

Minutes of the Meeting with Management Committee held on **Tuesday 24 March 2026 at 6pm** via in person & via Zoom at CentrePoint

Minutes

Present:	Vikki Dallas (Chair) (VLD)	Craig Callan (CC)	Heather Laing (HL)
	Christine Kerrigan (CHK)	Sandra Rodger (SR)	Fiona Shearer (FS)
	Jamie Boyle (JB)	Colette Kells (CK)	John O'Brien (JO'B)
In Attendance	Paul Lennon, Director (PL)	Elaine Hyslop, Housing Manager (EH)	Richard Bolton, Senior Community Development Officer (RB)
	Paul Murphy, Senior Corporate Services Officer (PM)		

	Agenda Item	Action
1.	Welcome and Apologies	
	VLD welcomed everyone to the meeting. Apologies were NOTED for Przemek Jozwik, Elizabeth Cooper and Craig Anderson.	PM to update register.
2.	Declarations of Interest	
	PL & VLD declared an interest under item no 21.	
3.	Minutes of Previous Meeting held on 17 February 2026	
	Proposed Heather Laing Seconded Craig Callan	
4.	Minute Tracker (Issued in advance to committee)	
	PL updated committee on the outcomes listed in the minute tracker. Committee NOTED the minute tracker.	
5.	Community Development Update	

<p>RB provided an update on the community development work.</p> <p>RB advised committee on the status of the funding applications which had been completed on behalf of the Co-op.</p> <p>The Co-op have been successful in its application for the Investing in Communities transition fund.</p> <p>RB asked committee for approval for the authorised signatories for the Co-op for the grant.</p> <p>Approved signatories:</p> <ul style="list-style-type: none"> • Paul Lennon - can accept grant offers, do payment claims, monitoring reports and complete statement of compliance. • Richard - can accept grant and do monitoring reports (cannot do grant claims due to conflict of interest as grant is linked to his salary). • Craig Anderson - can accept grant forms and statement of compliance (backup for Paul). <p>Committee APPROVED the signatories.</p> <p>Staffing Committee APPROVED the contract extension for the Community Development Assistant post and the change to the grade after a successful review of the post.</p> <p>Shop Rent Discussion PL confirmed that the shop owner has paid the same rent to the Co-op since 2011 so this needs reviewed in a discussion with the shop owner.</p> <p>Carer Respite Fund RB confirmed the Co-op had been initially unsuccessful in its application for a Carer Respite Fund, GPHC is on the waiting list if additional funding is received in the next 2 weeks.</p> <p>National Lottery Funding Our application for national lottery funding is due in May.</p> <p>Business Energy Scotland RB advised that he had sent a large amount of information with tight deadlines, hoping to hear soon about progression.</p> <p>Local Outcome Improvement Plans (LOIPs) Background: Set up by council during lockdown, now being reviewed. Review Process: 10-month review period. Importance:</p> <ul style="list-style-type: none"> • All community funding and community solutions funding being linked to LOIP outcomes. • Every application will need to align with LOIP outcomes. • Critical for sustainability 	<p>RB to update portal</p>
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	<ul style="list-style-type: none"> Plans will be in place for a long period. <p>Action Required:</p> <ul style="list-style-type: none"> Get as many Garrion tenants / residents to participate in consultation. 10-minute consultation drop-ins to be organised. Committee members to encourage participation. <p>Workload Management RB explained that there were real peaks in workload towards the end of the financial year.</p> <p>Activities:</p> <ul style="list-style-type: none"> Delivery of current programmes. Evaluation of completed work. Planning and preparation for next year. <p>Challenge: Cannot plan next year until funding confirmed.</p> <p>Confirmed Programmes:</p> <ul style="list-style-type: none"> Line dancing funded for another year through ICF. Volunteer group for health issues and community costs starting first Monday after Easter. 15th anniversary planning to be included. <p>PL asked for committee approval for RB to assist another RSL with assisting them with their community development work.</p> <p>A discussion followed.</p> <p>Committee APPROVED on a trial basis.</p> <p>Committee thanked RB for the presentation.</p> <p>RB left the meeting.</p>	
6.	<p>Virgin Money Loan</p> <p>PL spoke to the paper regarding a loan application from Virgin Money.</p> <p>An extract minute from this agenda item of the meeting was provide to Virgin Money, its solicitors acting on its behalf and the Co-op's solicitors. This extract minute is not included in the minutes due to the commercial sensitive information contained within it.</p> <p>Signatories and Documentation Authorised Signatories: Paul Lennon (Director) and Craig Anderson (Finance Manager).</p> <p>Documents Required:</p> <ul style="list-style-type: none"> Extract of minutes (certified by Chair). 	<p>PM to send extract to Co-op's Solicitors.</p>

