



Minutes of the Meeting with Management Committee held on **Tuesday 28 February 2023 at 6pm** via in person & via zoom at CentrePoint

Minutes

Present:	David Cooper, Chair (DC)	Victoria Dallas, Vice Chair (VCD)	Craig Callan, Treasurer (CC)
	Heather Laing, Secretary (HL)	Elizabeth Cooper (EC)	Blanche McGinn (BMcG)
	Sandra Rodger (SR)	Przemek Jozwik (PJ)	Colette Rooney (CR)
	Eddie Dallas (ED)	Fiona Shearer (FS)	Nicholas Hill (NH)
In Attendance	Cathy Brien, Director (CD)	Paul Lennon, Depute Director (PL)	Elaine Hyslop, Housing Manager (EH)
	Richard Bolton, Community Development Officer (RB)	Paul Murphy, Corporate Services Officer (PM)	John Mulholland, Mulholland Housing Consultancy (JM)

	Agenda Item	Action
1.	<p>Apologies</p> <p>Apologies were NOTED for Lisa Viola.</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 31 January 2023 (Issued in advance to committee)</p> <p>Proposed Sandra Rodger Seconded Victoria Dallas</p>	
4.	<p>4.1 Matters Arising</p> <p>CB went through the matters arising schedule from the previous meeting with committee and all matters were completed.</p> <p>CB advised that the only matter outstanding was the Insurance Renewal 2023/2024 which will go to March's Management Committee Meeting.</p>	

	<p>PM advised committee that Maz Shakoore had stood down from the management committee.</p>	<p>PM to update the SHR portal</p>
	<p>4.2 Gowkthrapple Update</p> <p>JM began his presentation by outlining the possible routes to achieve the 50 units agreed in the land sale of Caplaw Place to North Lanarkshire Council.</p> <p>JM advised that the two most likely scenarios are:</p> <ul style="list-style-type: none"> • NLC sell on the open market with an understanding that GPHC receive 50 units for rent in a mixed tenure site(s). • NLC sell to GPHC as the owner of neighbouring land for Garrion to develop. <p>JM advised that there had been initial discussions with North Lanarkshire Council.</p> <p>JM recommended that GPHC approach the Scottish Government and get a bit more clarity on how the Scottish Government would see the potential project being developed.</p> <p>JM outlined all the potential risks and the safeguards required to mitigate the risks.</p> <p>There have been initial discussions with NLC and they would like to get a bit of clarity on how the Scottish Government would see the potential project being developed.</p> <p>Committee AGREED that JM would on Garrion's behalf contact the Scottish Government to organise a meeting regarding the 50 units contained within the sale agreement from them to North Lanarkshire Council.</p>	<p>JM to contact Scottish Government on GPHC's behalf</p>
	<p>Communities Team & CentrePoint Update (Issued in advance to committee)</p>	
5.	<p>5.1 CentrePoint</p> <p>RB spoke to the report provided, good progress had been made on our various funded projects (£160,000 across 10 funded projects), particularly great progress has been made with regards to funding and projects delayed by the pandemic and carried over into this financial year, as follows;</p> <ul style="list-style-type: none"> • ICF £97,600 (FHC & GPHC) – On Track • VANL £44,848 (FHC & GPHC) – on track • NLC £3,742 (GPHC) Garden project - Activity complete & 6 month monitoring complete 	

- NLC £1752 (GPHC) Jubilee – Activity complete & funding returns completed.
- NLC £4402 (GPHC) from 21/22 – Activities completed, end of project paperwork to be completed.
- Community Solutions £880 (GPHC) Men group – from 21/22 – Activities completed, end of project paperwork to be completed.
- Community Solutions £2995 (GPHC) Men group – from 21/22 – Activities completed by March 23, end of project paperwork to be completed.
- NLC Environmental £2947.48 (GPHC) deadline 31st Dec 22 - permission granted from funder to extend by 6 months to allow spring plants etc. to be purchased.
- 'Emergency fund' (FHC & GPHC) – very little remaining.
- Community solutions (£1500) to deliver 5 events at Law view (Nov 22 – Mar 23) will be completed by March 23

RB expected 9 of the above projects to be completed by 31st March 23, and one has permission to be carried over into quarter one of 23/24. As with any funding the various monitoring reports, funding returns and engagement with funders is up to date and within agreed time frame.

