



Minutes of the Meeting with Management Committee held on **Tuesday 22 June 2021 at 5.30pm** via Zoom

Minutes

Present:	Victoria Cowie, Chairperson (VC)	David Cooper (DC), Vice Chair	Heather Laing (HL) Secretary
	Elizabeth Cooper (EC)	Colette Rooney (CR)	Craig Callan (CC)
	Eddie Dallas (ED) (Prospective Committee Member)	Przemek Jozwik (PJ) (Prospective Committee Member)	
In Attendance	Cathy Brien, Director (CB)	Paul Lennon, Depute Director (PL)	Elaine Hyslop (EH), Housing Manager
	Kennedy Chilambe, Senior Finance Officer (KC)	Richard Bolton, Community Development Officer (RB)	Paul Murphy, Corporate Services Officer (PM)

	Agenda Item	Action
1.	Apologies Apologies were NOTED from Anne Gilmour, Carolina Velzasquez, Blanche McGinn and Patryk Topolski and Alex Fenton (Prospective Committee Member).	PM to update register.
	Chairs Remarks VC welcomed everyone to the meeting. PL gave a special welcome to Przemek Jozwik (PJ) and Eddie Dallas (ED) who were seeking approval to join as management committee members and would observe.	
2.	Declarations of Interest VC declared an interest under agenda item 7, confirming her relationship to ED	
3.	3.1 Minutes of Previous Meeting held on 25 May 2021 Proposed Vikki Cowie Seconded Elizabeth Cooper 3.2 Minutes of Audit & Risk Sub Committee held on 27 April 2021 To be deferred to the next meeting.	Item deferred to next meeting Members required

4.	<p>4.1 Matters Arising</p> <p>PL advised we would look to advertise the office space in CentrePoint if Social Security Scotland confirmed they were unable to take the space (formerly occupied by Partners in Play).</p>	<p>PL to engage with SSS re lease</p>
5.	<p>5. Health & Safety</p> <p>5.1 CentrePoint</p> <p>CB advised that we continue to follow government advice regarding home working for the majority of the staff. However a small number of staff are working from the office to assist and support the activities taking place at the centre.</p> <p>RB provided an extensive update via a PowerPoint presentation on the activities taking place in the short to medium term.</p> <p>RB requested a volunteer to water the plants at the weekend to help keep the fruit and vegetables growing at CentrePoint.</p> <p>Committee NOTED the presentation providing an update on the activities of the Communities team.</p>	
	<p>5.2 Staff Working Environments</p> <p>CB added that staff were working well from home and performance is good. Staff continue to deliver services to tenants and hadn't been greatly affected by working remotely.</p> <p>CB provided committee with a presentation on the principles of Agile Working.</p>	
6.	<p>Correspondence</p> <p>Committee NOTED the correspondence contained within the paperwork.</p>	
	<p>Governance</p> <p>7.1 Ethical Conduct and Notifiable Events</p> <p>None</p>	
	<p>7.2 Membership Report</p> <p>PL advised that membership applications had been received along with the £1 fee from:</p>	

7.	<p>Patryk Wilma, 46 Smith Avenue, Wishaw – new tenant. Przemek Jozwik, 38 Smith Avenue, Wishaw – lives in one of our homes. Eddie Dallas, 1 Woodgreen Court, Wishaw - tenant</p> <p>Committee APPROVED the membership applications.</p>	<p>The new members to be added to the membership list</p>
	<p>7.3 Appointed Committee Members</p> <p>PL advised committee that Eddie, Przemek and Alex, who committee might know in the community or from attending our AGMs, are interested in becoming members of the management committee. A committee can appoint new members who have skills and input that will benefit them. PL added that Eddie, Przemek and Alex have various knowledge and skills which would make them assets to the committee.</p> <p>PL explained that it is the committee’s decision whether to appoint Eddie Dallas, Przemek Jozwik and Alex Fenton each as an Appointed member of the committee or as co-optees. As an appointed member Eddie, Przemek and Alex would have voting rights and would count towards the quorum of meetings.</p> <p>All members APPROVED the proposal for Eddie, Przemek and Alex to become appointed members of the management committee of the Co-op.</p>	<p>Co-op records to be updated to reflect the appointments</p>
	<p>7.4 Policy to be approved: Blended Working</p> <p>The policy was considered and then DEFERRED to ensure the policy incorporated the forthcoming guidance from EVH.</p>	<p>Policy deferred until guidance from EVH is available</p>
	<p>7.5 Policy to be approved: Assignment Policy</p> <p>The policy was APPROVED.</p>	<p>Policy register to be updated</p>
	<p>7.6 Policy to be approved: Tenant Participation Strategy 2021-2024</p> <p>The policy was APPROVED.</p>	<p>Policy register to be updated</p>
	<p>7.7 Payments, Benefits & Entitlements</p> <p>PL confirmed that there was no payments, benefits & entitlements to report to committee.</p>	
	<p>7.8 Management Committee Meetings Report</p> <p>Management Committee APPROVED the proposal to replace the Audit & Risk Sub Committee meetings with an increased number of management</p>	

