



Minutes of the Meeting with Management Committee held on **Tuesday 14 December 2021 at 5.30pm**  
via Zoom / in person at CentrePoint

## Minutes

<b>Present:</b>	Victoria Cowie, Chairperson (VC)	David Cooper, Vice Chair (DC)	Heather Laing, Secretary (HL)
	Craig Callan, Treasurer (CC)	Elizabeth Cooper (EC)	Blanche McGinn (BMcG)
	Fiona Shearer (FS)		
<b>In Attendance</b>	Cathy Brien, Director (CB)	Paul Lennon, Depute Director (PL)	Elaine Hyslop, Housing Manager (EH)
	Kennedy Chilambe, Senior Finance Officer (KC)	Richard Bolton, Community Development Officer (RB)	Paul Murphy, Corporate Services Officer (PM)

	Agenda Item	Action
1.	<b>Apologies</b> Apologies were <b>NOTED</b> for Eddie Dallas and Przemk Jozwik.	<b>PM to update register.</b>
	<b>Chairs Remarks</b> VC welcomed everyone to the meeting.	
2.	<b>Declarations of Interest</b> PL declared an interest on behalf of Kennedy at agenda item 11.2 Finance Report.	
3.	<b>3.1 Minutes of Previous Meeting held on 16 November 2021</b> Proposed <b>Elizabeth Cooper</b> Seconded <b>David Cooper</b>	
4.	<b>4.1 Matters Arising</b> Committee were updated on Scottish Power's request to lay cabling on the land owned by the co-op to the rear of Centrepont. Harper MacLeod are currently in discussions with the agent for Scottish Power.  PL added that he would keep committee updated.	
5.	<b>Health &amp; Safety</b>	

	<p><b>5.1 Scottish Government Guidance</b></p> <p>CB reflected on the announcement that day by the First Minister Nicola Sturgeon regarding restrictions. CB advised committee that the majority of staff will be working from home during the restrictions. However due to the nature of the work undertaken by our maintenance team and RB to enable them to carry out their work, we will allow them to access the office when needed. Ensuring all Covid protocol measures are followed by anyone visiting the centre/estate</p> <p>Committee <b>APPROVED</b> this approach.</p>	<p><b>PM Update website to keep customers informed</b></p>
	<p><b>5.2 Staff Arrangements</b></p> <p>After some discussion Committee <b>APPROVED</b> the request for a restricted number of staff to send out the newsletters from the office to ensure the tasks are completed. The limited number of participating staff have to provide a negative lateral flow test result prior to accessing the building.</p> <p>A limited number of activities will continue to take place at the centre including the recovery café (local support group for addiction services) and the cancer support group, both deemed to be essential services.</p>	
6.	<p><b>Correspondence</b></p>	
	<p><b>6.1 Regulator publishes latest quarterly report on the impact of COVID-19 on social landlords</b></p> <p>The correspondence was <b>NOTED</b> by committee and discussed by PL.</p>	
	<p><b>6.2 EVH Pay Negotiations</b></p> <p>PL confirmed that the CPI figure for October was 4.2% and this figure will trigger a return to negotiations between EVH and the Union.</p> <p>The correspondence was <b>NOTED</b> and discussed by committee.</p>	
	<p><b>6.3 EVH CHAS Donation</b></p> <p>PM advised that EVH is raising money for Children's Hospices Across Scotland (CHAS) and asked the committee if they would like to donate to the appeal. Previous contribution was £75 and committee approved a similar gesture.</p> <p>The committee <b>APPROVED</b> the donation.</p>	<p><b>PM and KC to process donation to EVH Appeal</b></p>
	<p><b>6.4 CIH Scotland Housing Awards</b></p>	