	<ul style="list-style-type: none"> • Heads of Terms (provisional agreement). • Loan facility agreement. <p>Committee APPROVED the Loan Facility Agreement.</p> <p>Process:</p> <ul style="list-style-type: none"> • Vikki as Chair signed certified extract of minutes during meeting. • Documents to be sent to bank next morning. • Expected completion: 31st of March. 	
7.	Heads of Terms Approval (Issued in advance to committee)	
	<p>PL spoke to the paper.</p> <p>Committee APPROVED:</p> <ul style="list-style-type: none"> • Heads of Terms: Approved. • Loan Facility Agreement: Approved unanimously. • Authorised Signatories: Approved (Paul Lennon, Director and Craig Anderson, Finance Manager). • Extract of Minutes: Vikki signed as Chair. 	PL to notify Virgin money and the Co-op's Solicitors.
8.	NetZero funding	
	<p>PL spoke to the paper and advised that the Co-op is working on an application to apply for NetZero funding. The application process is difficult with no guarantee of the Co-op being successful. However, we will provide an update at the next committee meeting.</p> <p>Committee APPROVED the application for NetZero funding.</p>	PL to provide update at next meeting
9.	April Strategy Meeting	
	<p>PL outlined the Co-op's status with the Scottish Housing Regulator prior to our forthcoming Strategy meeting.</p> <p>Annual Risk Assessment Notification: Email received week before meeting. Status: Annual risk assessment completed for all Scottish landlords. GPHC Result: Confirmed as fully compliant. Status: Same as previous year.</p> <p>Required Returns Standard Returns Only:</p> <ul style="list-style-type: none"> • Loan portfolio information. • Annual financial statements. • Performance information (ARC - Annual Return on Charter). • Notifiable events (as they occur). <p>Potential Regulatory Visit</p>	

	<p>Previous Year Pattern:</p> <ul style="list-style-type: none"> • Received fully compliant status, 2nd of April previous year for notification of visit. • Regulatory visit occurred 10 days later. • Visit went smoothly - all requested information provided. <p>Previous Visit Themes:</p> <ul style="list-style-type: none"> • Internal audits. • Tenant safety. • Financial matters. • Assurance statement. <p>Potential This Year:</p> <ul style="list-style-type: none"> • If visit occurs, may focus on different themes. • Could concentrate on areas not covered last year. <p>Tenant Safety Compliance</p> <p>Current Compliance: 100% on all safety measures.</p> <ul style="list-style-type: none"> • Gas safety. • Electrical safety. • Asbestos management. • Damp and mould. <p>New Performance Monitoring (This Year):</p> <ul style="list-style-type: none"> • Damp and mould. • Asbestos. • Water safety (Legionella testing in tanks inside flats). <p>Databases: Information databases in place for all safety areas.</p> <p>Committee NOTED the update.</p>	
10.	<p>Satisfaction Levels Regarding Law View Kitchen Contract (Issued in advance to committee)</p> <p>A committee member asked what the satisfaction levels for recent installations at Law View were.</p> <p>EH advised 24 kitchens installed (23 properties plus 1 communal hall) and 20 boiler installations. 100% satisfaction achieved. Strong contractor performance.</p> <p>However, there were some minor challenges, wrong kitchen on first delivery (quickly resolved), minor boiler location issues (sorted), painter sickness delayed completion by 5 days but caught up. Contractor very professional with regular meetings.</p> <p>Committee members NOTED and thanked EH for the report.</p>	
11.	<p>Rechargeable Repairs policy (Issued in advance to committee)</p>	

