>Proposed Heather Laing Seconded Vikki Dallas</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 advised committee that there was significant flood damage caused by heavy rain last Tuesday night at Forgewood Community Centre. However staff were able to still work and importantly no disruption to tenants.</p>	
5.	<p>Communities Team & CentrePoint Update (Issued in advance to committee)</p>	

	<p>5.1 CentrePoint</p> <p>RB advised that the past three months had been an exceptionally busy period with regards to management of our various funded projects. This was due to a combination of the vast majority of our funded projects (including projects delayed due to the pandemic) ending in March and work associated with establishing our new 23/24 funded projects, which were only confirmed in mid-March.</p> <p>The various monitoring reports have all been completed as per funder requirements, with the final two returns to be completed by 30th June.</p> <p>RB and the Communities Team have been working on:-</p> <ul style="list-style-type: none"> • Establishing and supporting a new volunteer group, this remains very fragile and support will be required for some time. However by taking this community development approach it will hopefully lead to long term sustainability. • Co-designing a busy summer programme that has been widely circulated. • Building on our breakfast and blether sessions and bingo nights. • Continue to build on relationship with the local schools, with good progress being made recently. <p>RB spoke through the busy summer programme with committee.</p> <p>RB advised committee that he would be seeking FHC board's approval on 28th June to amend the list of authorised signatory for ICF, replacing Abira Sarwar with Craig Anderson (Senior Finance Officer). This would give Craig authorisation to accept ICF grants offers and Grant Claims Forms.</p> <p>VLD asked whether CentrePoint would be hosting Club 365 during the summer holidays.</p> <p>RB advised that the Club 365 project had went out to tender and we felt based on previous experiences with the project that the amount of time required was quite restrictive for the letting potential of the community centre and for staff. However it's something we can revisit.</p> <p>Committee thanked RB for his report.</p> <p>RB left the meeting at 6.25pm.</p>	
6.	<p>Finance</p> <p>6.1 Loan Portfolio (Issued in advance to committee)</p>	

	<p>PL advised committee that the purpose of the report is for the Management Committee to review and consider information in order to approve the required annual 2022/23 Loan Portfolio System Return (LPS) which is required to be submitted to the Scottish Housing Regulator portal. The Loan Portfolio Return is an annual return to the Scottish Housing Regulator informing them of the amount, type and conditions on our borrowings. It runs for the financial year and is due for submission on or before 30 June each year.</p> <p>The Loan portfolio is the balance of all loans that the bank has issued to Garrion Peoples Housing Co-op, calculated on a specific date. The loan portfolio is one of the reporting indicators that are part of the assets of GPHC.</p> <p>The Management Committee APPROVED the annual 2022/23 Loan Portfolio System Return (LPS).</p> <p>6.2 The Pensions Trust (TPT) scheme (Issued in advance to committee)</p> <p>PL advised committee that the purpose of the report is for the Management Committee to review and consider the latest value of the Pension Fund current funding position. Earlier in the year we advised you that we had been instructed to cease making payments on the past service deficit. However we recently received a statement for the latest funding position and our share of the funding deficit has risen to £61k from £8k.</p> <p>PL added that if there were any material developments during the year that he would report back.</p> <p>6.3 5 Year Projections (Issued in advance to committee also issued prior to the May meeting)</p> <p>PL reminded committee as previously discussed that the Five Year Financial Projections (FYFP) were submitted to meet the deadline of the 31st of May for submission.</p>	
7.	<p>Operations</p> <p>7.1 SHR – The future of social housing regulation in Scotland (Issued in advance to committee)</p> <p>PL discussed and Committee NOTED the correspondence.</p> <p>7.2 SHR – Updated engagement plans for Copperworks HA and Spire View HA (Issued in advance to committee)</p> <p>PL discussed and Committee NOTED the correspondence.</p>	

