Agenda Item 3

GPHC

Minutes of the Meeting with Management Committee held on **Tuesday 17 June 2025 at 6pm** via in person & via Zoom at CentrePoint

Minutes

Present:	Victoria Dallas (Chair) (VLD)	Colette Kells (CK)	Heather Laing (HL)
	Jamie Boyle (JB)	Sandra Rodger (SR)	Christine Kerrigan (CHK)
In Attendance	Paul Lennon, Director (PL)	Elaine Hyslop, Housing Manager (EH)	Craig Anderson, Finance Manager (CA)
	Paul Murphy, Senior Corporate Services Officer (PM)		

	Agenda Item	Action
1.	**Welcome and Apologies**	
	VLD welcomed everyone to the meeting. Apologies were **NOTED** for Craig Callan and Przemek Jozwik.	**PM to update register.**
2.	**Declarations of Interest**	
	None	
3.	**Minutes of Previous Meeting held on 20 May 2025** (Issued in advance to committee)	
	Proposed **Heather Laing** Seconded **Jamie Boyle**	
4.	**Matters Arising**	
	PL advised that since the last committee meeting the matters arising from the meeting were: • PM updated the attendance register. • Richard had put in an expression of interest in for eco funding. • CA had submitted to Scottish Housing Regulator (SHR) the Five Year Financial Projections (FYFP). • The ARC Return submitted to the Scottish Housing Regulator (SHR). • Updated Business Continuity Plan on the agenda this evening. • Discussion on the Risk Strategy on the agenda.	

	• Discussion on updates to the Business Plan on the agenda. • PM updated the policy register to include the newly approved Sexual Harassment Policy.	
	Community Development	
5.	RB advised that he was seeking approval for the Co-op to sign up to the Hall Master online booking system. RB had previously demonstrated the value it gave the co-ops. Committee **APPROVED** the Co-op signing up for the Hall master booking system. RB advised that he had offered the vacant office unit to a charity called PlayPeace at a reduced rate, and they would be moving in at the end of June. Committee **WELCOMED** the update.	
	Loan Portfolio (Issued in advance to committee)	
6.	CA spoke to the report provided in the papers, giving details of all Garrion loans with Virgin Money, their terms and dates they are due paid off. PL also stated that the co-op would be meeting with Virgin Money this year to extend repayment terms for a loan that matures on 1 October 2025. A member queried interest rates and CA explained the rates of interest and terms with the loans, confirming that when the Bank of England reduce interest rates, it is to our advantage and also explained how we budget each year for a volatile costing to the co-op. No further questions were asked. Committee **APPROVED** the Loan Portfolio**.**	**Loan Portfolio to be submitted to SHR**
	Scottish Government – cladding information request (Issued in advance to committee)	
7.	PL advised committee confirmed that measurement of the height of our tallest stock and reviewed the information regarding the materials used to insulate and protect our flats. Based on the criteria and checking with relevant personnel at the Scottish Government (SG), a nil return for the Co-op would be submitted to the SG Committee **NOTED** the return.	**PL to submit NIL return to SG**
	Staffing (Issued in advance to committee)	
8.	EH advised that the staffing request was for information for committee, not for approval.	

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<tr><td></td><td>PL confirmed that there is guidance and flexible working requests can only be approved if the business needs are still being met.

EH advised that Zarah would be starting her maternity leave soon. The committee wished her well.

EH added that after a successful interview for a temporary position to cover Zarah's maternity leave the Co-op had made an offer to one of the candidates.

Committee NOTED the update.</td><td></td></tr>
<tr><td rowspan="2">9.</td><td>Business Continuity & Disaster Recovery Plan (Issued in advance to committee)</td><td></td></tr>
<tr><td>VLD suggested the Chair & Vice Chair have a document with all key staff contacts on it.

PL welcomed the suggestion and said it could be incorporated into the Business Continuity & Disaster Recovery Plan.