	<p>PL advised Committee that the CIH Scotland Housing Awards took place recently and PM had attended it in his capacity as a CIH Board Member. After discussion, committee agreed that the co-op should consider putting itself forward in some of the categories where it is felt we excel in.</p> <p>Committee <b>AGREED</b> with the proposal for the Co-op to consider next year's awards.</p>	<p><b>PM to work on a submission when the awards open again next year.</b></p>
7.	<p><b>Governance</b></p>	
	<p><b>7.1 Ethical Conduct and Notifiable Events</b></p> <p>PL advised committee that while there were no notifiable events, the Scottish Housing Regulator (SHR) had been in contact since the last meeting. They advised that during their annual risk assessment of RSLs, they were checking the last 3 sets of approved management committee minutes. SHR checked the co-op's website and found they were not there. SHR also reminded the co-op that as part of the regulatory framework, we should have our minutes on public display. PL confirmed that this is indeed the case and that since rebuilding the website last year, the display of minutes was still to be done and apologised to committee for this oversight. PL also confirmed he communicated with the SHR, who were very reasonable during the discussions, also apologising and confirmed the issue would be fixed within a day or so. It was also confirmed that this was the case.</p> <p>PL finalised by confirming that all approved minutes will be edited for GDPR purposes and uploaded as soon as possible after each committee meeting from now on. This was accepted by all I attendance.</p>	<p><b>PL/PM to ensure all edited minutes to be displayed once approved at GB meeting.</b></p>
	<p><b>7.2 Payments, Benefits &amp; Entitlements</b></p> <p>None</p>	
	<p><b>7.3 Membership Report</b></p> <p>PM advised committee that no new applications for membership had been received since the last management committee meeting.</p>	
8.	<p><b>Strategy</b></p>	
	<p><b>8.1 CentrePoint</b></p>	
	<p>RB provided a presentation.</p> <p>He advised that customers of GPHC, who register for books from Dolly Parton's Imagination Library, will receive books in 6 – 8 weeks. The books will continue until the child turns five or moves out of the area.</p> <p>RB advised that the past few months have been busy with a number of activities restarting including the Men's Model Making Group. There are some new activities for pre-school children such as story-telling with Lisa and Relax</p>	

	<p>kids. The community centre also held a wonderful Harvest Festival Event during the October half term.</p> <p>Committee <b>NOTED</b> the presentation from RB providing an update on the activities of the Communities team.</p> <p>Committee thanked RB for his report.</p> <p><b>RB left the meeting.</b></p>	
	<p><b>8.2 Tenants Survey</b></p> <p>EH reflected on the recent changes to the guidance regarding home working again being the default for the vast majority of the staff. EH advised committee that more time was needed to evaluate service delivery options for tenants based on the current and future restrictions.</p> <p><b>Item deferred</b></p>	<p><b>EH to tailor tenant survey to suit up to date guidance</b></p>
	<p><b>8.3 New Build Project Gowkthrapple</b></p> <p>CB advised that she approved a press release that North Lanarkshire Council was sending to the Wishaw Press to notify the public that the masterplan for Gowkthrapple moved a step forward as it had received its final approval.</p> <p>CB added that it was good news for the area with around 300 new homes over four phases, guided by a masterplan to regenerate the community by building homes, retail, additional open space and play facilities and improved transport infrastructure to create a new, attractive and well-connected neighbourhood.</p> <p>CB added it is hoped that the co-op will be able to acquire potentially 50 new homes for GPHC through our agreement with the Council probably at phase 4 of the plan.</p> <p>CB advised that discussions between, NLC and GPHC solicitors is ongoing over the sale of the land at Castlehill Road. The Scottish Government are also considering the latest land valuation. CB will keep Committee updated on the progress of the sale.</p>	
	<p><b>Staffing</b></p>	
9	<p>CB advised that staffing would be covered under the finance report, later in the agenda.</p> <p>PM advised that Josh Collins had been successful in getting his Diploma in Digital Marketing.</p> <p>Committee asked to pass on their congratulations to Josh.</p>	

