

Minutes of the Meeting with Management Committee held on **Tuesday 20 January 2026 at 6pm** via in person & via Zoom at CentrePoint

Minutes

Present:	Victoria Dallas (Chair) (VLD)	Craig Callan (CC)	Colette Kells (CK)
	Christine Kerrigan (CHK)	John O'Brien (JO'B)	Fiona Shearer (FS) (observer)
In Attendance	Paul Lennon, Director (PL)	Elaine Hyslop, Housing Manager (EH)	Richard Bolton, Senior Community Development Officer (RB)
	John Mulholland, Housing Consultant MHC (JM) (via Zoom)	Paul Murphy, Senior Corporate Services Officer (PM)	

	Agenda Item	Action
1.	Welcome and Apologies	
	VLD welcomed everyone to the meeting. VD gave FS a special welcome as a prospective committee member and given Fiona was previously on committee, members welcomed her back. Apologies were NOTED for Heather Laing, Przemek Jozwik, Sandra Rodger, Elizabeth Cooper & Jamie Boyle.	PM to update register.
2.	Declarations of Interest	
	PL declared an interest under item no 19.	
3.	Minutes of Previous Meeting held on 25 November 2025	
	Proposed Heather Laing Seconded Christine Kerrigan	
4.	Feasibility Study Presentation (Issued in advance to committee)	
	MHC joined the meeting. PL firstly confirmed the input from John and given he was our preferred development consultant, was used to look at the feasibility study into the flats at	

Garrison, their longevity, condition as well as future requirements to meet standards going forward.

MHA began the presentation by explaining the background and giving the committee an overview of the report.

A committee member asked what were the key differences between Option 1 and Option 2.

JM explained that the report demonstrated significant running cost savings with the improved systems. Option 2's heat pump system would provide substantially lower running costs compared to traditional storage heating, offering much greater benefits to tenants for only a slightly higher installation cost.

The committee agreed with JM's recommendation that a hybrid of most of Option 1 but to incorporate the superior heating system from Option 2, would represent the best choice. This hybrid approach would balance cost effectiveness with tenant benefits. If this was the approach committee decided to go with.

JM advised that the next steps would be to:

- Approach contractors through the Scotland Excel framework agreement
- Prepare grant applications
- Target Scottish Government funding when it opens in spring 2026.
- Potentially seek additional funding from energy suppliers
- Follow up with John Gilbert Architects for clarification and assistance as needed

Committee members thanked JM for his assistance over the years and VLD wished JM well in his retirement from housing consultancy, which he stated is effective from the end of February 2026..

JM expressed he was looking forward to retiring at the end of February and thanked committee for their best wishes.

JM left the meeting at 6.20.

Several committee members expressed concerns with the estimated costs of option 1 or option 2. PL also touched on the 30 year projections and how the average cost for each property over the 30 years was near spent just going by the figures in the report, so we need to apply caution to any progress with the report. A member asked if we could do one project, eg windows, prior to heating to allow a more balanced spend. PL said this was a positive move and that everything would be subject to successful grant funding applications as we do not have the money available through our own cashflow

Committee **NOTED** the report.