	EH spoke to the report provided. Committee APPROVED the Rechargeable Repairs policy.	PM to update policy register
12.	Standard Policies (Issued in advance to committee)	
	PM spoke to the report provided. Committee APPROVED the standard policies which required a renewal.	PM to update policy register
13.	Fire Safety (Issued in advance to committee)	
	<p>EH spoke to the paper.</p> <p>ACS completed fire risk assessments of all the closes. Status: Most works completed, remainder ongoing.</p> <p>Completed Works</p> <ul style="list-style-type: none"> • Electrically Powered Door Access Systems - Ongoing inspections in place. • Close Door Repairs: All completed. • No Smoking Signs: All installed. • Electric Cupboards: All checked and cleared out. • Loft spaces: All checked and cleared out. <p>Ongoing Works</p> <p>Rear Door Changes:</p> <ul style="list-style-type: none"> • Changing to thumb-turn locks for keyless exit (fire safety). • Kieran to lead work with Billy's guidance. • Will allow exiting building without key. • Key still required to re-enter from outside. <p>Fire Breaks:</p> <ul style="list-style-type: none"> • Gaps requiring fire breaks identified. • Costs included in planned maintenance budget • Costs included in cyclical works budget <p>Committee NOTED the progress on fire safety works.</p> <p>13.2 New Decant Policy</p> <p>EH advised that following two fires in one week at Forgewood it highlighted the need for a formal policy.</p> <p>Policy Coverage:</p> <ul style="list-style-type: none"> • Protocol for decanting tenants. • Options available to tenants. • Storage arrangements for belongings. 	

<ul style="list-style-type: none"> • Disconnection of white goods. • Mail redirection services. • Compensation/disturbance payments. • B&B arrangements if needed. • Procedures if tenants refuse to move. • Procedures if tenants refuse to return. • Rent and council tax liability during decant. • Liaison before, during, and after decanting. <p>Decant Options</p> <p>Available Options:</p> <ul style="list-style-type: none"> • Moving in with family (with disturbance payment) • Bed & Breakfast accommodation • Decant property (if available and suitable) • Private let (insurance company pays rent, tenant still pays GPHC rent) <p>Challenges:</p> <ul style="list-style-type: none"> • GPHC doesn't always have available properties. • Available properties don't always fit size or aspirations • Quick reallocation of properties can be difficult. <p>Disturbance Payments</p> <p>Coverage:</p> <ul style="list-style-type: none"> • Compensation for inconvenience • Amount depends on length of time out of property. • Removal company costs • Carpet relaying in decant property. • Insurance company pays if tenant moves to private let. <p>EH drew attention to the standard letters and inventories included with the policy.</p> <p>Committee APPROVED the policy.</p> <p>A committee member asked what the likely percentage of tenants with contents insurance were.</p> <p>PL advised that nationally a survey suggested that only 1 in 10 social housing tenants have contents insurance. We include it in every newsletter information regarding joining Thistle Insurance.</p> <p>PL identified some of the challenges, we cannot force tenants to have insurance, one RSL tried charging contents as part of their rent payment but encountered issues. Tenants often say they can't afford £2-3 per week.</p> <p>A committee member asked what other ways the Co-op promotes contents insurance; staff speak to tenants during settling-in visits about contents insurance. Staff have started to mention contents insurance during other tenant contacts.</p>	<p>PM to update policy register</p>
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	Committee AGREED to continue promoting but cannot mandate contents insurance.	
	EPC Changes (Issued in advance to committee)	
14.	<p>PM spoke to the paper.</p> <p>A committee member asked if there was a potential opportunity to offer this service to other RSL.</p> <p>PL advised that once GPHC stock is up to date we could offer services to other RSL's. However, it would be dependent on staff availability and whether staff would be willing to do work on weekends, but we would prioritise GPHC stock first.</p> <p>Committee NOTED the updates.</p>	
	Staffing Update (Issued in advance to committee)	
15.	<p>EH spoke to the paper.</p> <p>A committee members asked about the status of staff completing qualifications.</p> <p>EH advised that Kevin had completed his qualification and had received his certificate. Kieran has also completed his qualification but has not received his qualification yet.</p> <p>EH advised that staff appraisals had been completed and signed off, with development plans all agreed with staff members.</p> <p>EH advised that for the Housing Assistant position we had one application to the internal advertisement. The interview is scheduled for the day after the meeting.</p> <p>If it is a successful interview the start date will be effective from the 1st of April, the rationale for this would be it's more streamlined to start at beginning of financial year.</p> <p>Committee members APPROVED this approach if the candidate is successful.</p> <p>Committee members NOTED the other updates provided.</p>	
16.	Tenant Satisfaction Focus Group (Issued in advance to committee)	