Committee APPROVED the Business Continuity & Disaster Recovery Plan.</td><td>Update on key staff personnel numbers to be issued to relevant GB members</td></tr>
<tr><td rowspan="2">10.</td><td>Risk Strategy</td><td></td></tr>
<tr><td>PL updated the committee in the revised risk strategy for the co-op, discussing key points that have been added and these were approved. PL reflected on the cost of living, with costs continuing to grow, which affect every household as well as small organisations like the Co-op.

Furthermore, our mitigation approach, to issues like the cost of living are excellent and this was recognised, particularly a lower than anticipated rental increase for 2025/26 as well as the outcomes from the AFTAR project.

Committee NOTED the update.</td><td></td></tr>
<tr><td rowspan="2">11.</td><td>Business Plan</td><td></td></tr>
<tr><td>PL advised that the bank as part of their yearly checks had requested the latest Business Plan, which PL had sent to the Co-op's customer relationship manager at the bank.
PL advised that the updated information on the Business Plan contained the following:
Change to contextual information, including KPIs.
Narrative regarding the ongoing feasibility study to the flats
Committee NOTED the update.</td><td></td></tr>
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12.	**Law View Kitchen Contract** (Issued in advance to committee)	
	EH provided an update on the Law View kitchen contract**.** She advised that the contractor has started by removing older boilers which needed replaced in the coming years and installing the new boilers at a different location in the kitchen. This was required to enable the new kitchens to be installed. Committee **WELCOMED** the update.	**Update to next meeting on kitchen contract**
13.	**Feasibility Study Gowkthrapple flats** (Issued in advance to committee)	
	PL reminded committee that the successful company for the feasibility study was John Gilbert architects. A committee member asked when the feasibility study was likely to be completed. PL stated that it would hopefully be completed this autumn. Committee discussed the investment plan for the Co-op. PL reminded committee that the feasibility study and the forthcoming stock condition survey would be beneficial in helping inform the committee's decision-making processes for the investment plan. Committee **NOTED** the update.	**Update on feasibility study/stock condition survey to go to next meeting**
14.	**Flexible Working Policy** (Issued in advance to committee)	
	PL and PM discussed the updated flexible working policy and committee **APPROVED** the document.	**PM to update policy register**
15.	**Secretary's Report** (Issued in advance to committee)	
	PM confirmed that no new membership applications had been received since the last committee meeting. PM confirmed that current Co-op member, John O'Brien had expressed an interest in joining the management committee. PM reminded committee that they can appoint new members who have skills and input that will benefit them. PL added that John has knowledge and skills which would make him an asset to the committee. PL explained that it is the committee's decision whether to appoint John as an Appointed member of the committee rather than a Co-optee. As an appointed member John would have voting rights and would count towards the quorum of meetings. All members **APPROVED** the proposal for John O'Brien to become an appointed member of the management committee of the Co-op.	

16.	**Tenant and Resident Safety Updates** PL confirmed that the maintenance team showed full assurance on the "big 6" areas, as follows; • Gas • Fire • Water • Asbestos • Damp and mould • Legionella PL also stated that in 2025-26 there would be a new way for the SHR to monitor performance in this area and that the co-op had already drawn up a new template reporting document to cover new areas such as damp and mould. We would also use the services again of Lilian Peters (Visual Stat solutions) who is an expert in SDM software and supporting dashboards. Lilian would help build the exact template reporting to ensure we capture all tenant and resident safety areas. Committee **NOTED** the update.	**New model template on reporting new indicators to be provided at a future relevant meeting**
17.	**Housing Coops Collaborative Working** PL reminded committee that the Co-op is part of a Housing Co-operative's informal forum, alongside 6 other Co-ops including Forgewood. PL suggested there was an opportunity to visit or host a visit to the Co-op from Committee members of the other Co-ops. A committee member added that it was good to meet and share experiences with tenants of other landlords. Committee **NOTED** the update.	
18.	**Quality and Efficiency Forum (QEF) Annual Statistical Review** PL reminded committee that the Co-op was part of the Quality and Efficiency Forum (QEF). The QEF consist of around 22 RSLs in Scotland who meet quarterly, share good practice and compare performance information. After the ARC was submitted at 31 05 2025, the QEF collated all returns and within the first week in June provided a full report on how Garrion was fairing. Committee agreed this was an excellent way to gauge how we were doing in comparison to previous years and current peers well before you know the full SHR results. PL stated that Garrion looked good again within the report, pointing out positive areas as well as those where we could improve. The Committee thanked PL for the feedback and thought it was of great value	

