



Agenda Item 3.1

Minutes of the Meeting with Management Committee held on **Tuesday 19 October 2021 at 5.30pm**
via Zoom / in person at CentrePoint

Minutes

Present:	Victoria Cowie, Chairperson (VC)	Heather Laing, Secretary (HL)	Craig Callan (CC)
	Przemk Jozwik (PJ)	Eddie Dallas (ED)	
In Attendance	Cathy Brien, Director (CB)	Paul Lennon, Depute Director (PL)	Elaine Hyslop, Housing Manager (EH)
	Paul Murphy, Corporate Services Officer (PM)		

	Agenda Item	Action
1.	<p>Apologies</p> <p>Apologies were NOTED from Kennedy Chilambe, Richard Bolton, David Cooper, Elizabeth Cooper, Anne Gilmour and Blanche McGinn .</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 24 August 2021</p> <p>Proposed Craig Callan Seconded Przemk Jozwik</p>	
4.	<p>4.1 Matters Arising</p> <p>PM advised that the only matter arising from the previous meeting was new locks for the bin sheds to prevent people who weren't tenants of the Co-op using the bin sheds. PL advised that all the locks have been changed. PJ thanked PL for the response.</p>	
5.	Health & Safety	

	<p>5.1 Health & Safety Policy Statement</p> <p>The Committee noted the contents of the report and VC as Chair and CB as Director both AGREED to sign the statement.</p>	PM to issue paperwork for signing
6.	<p>Correspondence</p>	
	<p>6.1 Letter from the Scottish Public Services Ombudsman (SPSO)</p> <p>The correspondence was NOTED by committee.</p>	
	<p>6.2 Chartered Institute of Housing (CIH) Scottish Housing Day Report – Housing and the Climate Emergency</p> <p>PM advised that he had printed hard copies for committee members to take away and he would send a copy of the report via email.</p>	
	<p>6.3 Councils awarded £10m grants to help tenants in rent arrears</p> <p>EH advised committee that staff were already looking into this matter and would be checking on the criteria and encouraging housing officers to utilise the grant for genuine cases who met the conditions set.</p>	
7.	<p>Governance</p>	
	<p>7.1 Ethical Conduct and Notifiable Events</p> <p>The correspondence was NOTED and discussed by committee.</p>	
	<p>7.2 Payments, Benefits & Entitlements</p> <p>None</p>	
	<p>7.3 Annual Declaration of Interest</p> <p>PL explained the purpose of the annual declaration of interest. Committee NOTED the report.</p>	PM to issue paperwork for signing
	<p>7.4 Code of Conduct</p> <p>PL explained the purpose of the code of conduct. Committee NOTED the report.</p>	PM to issue paperwork for signing
	<p>7.5 Membership Report</p> <p>Committee APPROVED the membership application in the report provided.</p>	The new member to be

		added to the membership list
8.	Strategy	
	8.1 CentrePoint	
	<p>Committee NOTED the verbal report from PL providing an update on the activities of the Communities team.</p>	
9.	8.2 New Build Project Gowkthrapple	
	<p>Committee NOTED the report provided by Simon Carr consultant and discussed further.</p> <p>The report highlighted that the Co-op was not at fault and could not foresee the financial crash in 2008 (after the land purchase from Government grant) The land was purchased when land prices were high.</p> <p>Unfortunately when the economic crash hit, the value of the land never recovered its previous purchase price. Therefore leaving a shortfall of around £2 million of public money.</p> <p>The proposal is that NLC will purchase the land for a token fee, with the shortfall between grant allocated and current value being written off in agreement with the Government.</p> <p>PL confirmed that the report will be useful to provide to the SHR when the co-op submits a notifiable event for the disposal of the land. The report does also touch on lessons learned during the process.</p> <p>Committee APPROVED the report.</p>	
	Staffing	
10.	9.1	
	<p>CB advised committee that Isla Dundas, Community Assistant had accepted a job at another organisation.</p> <p>Committee were sad that Isla was leaving and expressed thanks for the work Isla had done in her time with the Co-op.</p>	
10.	Covenant Compliance	
	10.1 Self-Assessment Outcome & Annual Assurance Statement	
	<p>PL advised that the report builds on the self-assessment process carried out by Garrion Peoples Housing Co-operative (GPHC) in 2020 when both the Cooperative and Mulholland Housing Consultancy tested compliance with the</p>	

