



Minutes of the Meeting with Management Committee held on **Tuesday 16 November 2021 at 5.30pm**
via Zoom / in person at CentrePoint

Minutes

Present:	Victoria Cowie, Chairperson (VC)	David Cooper, Vice Chair (DC)	Heather Laing, Secretary (HL)
	Craig Callan, Treasurer (CC)	Elizabeth Cooper (EC)	Przemk Jozwik (PJ)
	Anne Gilmour (AG)	Fiona Shearer (FS)	Patryk Topolski (PT)
	Eddie Dallas (ED)	Blanche McGinn (BMcG)	
In Attendance	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.	<p>Apologies</p> <p>No apologies were NOTED.</p>	PM to update register.
	<p>Chairs Remarks</p> <p>VC welcomed everyone to the meeting.</p>	
2.	<p>Declarations of Interest</p> <p>None</p>	
3.	<p>3.1 Minutes of Previous Meeting held on 19 October 2021</p> <p>Proposed Heather Laing Seconded Craig Callan</p>	
	<p>3.2 Office Bearers Meeting held on 19 October 2021</p> <p>Proposed Craig Callan Seconded Heather Laing</p>	
4.	<p>4.1 Matters Arising</p> <p>CB advised that EH would provide an update on the potential eviction case.</p>	

	Health & Safety	
5.	<p>5.1 Coronavirus Health & Safety Policy</p> <p>PM explained the purpose of the policy and what amendments had been made to the initial policy. PM reflected on an announcement that day by the First Minister Nicola Sturgeon regarding potential restrictions due to be announced in the coming weeks.</p> <p>PM asked committee to defer the policy to ensure it incorporated the changes requested by the Scottish Government.</p> <p>The policy was DEFERRED.</p>	
	<p>5.2 Vehicle Policy</p> <p>CB explained the purpose of the policy.</p> <p>Committee APPROVED the policy.</p>	
	<p>5.3 First Aid Training</p> <p>PM advised committee that three members of staff were going for their first aid refresher training in the coming weeks.</p>	
	Correspondence	
6.	<p>6.1 Scottish Housing Regulator and Office of the Scottish Charity Regulator publish updated Memorandum of Understanding</p> <p>The correspondence was NOTED by committee.</p>	
	<p>6.2 EVH (Employers in Voluntary Housing) – Pay Negotiations</p> <p>PL advised that EVH had written to the Co-op to advise that the current pay deal is based on the October 2021 inflation figure and states that if the October CPI figure is above 2.5% this will trigger a return to negotiations. It is now looking very likely that EVH will be returning to negotiations as the October rate may well be above 2.5%.</p> <p>The correspondence was NOTED and discussed by committee.</p>	
	<p>6.3 SHR Staff News</p> <p>PL advised committee that Ian Brennan was leaving his post as Director of Regulation at the Scottish Housing Regular. PL complimented the changes Ian had made in his time with the Regulator.</p>	

	<p>6.4 Invite from Positive Action in Housing to their AGM</p> <p>PL advised that the Co-op had received an invite from Positive Action in Housing to their AGM event coming up.</p> <p>PM to send invite information to all committee members.</p>	<p>PM to send invite information.</p>
	<p>Governance</p>	
	<p>7.1 Ethical Conduct and Notifiable Events</p> <p>None</p>	
	<p>7.2 Payments, Benefits & Entitlements</p> <p>None</p>	
7.	<p>7.3 Membership Report</p> <p>PM advised committee that no new application for membership had been received since the last management committee meeting.</p>	
	<p>7.4 Policy and Procedure on Committee Members' Expenses</p> <p>CB explained the purpose of the policy and procedure on committee members' expenses.</p> <p>Committee APPROVED the policy.</p>	
	<p>Strategy</p>	
	<p>8.1 CentrePoint</p>	
8.	<p>RB advised that we have submitted an application for 2022/2023 to the Investing in Communities Fund for £97,600. We should find out by the end of December.</p> <p>We had a nice harvest festival event in October with the produce from our garden project.</p> <p>We have also have had a number of new groups and activities taking place at CentrePoint.</p> <p>RB added that we are signing up to Dolly Parton's Dollywood Imagination Library, fingers crossed the first books could be sent out in February.</p> <p>Committee NOTED the verbal report from RB providing an update on the activities of the Communities team.</p> <p>Committee thanked RB for his report.</p>	