	<p>EH discussed the tenant satisfaction focus group with committee.</p> <p>The facilitator will be Alan Kennedy from Knowledge Partnership. The purpose of the session is to follow-up with tenants who expressed interest in attend after completing the satisfaction survey.</p> <p>The discussion will centre on the survey results and the tenant feedback. The date is the 14th of April between 4pm - 6pm.</p> <p>Committee members NOTED the update.</p>	
	Secretary's Report (Issued in advance to committee)	
17.	<p>PM advised that there had not been any membership applications since the last meeting.</p> <p>Committee members NOTED the update.</p>	
	Insurance Review	
18.	<p>PL spoke to the paper and asked for approval for the insurance quote for our insurance broker.</p> <p>PL apologised to committee members, that in the small print of the contract entered into with the insurance broker, it stated that it was a 3 year deal which commenced last year. Therefore, we have 2 years of the contract still to run. We will work with the broker to get the best outcome for the Co-op.</p> <p>Committee members APPROVED the insurance quote for 2026/2027.</p> <p>Committee members NOTED the update.</p>	PL to notify broker
	Confederation of co-operative housing - CCH membership	
19.	<p>PL advised that the Co-op was just waiting for its membership to be processed.</p> <p>Committee NOTED the update.</p>	
	Committee Appraisals	
20.	<p>PM canvassed committee availability and advised daytime appointments would take place first, followed by evening appointments.</p> <p>Committee NOTED the update.</p>	
	Director Appraisal	
21.	<p>VLD asked when we should schedule Paul's director appraisal.</p>	

	PL advised that he was happy to do it remotely if preferred. PM will organise paperwork and questions, PL added that we are aiming to complete before June meeting.	
	Ethical Conduct and Notifiable Events	
22.	None	
	Payments, Benefits & Entitlements	
23.	None	
	Correspondence	
24.	Committee discussed and NOTED the correspondence.	
	Use of Delegated Authority	
25.	None	
	Any Other Competent Business	
26.	<p>Donations APPROVED by committee:</p> <p>£100 donation to Children First (Protecting Scotland's Children) James from Paterson's (A supplier for GPHC) Challenge to run from Larkhall to London.</p> <p>£50 donation to EVH team taking part in the Kiltwalk on behalf of CHAS (Children's Hospices Across Scotland).</p>	
	Summary of actions / decisions at this meeting	
27.	<p>Signatories for the Investing in Communities transition fund: Approved</p> <p>RB to assist another RSL: Approved</p> <p>Contract extension for the Community Development Assistant post: Approved</p> <p>Loan Facility Agreement: Approved</p> <p>Heads of Terms: Approved</p> <p>Application for NetZero funding: Approved</p> <p>Rechargeable Repairs Policy: Approved</p> <p>Standard Policies: Approved</p> <p>Decant Policy: Approved</p> <p>Housing Assistant position recruitment approach: Approved</p> <p>Insurance quote: Approved</p> <p>Donations: Approved</p>	
28.	Meeting Evaluation	

	The committee conducted a brief evaluation of the meeting, with members expressing it had been a good meeting, covering substantial agenda and completed on time.	
	Date and time of next Committee meeting	
29.	VLD confirmed the date of the next meeting as Tuesday the 19th of May at 6pm and a date for the strategy session would be confirmed soon.	
	Meeting Close	
30.	VLD thanked committee & staff for attending the meeting. The meeting closed at 7.49pm.	