RB was happy to report that since his last report at the end of November we have secured an additional £308,057 of funding with another £44,738.96 likely to be formally confirmed in next 2-3 weeks. This is broken down as:-

- Cash for kids £3,200 (£50 per child for 106 children (41 households)
- Social Housing Fuel Support Fund - Round 3 (£25,788) - With Elaine/Paul M applied and were originally unsuccessful, however we were awarded £25,788 in December when the funder received additional money.
- Investing in Communities (2023 – 2026) £279,069*
- VNAL - Community Mental Health and Wellbeing Fund 23/24 – £44,738*

We have now secured £1,050,710 of funding (from 54 funding applications) since October 2019 across both communities.

RB invited comments and questions.

DC asked if it meant all the community staff members would be offered contract extensions.

RB and CB confirmed this was the case.

The Committee expressed their delight at the work of Richard and the team over the years.

Committee **NOTED** the report from RB providing an update on the activities of the Communities team.

	<p>Committee thanked RB for his report and commended RB left the meeting.</p>	
6.	<p>Finance</p>	
	<p>6.1 Management Accounts up to 31 December 2022 (Issued in advance to committee)</p> <p>PL took the committee through the management accounts stating that the total turnover for the period ending 31st December was £1,007,417. The majority of our income is from the core activity of letting houses for social rents. In Q1 and 2 the income from social rent accounted for 80% of our turnover. The remainder was from Centre point community facility, sale of services through our staff sharing arrangement and grants.</p> <p>Income for Community Centre income is 99% of the budgeted amount which we are expecting to rise by the end of year and this is due to an increase in groups who to use the space, use of office space by Social Track which we are expecting to continue in the next year as well</p> <p>As a result of the various charges we have concluded the period with a surplus of £93,512 after depreciation costs. In view of the current climate this is a very strong position to finish Q3 on.</p> <p>The operating surplus for the period is £162,839, we are required to have a surplus.</p> <p>PL also stated that all banking covenants were comfortably met.</p> <p>Committee agreed with PL's assessment and APPROVED the Management Accounts up to 31 December 2022.</p>	
	<p>6.2 Budget 2023/24 (Issued in advance to committee)</p> <p>PL spoke to the report and discussed key areas from the draft budget, including rent increasing by 5% and salaries by 5.25%</p> <p>He also covered cost of living crisis and measures the co-op had in place to mitigate. Maintenance costs, cashflow projections, statement of financial position, long term liabilities and bank covenants were all covered.</p> <p>Furthermore the outlined budget meets all covenant requirements with the bank. The budget also compares well with known results of other RSLs that are comparable in size to GPHC.</p> <p>Overall, Management Committee were reassured with the draft encouraged and agreed to adopt it for 2023/24</p> <p>Management Committee AGREED the Budget 2023/24.</p>	

	<p>6.3 Bad Debt Write off report (Issued in advance to committee)</p> <p>EH spoke to the report and advised that it was good practice to review the former tenant arrears/credit balances yearly.</p> <p>The total amount of former arrears recommended for write off is £4,173.37. This represents 0.39% of the Co-operative's annual rental income of £1,081,506.</p> <p>The amount of pre-payments recommended for write off is £1,142.07.</p> <p>DC asked if the Co-op could pursue a debt that had previously had been written off.</p> <p>EH advised that where a debt or credit has been written off and the debtor/creditor subsequently traced, the debt/credit can be reinstated with the approval of the Housing Manger.</p> <p>Committee were asked to accept the recommended write off proposals to allow the Co-operative to concentrate on recoverable current and former tenancy related debts.</p> <p>The Committee APPROVED bad debt write off.</p>	
	<p>Correspondence (All issued in advance to committee)</p>	
	<p>7.1 Scottish Housing Regulator updates asset management recommended practice</p> <p>PL discussed and Committee NOTED the correspondence.</p>	
7.	<p>7.2 Scottish Housing Regulator highlights considerable pressure on councils' services for people experiencing homelessness</p> <p>PL discussed and Committee NOTED the correspondence.</p>	
	<p>7.3 Mears Landlord Communication</p> <p>PL discussed and Committee NOTED the correspondence. It was also agreed that we await North Lanarkshire Council feedback on other properties held back for properties held back for projects prior to entering into another agreement. PL also stated the co-op remains committed to any projects that will help those fleeing their countries and in fact can report that GPHC have already rehoused applicants from Government programmes.</p>	