5.	<p>Matters Arising</p> <p>PL advised that since the last committee meeting the matters arising from the meeting were:</p> <ul style="list-style-type: none"> • PM updated the attendance register. • PL to update committee on the membership option for the Confederation of Co-operative Housing. • CA to update committee on meeting with pension provider. • EH advised committee that the tenancy matter discussed at the last meeting was resolved. • PL to invite architect or MHC to the next meeting. • CA to update committee on meeting with pension provider. • EH to update committee on the Rent Review consultation. 	
6.	<p>Community Development Update</p> <p>RB provided an update on community development work, noting it's been an exceptionally busy period approaching the financial year end. The team is focused on delivering all funding deliverables for ICF (Investing in Communities Fund), Lottery, VANL (Voluntary Action North Lanarkshire) and other individual funders.</p> <p>RB advised committee of the participatory budgeting vote results. The winner was a Coach trip for families to a place with animals which will take place during the school summer holidays.</p> <p>Future Funding Strategy The funding model is shifting from relying on one or two major sources to multiple smaller funding streams. This diversification provides more stability, with some funders offering 2-year commitments. Awards for All applications are being held until other funding outcomes are known to avoid duplication.</p> <p>Political Engagement Scottish Labour leader Anas Sarwar is visiting Forgewood Community on Friday the 30th of January. This presents an opportunity to raise awareness about community regeneration funding needs and potentially have questions raised at Holyrood about the importance of community centre funding for both areas..</p> <p>Regeneration Funding Opportunity A significant funding package is coming to North Lanarkshire from the Scottish Government over the next 10 years for regeneration, covering North Motherwell, Forgewood, and Wishaw. The co-op plans to investigate how to access this funding, though initial impressions suggest it goes through the council and may be spread thinly over the 10-year period.</p> <p>Committee thanked RB for the update.</p> <p>RB left the meeting at 6.40pm.</p>	

	Annual Declaration of Interest / Register of Interest (Issued in advance to committee)	
7.	Committee members present COMPLETED their annual declaration of interest forms.	
	Budget (Draft) 2026/27	
8.	PL advised that Craig is meeting with budget holders next week to finalise the draft Budget 2026/27 prior to committee meeting in February. PL would also meet with Craig prior to it being sent out in advance of the meeting.	
	Virgin Money - additional facility	
9.	<p>PL advised that a £1m or £1.5 million borrowing facility with Virgin Money is being considered which will be used to fund planned maintenance, depending on the 30-year financial projections.</p> <p>PL added it will also involve a drawdown facility. PL explained the benefits of having a drawdown facility. The main one being that it would allow the Co-op to access funds as needed, rather than a large loan from the outset.</p> <p>Committee ACCEPTED this approach.</p> <p>PL advised that updates would be provided monthly and a meeting with Virgin Money had been set up..</p> <p>Committee NOTED the update.</p>	Meeting with lender to be discussed further at a future meeting
	Code of Conduct Signing (Issued in advance to committee)	
10.	Committee members present SIGNED the Code of Conduct.	
	Satisfaction Levels Regarding Law View Kitchen Contract (Issued in advance to committee)	
11.	<p>EH advised committee that so far there have been minimal defects reported and the community benefit element of the contract had been delivered, the complex had all been painted and residents had expressed their appreciation.</p> <p>PL has provided positive feedback regarding the contractor to the Scotland Excel framework.</p>	
	Tenant Satisfaction Survey (Issued in advance to committee)	
12.	<p>EH displayed on screen the provisional results for the Tenant Satisfaction Survey.</p> <p>The committee members shared their collective delight with the results.</p>	

	<p>VLD commented how proud the committee and staff should be at achieving this level of tenant satisfaction, in such challenging times.</p> <p>A committee member stated their frustration where common practice is that the first question tenants answer is overall satisfaction with landlord. The member felt that the tenant may change their view while the survey went on. It was confirmed that made little difference to the excellent results achieved. PL and EH stated this was something that they discussed frequently.</p> <p>EH stated that this question must be asked first according to the survey guidance, which can impact responses.</p> <p>A committee member queried the result on tenant participation opportunities indicator.</p> <p>EH advised that we are still waiting for the full report to understand the details. EH also stated a focus group would meet to discuss areas for improvement once we receive it.</p> <p>EH added that the results are particularly impressive given the current cost of living crisis and general tenant dissatisfaction across the sector. Many other organisations have received less positive results. The improvement across most indicators reflects well on staff performance and organisational management, leadership and governance.</p> <p>A committee member asked what the next steps were.</p> <p>EH advised that:</p> <ul style="list-style-type: none"> • We await the full detailed report with explanations of results • Conduct a focus group to discuss areas for improvement • Develop action plans based on findings • Feed results into tenant participation strategy <p>Committee members NOTED and thanked EH for the presentation.</p>	
13.	<p>Stock Condition Survey – Component Lifespan Review (Issued in advance to committee)</p> <p>PL advised that JMP (John Martin Partnership, Stock Condition Survey Contractor) had completed the surveys of the properties in the estate. The report was very positive, but significant work remains for maintenance staff to update all records on the JMP database on the survey findings.</p> <p>A committee member asked how we will use the information going forward.</p> <p>PL advised that the information would be used for our short and long term planning and allowed for accurate financial projections that are being worked on just now.</p>	<p>Component Lifespan</p>