	RB left the meeting.	
	<p>8.2 CCTV Policy</p> <p>PL gave a brief overview of the CCTV policy for the organisation. PL asked for the policy to be sent out to committee members and if they had any comments on the policy please feed them back.</p> <p>Policy to go to December's meeting for approval.</p> <p>Item deferred</p>	PM to send policy out to committee.
	<p>8.3 Wind Estate – cable route</p> <p>PL advised committee that an agent acting on behalf of Arnold Clark (Car Retailer) had got in touch regarding a small piece of land the Co-op owns. The agent is looking to put underground cables under the surface for wind turbines.</p> <p>PL added that they will cover any of our legal costs and may make a goodwill donation to the Co-op.</p> <p>VC asked if there was any indication to where the wind turbines were going to be built.</p> <p>PL advised that there was no indication where the wind turbines would be erected.</p> <p>Committee APPROVED that underground cables being installed under the Co-op's land. Committee asked PL to provide an update at the next meeting.</p>	PL to provide update
	Staffing	
9	<p>CB advised that there was a number of staff working from the office including maintenance, reception and Richard. The rest of the staff are primarily based at home currently. Housing staff are coming to the office to carry visits and appointments. CB added that we were looking at options, however the First Minister advised that rates of infection were rising again and encouraged people to work from home.</p> <p>CB advised that we are going to survey the tenants to see what they would like to see from our service delivery.</p>	
	Covenant Compliance	
10.	<p>10.1 Training</p> <p>PL advised that we have arranged training sessions for staff and committee on Code of Conduct and Equalities. Stuart Eglinton will provide the training.</p>	

	<p>PM added that training on equalities was something which was identified as an action in our self-assessment exercise.</p> <p>PL advised committee that there was a recent example of a housing association that was found to be negligent, because they hadn't provided staff with code of conduct training within an 18 month period.</p> <p>PL added that the training for committee members would take place early next year.</p>	
	<p>10.2 Returns Submitted</p> <p>The Committee NOTED the returns made on behalf of the Co-op to SHR, OSCR, our lender and the Information Commissioner.</p>	
	<p>Finance</p>	
11.	<p>11.1 Management Accounts</p> <p>KC read through the Management Accounts up to 30 September 2021, running through all the figures. KC explained the operating costs and surplus for the period ending 30 September 2021 and confirmed that it had been a good period for the Co-operative financially with reduced costs relating to some staff working from home.</p> <p>KC stated that the Co-op was at the half way point in the financial year and this is a good time to reflect on trends in our costs and how they compare against the budget. KC advised that there was a surplus of £69,000, we expected a surplus of around £11,000. Therefore as an organisation we have had a good year financially and have a healthy balance sheet.</p> <p>There was nothing of concern to note and he confirmed that overall, it has been a successful period for the Co-operative again and the accounts are healthy. KC advised that the management committee should be pleased with the result.</p> <p>Our housing stock is valued at just over £6.1 million. The new bathrooms installed in some homes has put up our overall value slightly. The grant we received for the community centre amounted to just over £2.3 million.</p> <p>Kennedy was thanked for his reporting and no further questions were asked</p> <p>The Management Accounts up to 30 September 2021 was APPROVED.</p>	
	<p>11.2 Revised Budget</p> <p>KC advised that committee can look at the budget and decide whether to potentially reallocate resource in the budget to different budget streams. KC added we can compare costs against the budget, in some budget streams we</p>	