	<p>7.3 SHR – Publishes lessons learned on effective recording of decisions and discussions by governing bodies of Registered Social Landlords (Issued in advance to committee)</p> <p>PL referred to the report and a discussion took place on the lessons learned from it.</p> <p>PL discussed and Committee NOTED the correspondence.</p>	
8.	<p>Health & Safety</p>	
	<p>8.1 Health & Safety Update</p> <p>Asbestos Management Report (Issued in advance to committee)</p> <p>KS spoke through a comprehensive report on asbestos which had been sent out prior to the management committee meeting.</p> <p>KS advised committee that all work activities involving Asbestos are carried out in accordance with our asbestos policy. When required our maintenance team would inspect and instruct an asbestos management survey of the property which would be carried out by a licensed asbestos contractor, this determines how we proceed.</p> <p>If asbestos is found we would have to either encapsulate or remove the damaged area.</p> <p>KS displayed on screen an asbestos survey report to give committee a greater insight into the detailed level of information which is provided by our contractor.</p> <p>KS invited questions from committee members.</p> <p>VLD asked KS if once an asbestos survey is carried out does the contractor come out again after a 2 year or 5 year period for example. KS advised that the responsibly falls on the Co-op to regularly check areas which have been identified where asbestos is encapsulated. Any sort of disturbance identified by staff or tenants will be remedied quickly.</p> <p>Committee thanked KS for his report.</p> <p>KS left the meeting at 6.58pm.</p> <p>PM added that he had purchased some additional fire signage for the Centre.</p>	
9.	<p>Governance</p>	

	<p>9.1 Ethical Conduct and Notifiable Events – FINANCIAL AND FUNDING ISSUES – Change of internal or external auditor (Issued in advance to committee)</p> <p>PL referred to the previous meeting where the takeover of French Duncan by AAB Group was discussed. It was noted that a notifiable event was not being submitted.</p> <p>However the Scottish Housing Regulator (SHR) got in touch with us to ask us to raise the notifiable event. We apologised to the regulator for our error and promptly raised it as a notifiable event on the Regulator’s portal. SHR understood the oversight and appreciated our co-operation.</p>	
	<p>9.2 Payments, Benefits & Entitlements</p> <p>None</p>	
	<p>9.3 Membership Report (Issued in advance to committee)</p> <p>PM advised committee that there was one new application for membership which had been received since the last management committee meeting.</p> <p>The application for membership was APPROVED.</p> <p>PM advised committee that Fiona Shearer had stood down from the committee due to family commitments. PL added that Fiona had been a long standing committee member and she would be missed.</p> <p>No other update required discussing.</p>	<p>Membership list to be updated to include new member</p> <p>SHR Portal to be updated and thank you card to be sent</p>
10.	Strategy	
	Operations	
11.	<p>11.1 Information Sharing Agreement – NLC and GPHC regarding Anti-Social Behaviour (Issued in advance to committee)</p> <p>The committee APPROVED the information sharing agreement.</p>	
12.	<p>Staffing</p> <p>12.1 Staffing Update (Issued in advance to committee)</p> <p>PL spoke through the staffing paper.</p>	

	The committee APPROVED the staffing paper.	
13.	Compliance	
	13.1 Audit & Risk Subcommittee Remit (Issued in advance to committee) The remit was APPROVED	PM to update policy register
	13.2 Performance, Staffing And Health & Safety Subcommittee Remit (Issued in advance to committee) The remit was APPROVED	PM to update policy register
	13.3 Dignity at Work Policy (Issued in advance to committee) The policy was APPROVED	PM to update policy register
	13.4 Disciplinary Policy (Issued in advance to committee) The policy was APPROVED	PM to update policy register
	13.5 Grievance Policy (Issued in advance to committee) The policy was APPROVED	PM to update policy register
	13.6 Recruitment Policy (Issued in advance to committee) The policy was APPROVED	PM to update policy register
	13.7 Attendance & Absence Management Policy (Issued in advance to committee) The policy was APPROVED	PM to update policy register
	13.8 Pet Policy (Issued in advance to committee) The policy was APPROVED	PM to update policy register
14.	Deferred Agenda Items	
	None	
15.	Any Other Competent Business	
	PL reminded committee members that the next management committee meeting would take place on Tuesday the 29 th of August.	

	<p>DC thanked committee & staff for attending the meeting and wished everyone a nice summer break.</p> <p>The meeting ended at 7.40pm.</p>	
<p>16.</p>	<p>Date of Next Meeting</p> <p>Management Committee Meeting: 6pm Tuesday 29 August 2023</p>	