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<tr><td rowspan="2">19.</td><td>Assurance Statement Action Progress Updates (Issued in advance to committee)</td><td></td></tr>
<tr><td>PL reminded committee that the committee suggested we would benefit from introducing a new standing agenda item Assurance Statement Action updates from the next meeting. PL stated that this was also the case at Forgewood and reminded them of the recent SHR visit and how this was taken positively by the officers from the SHR.

This agenda item would provide an opportunity to note our discussions as we work towards compliance and self-assurance against the regulatory standards.

PL advised that following a recommendation from the Regulator to Forgewood Housing Co-op, Garrion would develop a new template for management accounts to clearly show KPIs and lender covenants. PL stated that CA was already working on a new template and had been looking at options since last year to get the best value for the co-op.

Committee APPROVED the new standing agenda item.</td><td>Annual Assurance Statement to be a standing agenda item.</td></tr>
<tr><td rowspan="2">21.</td><td>Annual Assurance Statement (AAS) Visit Scottish Housing Regulator (SHR) 28/05/2025 Final Letter to Forgewood Housing Co-operative</td><td></td></tr>
<tr><td>PL spoke to the letter provided in the papers, explaining because it’s a shared staff team between Garrion & Forgewood, that the correspondence is relevant to Garrion too.

A committee member added that they were glad that the visit had been a positive one for Forgewood committee and the shared staff team.

Committee asked PL to pass on their best wishes to Forgewood committee and the shared staff team. PL thanked committee and concluded by saying no matter what co-op was inspected, the other would take the positives from it as well as recommendations to improve. A committee member stated that given the joint staffing set up, it was pleasing to note that it all went well at FHC, so if Garrion got a visit we would expect similar.

Committee WELCOMED the update.</td><td></td></tr>
<tr><td rowspan="2">22.</td><td>Ethical Conduct and Notifiable Events</td><td></td></tr>
<tr><td>None</td><td></td></tr>
<tr><td rowspan="2">23.</td><td>Payments, Benefits & Entitlements</td><td></td></tr>
<tr><td>None</td><td></td></tr>
<tr><td rowspan="2">24.</td><td>Correspondence</td><td></td></tr>
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	Committee discussed the correspondence and **NOTED** its content.	
25.	**Use of Delegated Authority**	
	None	
26.	**Any Other Competent Business**	
	PM advised that we would work on an AI policy, for approval at a forthcoming meeting. EH added that the film called Gowk, set in our community that the Co-op supported is having its film premiere at the Edinburgh Film Festival.	
27.	**Summary of actions / decisions at this meeting**	
	• Loan Portfolio: return – **APPROVED** • Scottish Government – cladding information request: return – **APPROVED** • Staffing: Flexible hours request – **APPROVED** • Business Continuity & Disaster Recovery Plan – **APPROVED** • Flexible Working Policy – **APPROVED** • Summary of actions that will help us form our annual assurance statement to be noted and will be at each meeting	
28.	**Meeting Evaluation**	
	VLD asked members for their evaluations of the meeting. Committee members felt it had been a good and productive meeting.	
29.	**Date and time of next meeting 26 August 2025 at 6pm**	
	VLD confirmed the date of the next meeting and wished everyone a nice summer break.	
30.	**Meeting Close**	
	VLD thanked committee & staff for attending the meeting. The meeting closed at 7.45pm	