<p>have spent more and in others we have spent less. For example due to the increase in electricity prices we have spent significantly more than was expected on Stair Lighting.</p> <p>Another example of overspend is in Legal and Professional Fees partly due to the proposed land sale to North Lanarkshire. However this is a necessary spend to ensure we help to safeguard the Co-op's interests.</p> <p>VC asked if we anticipate any more fees in Legal and Professional Fees in the next few months.</p> <p>KC advised that there was more fees likely associated with the land sale and another internal audit for Garrion.</p> <p>PL added that the audit would focus on either rent arrears or our response to Covid depending which one was most relevant at the time to the Co-op.</p> <p>PL suggested that we could create another budget line next year solely dedicated to audit.</p> <p>KC said we could implement a new budget line.</p> <p>KC advised that this year we decided not to pay our property insurance in instalments we paid it all in the one payment we made a significant saving of around £8000.</p> <p>KC advised that we had budgeted to spend £160,000 on capital planned maintenance however due to covid we have only managed to spend £34,558 so far.</p> <p>EC enquired whether there was insurance which the Co-op could take out if we were purchasing land in the future. A policy which could protect the Co-op from large price changes in land values.</p> <p>CB reflected on the purchase of the land for £3m, the money came from the Scottish Government and unfortunately we have been unable to develop the land in the intervening years since the sale due to the costs associated with developing the site.</p> <p>DC asked if we were allowed to sell the land despite it being public money which paid for the land.</p> <p>CB advised that we have been working with the Scottish Government and North Lanarkshire Council to come to an agreement which best suits all parties.</p> <p>The Committee AGREED to reallocate resource from the underspent budget lines to the overspent budget lines.</p>	
<p>11.3 Draft Budget</p>	

	<p>Item was deferred</p> <p>KC left the meeting.</p>	
	<p>11.4 Rent Increase 2022/23</p> <p>PL advised that we will be focusing on the CPI rate, we are hopefully that the rate will drop in the coming months, unfortunately the rate remains pretty high. PL added that we want to ensure we try to make the rent increase as affordable as possible.</p>	
	<p>11.5 Planned Maintenance Report</p> <p>PL asked committee to consider delaying the Law View kitchen replacement programme until 2022-23. This could be as early as spring 2022. Additionally to delay the Law View external painting program until 2022-23. Due to covid restrictions and the winter weather.</p> <p>EC felt that is was the right decision based on the likely low temperatures and the vulnerability of the tenants at Law View.</p> <p>PL proposed that the budget for external paintwork at Law View is reallocated to pay for repairs to common stair treads within our closes instead.</p> <p>Committee APPROVED the requests.</p>	
	<p>11.6 Finance Agent</p> <p>CB reflected on the work of Kennedy Chilambe in the role of Senior Finance Officer.</p> <p>CB advised committee that KC had stepped up to the challenge of the new role and he had performed excellently thus far.</p> <p>CB added that KC is still learning and Clark Davidson as our Finance Agent, still has a vital role with the Co-op. CD could continue to assist Kennedy and submit important financial returns on behalf of the Co-op.</p> <p>Committee APPROVED retaining the services of Clark Davidson in the role of Finance Agent at the current rate invoiced for, which hasn't increased in a significant number of years.</p> <p>CB and PL added that the rate charged represents extremely good value for the services provided.</p>	<p>PL to notify Clark Davidson of committee's decision</p>
12.	<p>Operations</p> <p>12.1 Maintenance Report</p>	

	<p>PL began by complimenting the work of the Maintenance Team for their impressive performance in the period. PL drew particular attention to gas servicing which he understands is now taken as a given by the sector, however a lot of work goes into ensuring that we maintain a 100% completion record for the period and the year as a whole.</p> <p>Committee NOTED the report.</p>	
	<p>Any Other Competent Business</p>	
13.	<p>PL advised committee that our contractors have been getting in touch to find out when the office is closing for the Christmas holidays. We normally finish around lunchtime on Christmas eve, however in recent years committee have kindly authorised staff to finish on the 23rd of December.</p> <p>PL added that we will reopen at 9pm on the 6th of January and any phone calls / emergencies will be dealt with the holiday period regardless. We will also have maintenance staff in during the break.</p> <p>Committee unanimously APPROVED for staff to finish on the 23rd of December.</p> <p>VC thanked the committee and staff for attending the meeting.</p>	
	<p>Date of Next Meeting</p>	
14.	<p>Management Committee Meeting: 5.30pm Tuesday 14 December 2021</p>	