

Agenda Item 3



Minutes of the Meeting with Management Committee held on **Wednesday 21 January 2026 at 6pm** via in person & via Zoom at Forgewood Community Centre

Minutes

Present:	Callum Boughey (Vice Chair) (CB)	John Burton (JB)	Jolene Martin (JM) (via Zoom)
	Karen Brown (KB)	Tommy Divers (TD)	Sandra Brown (SB)
	Margaret Hemmings (MH)	Edosa Nelson Fidelis (EF)	
In Attendance	Paul Lennon, Director (PL)	Elaine Hyslop, Housing Manager (EH)	Paul Murphy, Senior Corporate Services Officer (PM)

	Agenda Item	Action
1.	Welcome and Apologies	
	CB welcomed everyone to the meeting. Apologies were NOTED for Alan Thomson, Charlie Millar, Kirsty Wright, Sharon Bonnar & Richard Bolton.	PM to update register.
2.	Declarations of Interest	
	PL declared an interest under item no 19.	
3.	Minutes of Previous Meeting held on 26 November 2025	
	Proposed Karen Brown Seconded Tommy Divers	
4.	Matters Arising	
	PL advised that since the last committee meeting the matters arising from the meeting were:	

	<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 to update committee on the Rent Review consultation. 	
5.	<p>Community Development Update</p> <p>In Richard Bolton's absence, PL provided an update on the community development team's work, noting that 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>Future Funding Strategy The funding model is shifting from relying on one or two major sources to multiple smaller funding streams.</p> <p>Political Engagement Scottish Labour leader Anas Sarwar is visiting the Community Centre 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.</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>Children's Science Events Planned A participatory budgeting exercise will soon take place to decide on a number of science events for children.</p> <p>A committee member asked if it was feasible that there was enough income from the community centre to fully meet the salaries of the community development staff.</p> <p>PL advised that ideally yes, but it doesn't happen. Housing Associations with more resources can fully fund community officers through revenue from centres plus events and cash reserves. We make a small surplus but not enough to cover wages. We would need all rooms booked and paid for 7 days a week, morning, afternoon, and night to be self-sufficient.</p> <p>A committee member asked is it a concern that both contracts are renewable at the same time.</p> <p>PL advised that it was due to funding cycles and it was unfortunately common.</p> <p>Committee thanked PL for the update.</p>	

	Annual Declaration of Interest / Register of Interest (Issued in advance to committee)	
6.	Committee members present COMPLETED their annual declaration of interest forms.	
	Budget (Draft) 2026/27	
7.	PL advised that Craig is meeting with budget holders next week to finalise the draft Budget 2026/27 prior to committee meeting in February.	
	Code of Conduct Signing (Issued in advance to committee)	
8.	Committee members present SIGNED the Code of Conduct.	
	Satisfaction Levels Regarding Bathroom Contract	
9.	EH advised committee that so far there have been two defects reported and these were resolved the next day. PL has provided positive feedback regarding the contractor to the Scotland Excel framework.	
	Tenant Satisfaction Survey (Issued in advance to committee)	
10.	EH displayed on screen the provisional results for the Tenant Satisfaction Survey. The presentation showed excellent results across all indicators, significantly exceeding Scottish averages in some areas, but being better in all indicators. A committee member shared their delight that every single figure was above the Scottish average. 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. A committee member asked what the next steps were. EH advised that: <ul style="list-style-type: none"> ● A full detailed report to be reviewed when received. ● Focus group meetings with tenants to be conducted independently. ● Feedback will inform the tenant participation strategy and action plan. 	

	<ul style="list-style-type: none"> • Results will be incorporated into the business plan (April strategy meeting). • Annual report publication scheduled for October. <p>Committee members NOTED and thanked EH for the presentation.</p>	
11.	<p>Stock Condition Survey – Component Lifespan Review (Issued in advance to committee)</p> <p>PL advised that John Martin Partnership (Stock Condition Survey Contractor) had completed the surveys of the properties in the estate. The report was positive.</p> <p>A committee member asked what the typical lifespan for housing components are.</p> <p>PL advised committee we are going to review the longevity of each component. For example, kitchens are currently set at 15 years for renewal, but some housing providers use 17 years. Windows have one of the longest life expectancies - PVC windows should still be okay after 25-40 years unless they're defective or abused.</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>Component Lifespan Review to discussed further at the next meeting</p>
12.	<p>Secretary's Report (Issued in advance to committee)</p> <p>PM confirmed that no new membership applications had been received since the last committee meeting.</p> <p>PL mentioned conference attendance for committee members for the year ahead. PL stated that he recognised that conferences provide valuable learning and networking opportunities to share good practice.</p> <p>A committee member asked how will conference attendance be determined.</p> <p>PL stated that we will need to balance budget constraints and gauge interest among committee members.</p> <p>PM added that we do not have the dates for the conferences yet but will update committee when the dates become known.</p> <p>PM advised committee that we were planning a Strategy meeting to take place in April, at which the committee will focus on future strategy and direction.</p> <p>PM asked committee if they preferred to have a joint event with GPHC or an individual event.</p>	

