

West Whitlawburn Housing Co-operative

Management Committee Meeting of Monday 28th March 2022 at 6.30 p.m.

Meeting to be held in Whitlawburn Community Resource Centre

Agenda

Agenda Item		Type of Report
1	Apologies	
2	Internal Auditor will be in attendance for audit reports:	
(a)	Follow Up Review 2020 - 2021	
(b)	Internal Financial Controls	
(c)	Audit Plan 2022/23	
3	Confidentiality	
4	Declaration of Interests	
5	Equalities and Human Rights	
6	Previous Minutes	
(a)	Management Committee meeting of 28 th February 2022	Approval
(b)	Management Committee training of 7 th March 2022	Approval
(c)	Signing of Minutes	
7	Matters Arising from Previous Minutes Actions from Previous Meeting Report	Monitoring
8	Sub Committee Minutes and Referrals	
(a)	Minutes of PA&R Sub Committee of 21 st February 2022 (draft)	Information
(b)	<u>Property Policy Reviews</u>	Approval
(i)	Right to Repair Policy	
(ii)	Alterations and Improvements Policy	
(iii)	Satellite Dish Policy	
(iv)	Fire Safety Policy	
(v)	Electrical Safety Policy	
(c)	<u>Tenancy Services Policy Reviews</u>	Approval
(i)	Lock up Management Policy	
(ii)	Tenancy Agreement	
(iii)	Section 5 Protocol	
(d)	Business Continuity Plan	Approval
9	Correspondence	
(a)	Information	
(b)	Decision	
10	Delegates Reports and Affiliated Organisation Information	
(a)	Employers in Voluntary Housing (EVH)	Information
(b)	Glasgow West of Scotland Forum of Housing Associations (GWSF)	Information
(c)	Scottish Federation of Housing Associations (SFHA)	Information

11	Governance and Assurance	
(a)	Schedule of External Submissions 2022/23	Monitoring
(b)	Management Committee Training Plan	Monitoring
(c)	Governance, Recruitment and Succession Planning	Update
(d)	Register of Interests	Information
12	Regulation	
(a)	Notifiable Events	Monitoring
13	Director Report and Targets	Update
14	Property Services	
(a)	Energy Centre - Electricity Supply Contract Renewal	Update
15	Tenancy Services	
(a)	Arrears monitoring report	Monitoring
(b)	SLC Urgent Housing	Information
16	Corporate Services	
(a)	Insurance	Information
(b)	Lease extension (copier/scanner)	Decision
(c)	Digital Boost Grant – to be tabled	Decision
(d)	Donation Schedule	Information
17	Health and Safety	
(a)	Minutes of meeting of 3 rd December 2021	Information
(b)	Minutes of meeting of 10 th March 2022	Information
18	Policy Review	
(a)	Enlargement and Stock Acquisition	Approval
(b)	Domestic Abuse Policy (New policy)	Approval
19	East Whitlawburn	
(a)	Legal agreement	Update
(b)	Loan Finance	Update
(c)	Road Construction	Update
20	Any Other Competent Business	
21	Date and Time of Next Meeting	
	25 th April 2022 at 6.30 p.m	
	Closed Session – Confidential Items	