



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

**Minutes**

<b>Present:</b>	Victoria Dallas, Chair (VLD)	David Cooper, Vice Chair (DC)	Colette Rooney (CR)
	Heather Laing (HL)	Craig Callan (CC)	Eddie Dallas (ED)
	Przemek Jozwik (PJ)	Sandra Rodger (SR)	
<b>In Attendance</b>	Cathy Brien, Director (CB)	Paul Lennon, Depute Director (PL)	Elaine Hyslop, Housing Manager (EH)
	Paul Murphy, Senior Corporate Services Officer (PM)	Craig Anderson, Senior Finance Officer (CA)	Richard Bolton, Senior Community Development Officer (RB)

	<b>Agenda Item</b>	<b>Action</b>
	<p><b>Apologies</b></p> <p>Apologies were <b>NOTED</b> for Elizabeth Cooper, Blanche McGinn, Patryk Topolski and Grant Kennedy.</p>	<b>PM to update register.</b>
1.	<p><b>Chairs Remarks</b></p> <p>VLD welcomed everyone to the meeting.</p> <p>VLD expressed sadness at the death of former committee member, tenant and community volunteer Ellen Langford.</p> <p>EH made a speech paying tribute to Ellen on behalf of the Co-op and reflected on Ellen’s long-standing involvement with the Co-op.</p> <p>A video was played which included lots of photographs of Ellen over the years.</p> <p>Committee thanked staff for the tribute.</p>	
2.	<p><b>Declarations of Interest</b></p> <p>CB declared an interest in Agenda Item 7.1</p> <p>Staff present declared an interest at agenda items 7.3 and 7.4.</p>	
	<b>3.1 Minutes of Office Bearers Election held on 24 October 2023</b>	

3.	Proposed <b>Colette Rooney</b> Seconded <b>Sandra Rodger</b>	
	<p><b>3.2 Minutes of Previous Meeting held on 24 October 2023</b> (Issued in advance to committee)</p> <p>Proposed <b>Craig Callan</b> Seconded <b>David Cooper</b></p>	
4.	<p><b>4.1 Matters Arising</b></p> <p>PL went through the matters arising schedule from the previous meeting with committee.</p> <p>PL confirmed that a response had been sent to the Scottish Housing Regulator regarding Reinforced Autoclaved Aerated Concrete (RAAC).</p> <p>PL confirmed that a structural engineer has been commissioned to conduct a building survey to the confirm findings.</p> <p>PL also confirmed that the Annual Assurance Statement has been uploaded to the Scottish Housing Regulator portal.</p>	
	<b>Health &amp; Safety</b>	
5.	<p><b>5.1 Health &amp; Safety Update</b></p> <p>PM advised committee that the Co-op's tenants safety checks were up to date.</p> <p>PM must arrange refresher training for the maintenance team on Legionella Awareness &amp; Management, new dates for this course will come early in the new year.</p> <p>Everyone in attendance signed the health &amp; safety statement.</p>	<b>PM to arrange training</b>
	<b>Correspondence</b>	
6.	<p><b>6.1 RSL sector retains lender and investor confidence, but continues to face significant challenges, says Regulator</b></p> <p>Committee <b>NOTED</b> the correspondence.</p>	
	<p><b>6.2 Share's membership is evolving</b></p> <p>CB advised committee that would be attending a demonstration of SHARE's new e-learning platform, with a view to committee members benefitting from the new facility.</p> <p>Committee <b>NOTED</b> the correspondence.</p>	
	<b>6.3 Stirling University - Plan for the Future</b>	

	Committee noted the correspondence.	
	<b>Governance</b>	
	<p><b>7.1 Ethical Conduct and Notifiable Events</b></p> <p>VLD advised as Co-op Chair she had raised a notifiable event via the Scottish Housing Regulator's portal regarding CB's retirement as Director of the Co-op.</p> <p>CB explained to all in attendance that the Scottish Housing Regulator had been contacted regarding a notifiable event. CB stated that the notifiable event was for her impending retirement on 31<sup>st</sup> of March 2024.</p> <p>CB reported that both Chairpersons of each Co-op had been contacted regarding the Business Plans. The interview panel would be meeting on Thursday 7<sup>th</sup> December at 5.30pm in Centrepont.</p>	<b>Further update at next management committee meeting</b>
	<p><b>7.2 Payments, Benefits &amp; Entitlements – Housing Allocation</b></p> <p>EH spoke to the report.</p> <p>Committee <b>APPROVED</b> the housing allocation.</p>	
7.	<p><b>7.3 Charity Donation - Festive Hampers</b></p> <p>PL referred to the report issued and discussed with all in attendance. EH confirmed that the staff were also donating to the hampers which will consist of seven hampers (four family and three couple/single)</p> <p>After discussions it was agreed for the Co-operative to pay £200 towards the hampers with staff also donating money. A draw will take place in the office to decide which tenants receive the hampers.</p>	<b>Donation agreed towards hampers for tenants via a draw</b>
	<p><b>7.4 Charity Donation - Movember challenge in aid of Men's Mental Health and Suicide Prevention and Support</b></p> <p>The Committee <b>APPROVED</b> a donation of £25 towards Men's Mental Health and Suicide Prevention and Support.</p>	<b>Donation to be paid to the charity</b>
	<p><b>7.5 Membership Report</b></p> <p>PM advised the committee that there were no new membership applications to be considered.</p>	
	<b>7.6 Committee Appraisals</b>	