	<p>A report will be sent to Committee with a detailed list of components with current lifespans and we can discuss at the next meeting.</p> <p>Committee members NOTED the report.</p>	<p>Review to discussed further at the next meeting</p>
	<p>Secretary's Report (Issued in advance to committee)</p>	
14.	<p>VLD asked FS if she would still like to join the committee, FS confirmed that she would, and the chair and PL reminded committee that they can appoint new members who have skills and input that will benefit the co-op.</p> <p>VLD added that FS has knowledge and skills which would make her an asset to the committee, as most members knew from previous participation. PL explained that it is the committee's decision whether to appoint Fiona as an appointed member of the committee rather than a co-optee.</p> <p>As an appointed member FS would have voting rights and would count towards the quorum of meetings.</p> <p>All members APPROVED the proposal for FS to become an appointed member of the management committee of the Co-op.</p> <p>PM confirmed that no new membership applications had been received since the last committee meeting.</p> <p>Committee members NOTED the update.</p>	<p>Co-op records to be updated to reflect the appointment as well as the SHR Portal</p>
	<p>Rent Review 2026 27 (Issued in advance to committee)</p>	
15.	<p>EH spoke for the paper outlining the consultation received from the tenants during the rent review.</p> <p>Committee discussed all the consultation responses and the feedback noted from the rent review focus group held.</p> <p>EH discussed how the proposed rent increases compare against other RSLs in the local area.</p> <p>A committee member enquired of the status of larger (4 apt) Hopefield Gardens rent reviews going forward after the forthcoming financial year.</p> <p>EH advised that the 3-bedroom new-build properties in Hopefield Gardens will be reviewed again next year to assess whether they're more in line with other properties after several years of phased reduced increases, usually by 0.5 or 1%..</p>	<p>Proposed rent & service charges increase to be implement</p>

	<p>EH explained that the service charges for retirement housing (formerly sheltered housing) at Law View were reviewed based on actual expenditure. North Lanarkshire Council has approved the revised charges, which cover the running costs for communal areas and staff.</p> <p>Proposed Increases Standard properties: 4.8% (CPI + 1%)</p> <ul style="list-style-type: none"> • 3-bedroom properties in new build - proposed increase of 3.8% (CPI only) • Effective date: 1st April 2026 <p>Committee members APPROVED the proposed rent increases.</p>	<p>from 1st of April 2026</p>
<p>16.</p>	<p>Insurance 2026 / 2027 (Issued in advance to committee)</p> <p>PL discussed insurance with committee for the financial year 2026/2027.</p> <p>A committee member enquired why our current insurance premium is so high.</p> <p>PL confirmed it was down to the total rebuild cost estimate.</p> <p>PL reflected on the committee's instruction earlier in 2025 to test the market.</p> <p>After completing an exercise comparing the Co-op with other Co-ops and associations in Scotland it revealed that landlords several times larger than GPHC were paying significantly less in insurance premiums.</p> <p>PL reminded committee that the final decision for will be take place at the March committee meeting.</p> <p>The broker, Howden, would be given the opportunity to issue a review of quotes after testing their own market, but the Co-op has received very competitive quotes.</p> <p>Committee members NOTED the update.</p>	<p>Update on insurance premium for 2026/27 to go to February meeting</p>
<p>17.</p>	<p>Scottish Housing Regulator Priorities / Housing (Scotland) ACT 2025 (Issued in advance to committee)</p> <p>The committee discussed the paperwork covering:</p> <p>Changes in the private sector regarding rent control areas, reasonableness of evictions, unlawful eviction damages, and keeping pets. These were shared with relevant staff as the Act will come into effect in 2026.</p> <p>Regulatory Focus Areas for 2025 Tenant Safety</p> <ul style="list-style-type: none"> • Asbestos management • Electrical safety • Gas safety 	