	committee to incorporate the business which previously would go to the Audit & Risk Sub Committee. Paul stated that committee meeting calendars will be updated and sent out, reflecting at least 10 meetings per year, at 1730 hrs and on a Tuesday.	
	<p>7.9 AGM Arrangements</p> <p>PM advised that the date of the AGM is scheduled for Tuesday the 21st of September.</p>	<p>AGM paper to be provided in August meeting with those standing down recorded</p>
	8. Strategy	
	8.1 New Build Project Gowkthrapple Regeneration	
	<p>CB provided an extensive background of the site from when it was purchased to present day to assist new management committee members in their understanding.</p> <p>CB provided an update on the work and that Simon Carr (Housing Consultant) had been carrying out during his assurance review on the disposal of the site at Caplaw Place to North Lanarkshire Council (NLC).</p> <p>Committee NOTED the progress of the process.</p>	<p>Update on Simon Carr review to be provided at next meeting.</p>
	Staffing	
	<p>9.1</p> <p>PL reflected that the committee had asked that the contracts of our modern apprentices Laura and Zarah were extended to ensure they gained experience of working face to face with the public.</p> <p>PL advised that the Co-op have budgeted to retain our Modern Apprentices Laura and Zarah until the end of March 2022.</p> <p>PL asked committee if they agreed with this proposal.</p> <p>Committee APPROVED this proposal.</p> <p>PL advised that staff carried out a litter pick of the estate on the 9th of June, which was a great success and good for staff morale.</p>	<p>Laura and Zarah to be notified of contract extension</p>
10.	Finance	
	10.1 Five Year Financial Projections	
	<p>KC guided committee through a presentation on the Co-op's five year financial projections (FYFP).</p> <p>KC advised committee that the five year financial projections are sent each year to the Scottish Housing Regulator (SHR).</p>	<p>FYFP to be submitted on SHR landlord portal</p>

	<p>VC asked if we were levelling off our investment spend to ensure no highs and lows in investment spending.</p> <p>KC advised that this was the next exercise we would be working on and this would be our long term approach to investment spending.</p> <p>The Committee APPROVED the five year financial projections.</p>	
11.	Covenant Compliance	
	<p>11.1 Self-Assessment</p> <p>CB provided a report to committee on the proposal for self-assessment this year to enable the Co-op to return the Annual Assurance Statement to the Scottish Housing Regulator (SHR) in October.</p> <p>Committee noted the contents of the report and APPROVED the request for the self-assessment to be carried out internally this year.</p>	
12.	Operations	
	12.1 External Audit	
	<p>PL advised that the external audit would be taking place in August and French Duncan would be carrying out the audit.</p>	Update on audit to be provided at next meeting
	<p>12.2 Internal Audit</p> <p>Members noted the contents of the report and the presentation provided. The committee APPROVED the Internal Audit schedule.</p>	
13.	Deferred Agenda Items	
	None	
14.	Any Other Competent Business	
	<p>VC thanked the committee and staff for attending the meeting and wished everyone an enjoyable summer break.</p>	
	Date of Next Meeting	

	Management Committee Meeting: 5.30pm Tuesday 24 August 2021
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