	<p>7.4 Positive Action In Housing: Earthquake Appeal – Turkey & Syria</p> <p>PL discussed and Committee NOTED the correspondence.</p>	
8.	<p>Health & Safety</p>	
	<p>8.1 Asbestos Policy (Issued in advance to committee)</p> <p>The policy was APPROVED</p>	
	<p>8.2 Risk Management Policy (Issued in advance to committee)</p> <p>The policy was APPROVED</p>	
9.	<p>Governance</p>	
	<p>9.1 Ethical Conduct and Notifiable Events</p> <p>None</p>	
	<p>9.2 Payments, Benefits & Entitlements – Charity Donations: (All issued in advance to committee)</p> <p>PM advised that approval was sought for two separate donations to two different charities.</p> <p>A £50 donation to Chris’s House based in Wishaw (which stands for Centre of Help, Response and Intervention Surrounding Suicide) which was set up to offer a safe environment where people in, or approaching, suicidal crisis can have a safe place to go and get professional support.</p> <p>A £50 donation to the Turkey & Syria Earthquake Appeal via the campaign from Positive Action in Housing, highlighted in the correspondence.</p> <p>Committee APPROVED two separate charity donations of £50.</p>	
	<p>9.3 Appointed Committee Member (Issued in advance to committee)</p> <p>PM advised that we have one space on our management committee, Grant is currently a Housing Services Manager with another RSL.</p> <p>Committee were invited to appoint Grant Kennedy as an Appointed Member of the committee.</p> <p>Committee APPROVED the appointment of Grant Kennedy as an Appointed Member of the committee.</p>	<p>PM to update the SHR portal</p>

	<p>9.4 Membership Report (Issued in advance to committee)</p> <p>PM spoke to the report in the papers and asked committee for approval for the two new membership applications. Committee APPROVED the membership applications.</p>	<p>Membership list to updated to include new members</p>
	<p>Strategy</p>	
10.	<p>10.1 Tenant Satisfaction Survey (Issued in advance to committee)</p> <p>EH spoke to the Tenant Satisfaction Survey results report and compared the current results to previous years. EH added that the Knowledge Partnership who carried out the survey on behalf of the Co-op had advised that they had noticed a downward trend across the sector. They pointed to the cost of living crisis and the covid pandemic as potential factors which had resulted in satisfaction dips.</p> <p>EH acknowledged however in the majority of results the Co-op was above the Scottish average.</p> <p>VCD asked if we would be able as an organisation to get a great insight.</p> <p>EH advised that a focus group would be held in the coming weeks to drill down into levels of tenant satisfaction to provide greater clarity.</p> <p>Committee thanked EH for the report.</p>	
	<p>10.2 Business Planning Day Arrangements</p> <p>Committee agreed that the Business Planning Day would take place in CentrePoint, with a format still to be defined. Committee members would be surveyed to establish what times and days suited the majority better.</p>	
11.	<p>Operations</p> <p>Nothing to report of significance.</p>	
12.	<p>Staffing</p> <p>12.1 Staffing Update</p> <p>The staffing paper was discussed and APPROVED by the committee.</p>	
13.	<p>Compliance</p>	

	<p>13.1 Hybrid Working Policy</p> <p>CB advised committee that EH had been working on a Remote and Home Working policy and would bring it to the March meeting. Prior to this all staff would have the opportunity to contribute to the policy.</p>	<p>Policy to go to the March meeting</p>
	<p>13.2 IT Security Policy (Issued in advance to committee)</p> <p>The policy was APPROVED</p>	<p>PM to update policy register</p>
	<p>13.3 Rent Setting Policy (Issued in advance to committee)</p> <p>The policy was APPROVED</p>	<p>PM to update policy register</p>
	<p>13.4 Training Policy for Committee (Issued in advance to committee)</p> <p>The policy was APPROVED</p>	<p>PM to update policy register</p>
14.	<p>Deferred Agenda Items</p>	
	<p>None</p>	
15.	<p>Any Other Competent Business</p>	
	<p>DC thanked committee & staff for attending the meeting.</p>	
16.	<p>Date of Next Meeting</p>	
	<p>Management Committee Meeting: 6pm Tuesday 28 March 2023</p>	