	<ul style="list-style-type: none"> • Water safety (Legionella prevention) • Dampness and mould <p>PL reminded committee:</p> <p>GPHC's position The co-op has a robust system for managing dampness and mould that was viewed by the regulator during their May inspection to Forgewood Housing Co-op (FHC) The system is the same across both co-ops and effectively mitigates damp issues.</p> <p>Legionella Management Properties with water tanks require works including chlorination and cleaning. Void properties need special attention if empty for more than 2 weeks, requiring taps to be run and systems drained to prevent Legionella growth. The co-op seldom has voids lying longer than 5-6 days.</p> <p>Annual Return on Charter (ARC) New indicators will be included in this year's ARC submission, including specific questions about dampness and mould management. The return covers the period from 1st April and will be presented to the committee in May before submission.</p> <p>Awaab's Law Context The increased focus on dampness and mould stems from the tragic death of a 2-year-old boy in Rochdale, England, whose death certificate referenced mould and damp in the home. This has become a UK-wide concern about how landlords manage these issues.</p> <p>Committee NOTED the information and understood the seriousness of this safety matter. PL reminded the committee on how high tenant and resident is on our list of priorities.</p>	
18.	<p>Committee Appraisals</p> <p>PM advised that he would ascertain availability and would schedule in committee appraisals.</p> <p>PM reminded members of their importance for a number of reasons:</p> <ul style="list-style-type: none"> • It's an opportunity to assess members' skills, attributes, and commitment. • Particularly important for members approaching the 9-year rule. • Identify training needs. • Ensure members are serving for the right reasons. • PM reminded committee members that it wasn't a test <p>Committee members NOTED the update.</p>	

	Director Appraisal	
19.	<p>PM proposed having Vikki (Chair of GPHC) and Alan (Chair of Forgewood) conduct Paul's Director appraisal together.</p> <p>PM added that this cross-organisational approach provides broader perspective and scrutiny while recognising the close working relationship between the two Co-ops.</p> <p>Committee APPROVED the request.</p>	
	Staffing: Staff Appraisals	
20.	<p>EH advised committee that staff appraisal forms have been sent out with a Thursday deadline for completion. Dates for the appraisals have also been sent out.</p> <p>Committee NOTED the update.</p>	
	Ethical Conduct and Notifiable Events	
21.	None	
	Payments, Benefits & Entitlements	
22.	None	
	Correspondence	
23.	Committee discussed and NOTED the correspondence.	
	Use of Delegated Authority	
24.	None	
	Any Other Competent Business	
25.	<p>PM advised that we had changed the agenda formatting in line with best practice making it clearer what items required approval versus those for noting.</p> <p>A committee member enquired whether the Co-op should join the Confederation of Co-operative Housing (CCH).</p> <p>PL asked committee for permission to discuss it further with the other Co-ops in the Co-ops Forum and decide based on the discussions. PL added the membership could provide value through representation, IT support and potential eco-funding.</p>	CCH membership to progress

	Committee APPROVED the request.	
	Summary of actions / decisions at this meeting	
26.	<p>Feasibility Study: Further committee discussions required</p> <p>Annual declaration of interest forms: Completed</p> <p>Proposed rent & service charges increase to be implemented from 1st of April 2026: Approved</p> <p>New committee member appointment: Approved</p> <p>Format of Director Appraisal: Approved</p> <p>Confederation of Co-operative Housing (CCH) membership to take forward discussions: Approved</p>	
	Meeting Evaluation	
27.	The committee conducted a brief evaluation of the meeting, with some positive comments and again welcoming back FS.	
	Date and time of next meeting 17th of February 2026, 6pm	
28.	VLD confirmed the date of the next meeting.	
	Meeting Close	
29.	<p>VLD thanked committee & staff for attending the meeting.</p> <p>The meeting closed at 7.50pm.</p>	