	<p>Scottish Housing Regulator (SHR) Regulatory Standards of Governance and Financial Management.</p> <p>There are no areas of non-compliance. However the priority areas for the Cooperative on ensuring ongoing assurance and improvement of Governance are as follows:</p> <ul style="list-style-type: none"> • Equalities • Landlord safety audit <p>PL advised despite the challenges that Covid had brought the organisation there had been considerable activity and progress especially in financial management.</p> <p>The Committee were invited to:</p> <p>Consider and subject to any amendments, approve the self-assessment outcome for up to 19 October 2021.</p> <p>Agree that self-assessment against the Regulatory Standard will continue to be conducted annually.</p> <p>The Committee APPROVED all recommendations contained within the self-assessment report.</p> <p>The Chair was asked to sign the annual assurance statement on behalf on the Co-op.</p> <p>VC AGREED to sign the annual assurance statement she helped draft with senior management.</p>	<p>PL to upload signed annual assurance statement onto SHR portal</p>
	<p>10.2 Management Letter from French Duncan</p> <p>The Committee NOTED the letter and complimented the staff on a successful external audit, also stating that they were reassured that the minor issue identified was manageable.</p>	
	<p>10.3 Management Letter Response from the Co-op</p> <p>The Committee NOTED the letter sent to the auditors by the Co-op.</p>	
	<p>10.4 Returns Submitted</p> <p>PL advised committee that the relevant returns to OSCR, FCA and SHR had all been completed.</p>	
	<p>10.5 Internal Audit</p>	

	<p>PL advised committee that CB had suggested getting an internal audit of how we as an organisation handled operating during the pandemic. The Committee were supportive of CB's suggestion. PL did also confirm that the next topic on the schedule for IA was rent arrears at Garrion. Consideration will be given to both.</p>	
11.	<p>Finance</p> <p>11.1 Rent Increase 2022/23</p> <p>PL highlighted that the rate of inflation continues to rise. PL acknowledged it was a difficult conversation to have with some tenants. PL reminded committee that all tenants will be invited to the rent focus group we will hold in the forthcoming months.</p> <p>Committee NOTED the report provided indicating the timetable for the rent increase for 2022/23.</p>	
	<p>11.2 Interest Confirmation - Loan Agreements with Virgin Money/Clydesdale Bank</p> <p>PL advised that since our previous meeting we had received correspondence offering a good rate offer from our current bank (Virgin Money / Clydesdale bank). PL added that we would still shop around and see what banking proposal is best overall for the Co-op.</p> <p>Committee NOTED the correspondence provided.</p>	<p>PL to provide an update</p>
12.	<p>Operations</p> <p>12.1 Housing Management Performance Report</p> <p>EH covered performance in areas including voids, lettings, anti-socials, rental loss as well as complaints against the Co-op.</p> <p>EH advised that the Co-op had lost 1.37% of total rental income in the period 01 April to 30 September 2021.</p> <p>EH provided an update on the Witness and Mediation Service offered by North Lanarkshire Council. In April 2020 we were advised that the service would no longer be available to other RSL's. However they have completely reversed their decision and they will continue to offer the services to other RSL's.</p> <p>EH advised that the Co-op continues to do well on tenancy sustainment as 83% of the tenancies commenced within the previous year have remained in their tenancies.</p> <p>The average number of calendar days in void turnaround is 19.5 days, which is good compared to the Scottish average which is 56.30 days</p> <p>EH advised the committee on legal action the Co-op were undertaking.</p>	

	<p>EH will provide an update at a later meeting.</p> <p>Committee NOTED the report provided.</p> <p>CB thanked EH and the staff team for all their efforts.</p>	<p>EH to provide an update</p>
	<p>Any Other Competent Business</p>	
13.	<p>HL had a number of issues she would discuss with EH after the meeting.</p> <p>VC thanked the committee and staff for attending the meeting.</p>	
	<p>Date of Next Meeting</p>	
14.	<p>Management Committee Meeting: 5.30pm Tuesday 16 November 2021</p>	