		<b>PM to pass on the committee's best wishes</b>
10.	<b>Compliance</b>	
	<b>10.1 CCTV Policy</b>  PL referred to the policy previously issued and confirmed the centre needed an updated CCTV policy. The policy will help safeguard the rights of visitors to CentrePoint.  PL asked for any questions on the policy. PL explained the policy and the impact assessment that is required to be completed.  Committee <b>APPROVED</b> the policy.  EC enquired about the possibility of CCTV cameras being re-introduced into the Law View area to help tenants feel safer. PL advised that we would need to carry out an assessment and we could also look into obtaining external funding. PL added we could raise the issue with tenants of Law View at the next meeting of residents or next survey.	<b>PL to get a price from our current CCTV provider</b>
	<b>10.2 Prevention of Fraud and Anti-bribery Policy</b>  Committee <b>APPROVED</b> the policy.	
11.	<b>Finance</b>	
	<b>11.1 Draft Budget</b>  Deferred	
	<b>11.2 Finance Report</b>  CB advised that Kennedy was leaving the organisation with our best wishes. Kennedy had accepted the role of Head of Finance at another RSL. CB expressed regret that KC was leaving the Co-ops, also stating it was a great opportunity for him.  Committee also expressed regret at the news and advised KC that he would be missed.	

	<p>KC reflected on his time with the Coop and thanked them for their collective support and encouragement they had given him over the years.</p> <p>CB advised that the Co-op would be interviewing agency candidates for a temporary position this week for a period of 3 months.</p>	
	<p><b>11.3 Rent Increase 2022/23</b></p> <p>PL referred to previous months' discussions as well as the report on the rent increase. It was confirmed that under business planning, we should be looking at CPI + 1%. As stated in previous months there is an unusual hike in inflation with the current rate at 4.2%. Based on that we could be looking at 5.2% for 2022/23. Committee were strongly against such an increase, this was agreed by the management team and PL then advised of the areas we address and possible options.</p> <p>Affordability of rents for our tenants is a key area we look at and PL confirmed that the affordability toolkit via SFHA was run again this year and despite pass marks for all of our properties, there were some near borderline and affordability issues, based on higher percentage options used.</p> <p>It was agreed that the staff would arrange their tenant consultation event with the rent focus group, inviting new people via the newsletter.</p> <p>We consider the rent increase based on the lower of recent month's inflation rises (3.1). PL confirmed budgets were run on this figure and they work for the co-op.</p> <p>If the CPI rate published mid-January is lower than the 3.1%, we consider that as an increase however indications are showing there will be no decrease.</p> <p>EH provided a presentation on the Rent Increase 2022/23 consultation document, due to be sent to tenants alongside the latest newsletter at the end of this week.</p> <p>Committee <b>APPROVED</b> the proposals on the rent increase and it was confirmed a decision must be taken in January to meet notification deadlines.</p>	<p><b>EH to arrange rent focus group meeting</b></p>
	<b>Operations</b>	
	<b>12.1 AFTAR Update</b>	
<b>12.</b>	<p>PL advised committee that the funding for the AFTAR project (Advice For Tenants And Residents) is up on the 31<sup>st</sup> of March.</p>	

	<p>PL &amp; EH advised that they were due to attend a meeting soon to discuss extending funding for the project, with an application to the Bank of Scotland awaiting approval.</p> <p>PL added that the Co-op are due to receive energy saving lightbulbs and some reflector panels for gas radiators. We hope to receive some gas and electricity top ups from CAB via energy savings trust funding if tenants are in need and unable to pay. The top up is added remotely.</p> <p>Committee <b>NOTED</b> the report.</p>	<b>PL / EH to report back on AFTAR</b>
	<b>12.2 Festive Period Closure</b>	
	<p>PL reminded Committee that as agreed at the previous meeting staff will close on 24 December and return to work on Thursday 6 of January. However maintenance staff will have a presence in the area over the holiday period. Appropriate annual leave days will be used by staff during the period.</p>	
	<b>Any Other Competent Business</b>	
<b>13.</b>	<p>VC thanked the committee and staff for attending the meeting and for their attendance throughout the pandemic.</p> <p>VC wished everyone and their families a very Merry Christmas and a happy, healthy and safe New Year and added she looked forward to seeing everyone in the new year.</p>	
	<b>Date of Next Meeting</b>	
<b>14.</b>	<p>Management Committee Meeting: 5.30pm Tuesday 25 January 2022</p>	