	<p>CB read the committee review form to all in attendance and explained that the appraisals are required to be carried out.</p> <p>CB asked the management committee to complete and return the form or contact CB for any assistance. The appraisal process will help compile a training plan for each individual committee member and the management committee as a whole.</p> <p>CB explained that one item of training would be finance (accounts / budgets /loan compliance etc) as this is information the Scottish Housing Regulator focusses on.</p> <p>CB stated that six training sessions could be carried out per year but there is also online training options from EVH and SHARE that could be more utilised.</p> <p>Discussion took place on timescales for the appraisals to be completed.</p>	
	<p><b>Strategy</b></p>	
	<p><b>8.1 CentrePoint</b></p> <p>RB provided a report to committee covering:</p> <ul style="list-style-type: none"> <li>• Funding Updates</li> <li>• Mental Health and Well-being Fund Phase 3</li> <li>• CentrePoint Review update</li> <li>• Recommendations</li> </ul> <p>Committee <b>NOTED</b> the presentation.</p> <p>Committee thanked RB for the presentation.</p>	
	<p><b>Staffing</b></p>	
	<p><b>9.1 Staffing</b></p> <p>PL advised that there was no update to provide.</p>	
	<p><b>Governance</b></p>	
10.	<p><b>10.1 Scottish Housing Regulator (SHR)</b></p> <p>PL advised that there wasn't anything to further to add following agenda item 7.1</p>	

	<p><b>10.2 Reinforced Autoclaved Aerated Concrete (RAAC)</b></p> <p>PL advised that there wasn't anything to further to add following agenda item 4.1.</p>	
	<p><b>10.3 Approved Contractors List</b> (Issued in advance to committee)</p> <p>PL read the updated approved contractors list to all in attendance. All new contractors were <b>APPROVED</b> by the management committee.</p>	
	<p><b>10.4 Internal Audit Report</b></p> <p>EH spoke to the internal audit report allocations and the waiting list and explained the audit process.</p> <p>EH stated that the auditor awarded the Co-operative full assurance.</p> <p>Committee <b>NOTED</b> the presentation.</p>	
11.	<p><b>Finance</b></p> <p><b>11.1 Management Accounts up to the 30<sup>th</sup> of September 2023</b></p> <p>CA read his report on the Management Accounts up to the 30th of September 2023</p> <p>The document provides financial commentary on any variance against the budget for the period ended 30 September 2023</p> <p>The Statement of Comprehensive Income or the Income and Expenditure shows a surplus to date of £43,251 against a budgeted surplus of £38,417.</p> <p>The Statement of Financial Position highlights the movements in assets and liabilities, cash and reserves. The cash balance is sitting at £728,770 compared to the budgeted £679,248.</p> <p>CA explained the planned maintenance underspend and where savings have been made.</p> <p>The covenant calculations or key indicators on page 5 are In line with the loan arrangements which provides confirmation that the Cooperative meets the Nationwide covenant ratios and gearing measures</p> <p>Proposed <b>Colette Rooney</b> Seconded <b>Heather Laing</b></p>	
	<p><b>11.2 Rent Increase</b></p>	

	<p>EH explained the rent increase report to all in attendance and confirmed that the business plan projections are 5% for 2024/25.</p> <p>EH stated that CPI for September was 6.7% and 1% would result in an increase of 7.7%. October CPI was 4.6% and 1% would result in an increase of 5.6%</p> <p>EH commented that the Co-operative has run affordability measures via the SFHA Affordability toolkit.</p> <p>A question was asked regarding inflation changing during the year and how this influenced the rent review.</p> <p>PL clarified that the review takes into consideration the whole year average for inflation and interest rates.</p>	
	<p><b>11.3 Budget</b></p> <p>CA advised committee that he would be making a start on the budget next month.</p>	
	<p><b>11.4 Loan Covenants</b></p> <p>PL advised that there wasn't anything to further to add following agenda item 11.1.</p>	
<p><b>12.</b></p>	<p><b>Operations</b></p> <p><b>12.1 Law View</b></p> <p>EH discussed the Law View sheltered housing complex and confirmed that there was a recent meeting with North Lanarkshire Council (NLC), the Co-op and Aspire. At the meeting North Lanarkshire Council indicated that they had been looking for a number of years at the possibility of withdrawing the housing support service funding for Law View.</p> <p>This would mirror the cost cutting other local authorities have decided to implement. NLC confirmed that this is provisional, and it would involve a meeting with NLC, Aspire and most importantly the residents of Law View, which is likely to take place in the new year.</p> <p>The Co-op would ask not to disclose any information until such times that this information had been made official by North Lanarkshire Council and Aspire.</p>	<p><b>Further update at next management committee meeting</b></p>

	<p><b>12.2 Cloud Update</b></p> <p>PL confirmed that the Co-operative is moving to the new server on the cloud with more robust cyber security. The system will be operational by January 2024.</p>	
	<p><b>12.3 Maintenance Performance Report</b></p> <p>PL read the report on maintenance performance and confirmed that maintenance is performing well within target timescales.</p>	
	<p><b>12.4 Christmas Closing</b></p> <p>PL advised that the majority of staff would finish up for Christmas holidays when the office closes on Friday 22 December and return to the office January 2024. However, Maintenance staff would be in over the festive break checking our areas.</p>	
13.	<p><b>Deferred Agenda Items</b></p>	
	<p>None</p>	
14.	<p><b>Any Other Competent Business</b></p>	
	<p>VLD thanked committee &amp; staff for attending the meeting.</p> <p>The meeting ended at 7.50pm.</p>	
15.	<p><b>Date of Next Meeting</b></p>	
	<p>Management Committee Meeting: 6pm Tuesday 23 January 2024</p>	