	<p>Committee discussed and agreed to have an individual event.</p> <p>Committee members NOTED the update.</p>	
	<p>Rent Review 2026 27 (Issued in advance to committee)</p>	
13.	<p>EH spoke to 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 RSL's in the local area.</p> <p>EH advised that December inflation jumped 0.2% and other local housing associations were consulting on 4%, 5% & 6% increases.</p> <p>Proposed Increase: 4.8% (CPI of 3.8% + 1%)</p> <ul style="list-style-type: none"> • Effective date: 1st April 2026 <p>Committee members APPROVED the proposed rent increase of 4.8%.</p>	<p>Proposed rent & service charges increase to be implemented from 1st of April 2026</p>
	<p>Insurance 2026 / 2027 (Issued in advance to committee)</p>	
14.	<p>PL discussed insurance with committee for the financial year 2026/2027.</p> <p>A committee member stated that direct contact with insurance companies can yield significantly better rates than broker-only arrangements. The organisation maintains the option to compare broker quotes while potentially securing substantial savings.</p> <p>PL reminded committee that the final decision for will be take place at the March committee meeting.</p> <p>Committee members NOTED the update.</p>	<p>Update on insurance premium for 2026/27 to go to February meeting</p>
	<p>Scottish Housing Regulator Priorities / Housing (Scotland) ACT 2025 (Issued in advance to committee)</p>	
15.	<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>Priority Areas</p>	

	<ul style="list-style-type: none"> ● Homelessness and local authority temporary accommodation duties ● Service quality indicators - strengthened significantly ● Targeting poor-performing landlords ● Tenant safety - now an explicit risk area from April 2025 ● Damp, mould, and condensation - enhanced scrutiny ● Stock condition and quality standards - deepened scrutiny ● Governance - continued emphasis ● Cybersecurity - reduced emphasis but still important ● Cost of living and inflation - not emphasized as formal risk category for landlords. <p>Regulatory Focus Areas for 2025</p> <p>Tenant Safety</p> <ul style="list-style-type: none"> ● Asbestos management ● Electrical safety ● Gas safety ● Water safety (Legionella prevention) ● Dampness and mould <p>PL reminded committee of FHC's Compliance Status:</p> <ul style="list-style-type: none"> ● Stock condition survey: 100% pass ● No issues with damp, mould, or condensation ● Strong governance practices confirmed by independent appraisal ● Cybersecurity measures in place - meeting held with new IT company ● No current concerns about regulatory compliance <p>FHC's position</p> <p>The co-op has a robust system for managing dampness and mould that was commended by the regulator during their May inspection. The system effectively mitigates damp issues.</p> <p>Awaab's Law Context</p> <p>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.</p>	
16.	<p>Committee Appraisals and Action Plan</p> <p>PM stated that:</p> <ul style="list-style-type: none"> ● GK Housing Services conducted an independent governance appraisal. ● The report highlighted the committee's passion and community focus. ● Strong feedback on the chair's leadership - knowledgeable, gives members time to speak, and ensures everyone has opportunity to contribute. 	

	<ul style="list-style-type: none"> Committee members are engaged for the right reasons with no personal gain motivations. <p>Committee members NOTED the report.</p>	
17.	Director Appraisal	
	<p>PM proposed having Alan (Chair of Forgewood) and Vikki (Chair of GPHC) conduct Paul's Director appraisal together.</p> <p>PM added that this joint working is great for scrutiny while also recognising the close working relationship between the two Co-ops.</p> <p>Committee APPROVED the request.</p>	
18.	Staffing: Staff Appraisals	
	<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>	
19.	Ethical Conduct and Notifiable Events	
	None	
20.	Payments, Benefits & Entitlements	
	None	
21.	Correspondence	
	Committee discussed and NOTED the correspondence.	
22.	Use of Delegated Authority	
	None	
23.	Any Other Competent Business	
	<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>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 whether the Coop joins the Confederation of Co-operative Housing (CCH).</p>	

	<p>PL added the membership could provide value through representation, IT support and potential eco-funding.</p> <p>Committee APPROVED the request.</p> <p>A committee member asked what provisions are there for icy conditions.</p> <p>PL advised that we have rock salt put down on paths around the Community Centre, and Co-op staff fill the grit bins. All the grit bins are full.</p> <p>A committee member asked why are audit costs increasing.</p> <p>PL advised that regulations are changing, which is why prices are increasing. PL reminded committee the audit process is extensive and includes checking tenants rent accounts, committee members' rent accounts and ensuring proper procedures are followed. Every transactional area of the co-op's monies is audited and after further discussion with peers, it appears we had been receiving a good deal in recent years.</p>	
	Summary of actions / decisions at this meeting	
24.	<p>Annual declaration of interest forms: Completed</p> <p>Proposed rent increase to be implemented from 1st of April 2026: 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	
25.	The committee conducted a brief evaluation of the meeting, members expressed they enjoyed the meeting.	
	Date and time of next meeting 18th of February 2026, 6pm	
26.	CB confirmed the date of the next meeting and looked forward to the next meeting.	
	Meeting Close	
27.	<p>CB thanked committee & staff for attending the meeting.</p> <p>The meeting closed at 7.49pm.</p>	