



Minutes of the Meeting with Management Committee held on **Tuesday 02 May 2023 at 6pm** via in person & via zoom at CentrePoint

Minutes

Present:	David Cooper, Chair (DC)	Craig Callan, Treasurer (CC)	Przemek Jozwik (PJ)
	Colette Rooney (CR)	Sandra Rodger (SR)	Blanche McGinn (BMcG)
	Eddie Dallas (ED)	Grant Kennedy (GK)	
In Attendance	Paul Lennon, Depute Director (PL)	Elaine Hyslop, Housing Manager (EH)	Richard Bolton, Community Development Officer (RB)
	Paul Murphy, Corporate Services Officer (PM)		

	Agenda Item	Action
1.	<p>Apologies</p> <p>Apologies were NOTED for Vikki Dallas, Elizabeth Cooper, Heather Laing and 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 28 March 2023 (Issued in advance to committee)</p> <p>Proposed Sandra Rodger Seconded Craig Callan</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.</p> <p>PL referred to a contractor we were having difficulty engaging with, however it is not having an impact on the repairs service to tenants.</p>	

5.	<p>Communities Team & CentrePoint Update</p>	
	<p>5.1 CentrePoint</p> <p>RB provided a detailed presentation at the management committee meeting.</p> <p><u>Some of the activities during 2022/2023</u></p> <ul style="list-style-type: none"> • 20 + Men's Model making Group sessions • 20+ Line Dancing classes • 20+ Easy Exercise classes • 8 Boxercise taster classes • 13 Breakfast and Blether • Participatory budgeting Project • Big Chef Little Chef • 4 Community Clean Ups • 3 Community Garden Party • 12 x Law View Garden Parties • Weekly Gardening + Harvest Festival <p><u>Cost of Living Crisis – Support</u></p> <ul style="list-style-type: none"> • 665 hours of Warm Space (free soup and hot drinks, wifi, kids colouring etc) • 64 x £50 super market vouchers (Cash for kids) • £17,300 of vouchers/top up (<i>across both coop</i>) • Extra 9 hours per week of energy advice at CentrePoint • 13 Breakfast and blether (helping address food poverty) • 3 cooking on budget courses • Lots of signposting to support and help <p><u>Created and continue to support a new volunteering group</u></p> <ul style="list-style-type: none"> • Over 60 volunteer hours in establishing (Value of Volunteer hours = £654) • Group has organised 2 Bingo nights and planned another 4 • Group will need a lot of support moving forward <p><u>2023 – 24 Work Programme</u></p> <ul style="list-style-type: none"> • Ongoing events and activities i.e. gardening, breakfast, line dancing, men's model group etc. • Lawview Garden Party x 12 • Community Litter pick / Environmental x4 • Community Art Projects • Health Issues in Community Course • Participatory budgeting Project £1500 • Training course & Digital, cooking on budget etc. • Volunteer Support and new volunteering opportunities • Women's Groups 	

	<p>DC asked for more information around the fuel poverty project.</p> <p>RB advised that the project was funded by the Scottish Government and administered by the Scottish Federation of Housing Associations (SFHA). RB with the help of EH and PM applied to the fund and were successful in being awarded funding of £25,788. Fuel payments to tenants to assist with fuel costs amounted to £17,000. The additional funding was used to provide tenants with fuel advice via the Citizens Advice Bureau.</p> <p>PL complimented RB on all the deliverables RB and his team have produced.</p> <p>Committee thanked RB for his report.</p> <p>RB left the meeting.</p>	
	<p>Finance</p>	
6.	<p>6.1 Arneil Johnson – GPHC’s Business Plan</p> <p>PL advised committee that he had met with Elaine Byrne of Arneil Johnson that week alongside EH, PM and Clark Davidson to discuss the Co-op’s 30 year financial projections. Elaine Byrne will attend our Management Committee in June and provide a presentation to committee.</p>	
	<p>Correspondence (Items 7.1 – 7.4 were all issued in advance to committee) Item 7.5 was discussed on the night.</p>	
	<p>7.1 Scottish Housing Regulator - Housing Regulator publishes outcome of its annual risk assessment</p> <p>PL discussed and Committee NOTED the correspondence.</p>	
7.	<p>7.2 Scottish Housing Regulator - Housing Regulator publishes Strategy and work plans for 2023/24</p> <p>PL discussed and Committee NOTED the correspondence.</p>	
	<p>7.3 Scottish Housing Regulator – GPHC’s Engagement plan from 31 March 2023 to 31 March 2024</p> <p>PL discussed and Committee NOTED the correspondence.</p>	
	<p>7.4 Correspondence from the Minister for Zero Carbon Buildings, Active Travel & Tenants’ Rights - Cost of Living (Tenant Protection) (Scotland) Act 2022 - Call for Evidence</p> <p>PL discussed and Committee NOTED the correspondence.</p>	

	<p>7.5 French Duncan Auditors being taken over by AAB</p> <p>PL advised that Tony Sinclair of French Duncan (the Co-op's External Auditors) had called to say that French Duncan is in the process of being taken over by an Aberdeen based company called AAB.</p> <p>Following the phone call, the Co-op received formal notification in a letter from French Duncan. AAB is a tech-enabled business critical services group providing audit and accounting, tax, payroll, HR, outsourcing and advisory solutions globally from offices in Scotland, England and Ireland.</p> <p>DC asked if there was anything clandestine about the change and should the Co-op be concerned.</p> <p>PL reassured committee that we do not have any fundamental concerns, but will make enquiries within the housing sector.</p>	
	<p>Health & Safety</p>	
	<p>8.1 Contractors Questionnaire (Issued in advance to committee)</p> <p>The Contractors Questionnaire for insurance purposes sent out to contractors was NOTED.</p>	
8.	<p>8.2 Health & Safety Update</p> <p>PM advised committee that all laptops used by the staff had been recently PAT tested as part of our health & safety programme. A new microwave had been purchased for the staff kitchen after the old one failed a health & safety check.</p> <p>PM added that Kieron Sheehan would be undertaking his first aid at work training. Across the shared staff team we have 4 fully trained first aid at work (which is a 3 day course) members of staff. Additionally 2 members of staff attended 1 day first aid course. PM highlighted the importance of a high number of staff trained in first aid due to the significant footfall in CentrePoint.</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>PM advised committee that no new applications for membership had been received since the last management committee meeting. No other update required discussing.</p>	
	<p>Strategy</p>	
10.	<p>10.1 Gowkthrapple Regeneration</p> <p>PL updated committee that CB had recently attended a meeting with North Lanarkshire Council regarding a land sale option in Gowkthrapple. PL said it was something that the Co-op wasn't keen to pursue at this particular moment in time, due to the risks previously outlined to management committee at the meeting, which took place in February 2023.</p>	
	<p>Operations</p>	
11.	<p>11.1 Key Performance Indicators / Targets (Issued in advance to committee)</p> <p>PL explained that he had worked alongside EH on the Key Performance Indicators / Targets for the Co-op.</p> <p>PL highlighted the void loss target as example, we have noted a sector wide trend that the capacity of contractors had reduced coupled with the number of checks to be carried out prior to a property being let has resulted in a slight increase in void loss and the number of days to let in recent years.</p> <p>When setting targets we have to ensure we set realistic targets which are ambitious but also achievable.</p> <p>The Committee APPROVED the Key Performance Indicators / Targets for 2023/2024.</p>	
	<p>11.2 Tenancy Report</p> <p>EH confirmed that a previously discussed case with committee had been resolved, while decree for eviction was approved.</p> <p>The tenancy was given up, with alternative accommodation being secured.</p> <p>EH confirmed that the debt outstanding would be pursued.</p>	
12.	<p>Staffing</p>	

	<p>12.1 Staffing Update</p> <p>PL advised that we were interviewing for the post of Senior Finance Officer the following day after the meeting.</p>	
13.	<p>Compliance</p> <p>13.1 Alterations and Improvements Policy (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>PL reminded committee members that the next committee meeting will take place in 3 weeks' time to ensure there is significant time for the ARC to be approved by committee prior to the information being submitted to the Scottish Housing Regulator (SHR).</p> <p>PL referred to a contractor we were having difficulty engaging with, however it is not having an impact on the repairs service to tenants.</p> <p>DC thanked committee & staff for attending the meeting.</p>	
16.	<p>Date of Next Meeting</p> <p>Management Committee Meeting: 6pm Tuesday 23 May 2023</p>	