

West Whitlawburn Housing Co-operative

Management Committee Meeting of 22nd February 2021 at 6.30 p.m.

Meeting to be held via MS Teams

Agenda

Welcome and introduction to possible new committee members

	Agenda Item	Type of Report
1.	Apologies	
2.	Confidentiality	
3.	Declaration of Interests	
4.	Previous Minutes Management Committee meeting of 25 th January 2021 Signing of Minutes	Written
5.	Matters Arising from Previous Minutes	
6.	Sub Committee Minutes and Referrals a) a)Property Sub Committee 9 th November 2020 b) Housing Sub Committee 2 nd November 2020	Written Written
7.	Correspondence a) Information b) Decision EVH Wages Ballot EVH Executive Committee Nominations GWSF Affiliation 2021/22	Written Written Written
8.	Delegates Reports and Affiliated Organisation Information a) Employers in Voluntary Housing (EVH) b) Glasgow West of Scotland Housing Forum (GWSF) c) Scottish Federation of Housing Associations (SFHA)	Written Verbal Verbal
9.	Committee Governance Items a) Monthly Covid Return to Scottish Housing Regulator (Jan 21) b) Scottish Housing Regulator Risk Assessment c) Management Committee training plan d) Notifiable Events e) Schedule of External Submissions 2020/21 f) Schedule of External Submissions 2021/22 g) 2021/22 meeting schedule h) Assurance Action Plan i) Review of Rules	Written Written Written Written Written Written Written Written Verbal
10.	Finance and Audit Items a) Rent Consultation and Budgets Update b) Management Accounts 2020/21 Quarter 3 c) Letter of Engagement from Auditor d) ESCO Budget Report	Written To follow Written Written

11.	Arrears Monitoring Report	Written
12.	Director Report and Targets	Written
13.	Communications a) Communications Strategy b) Digital Engagement	Written Written
14.	Policy Reviews a) Attendance Management b) Dignity at Work c) Arrears Policy	Written Written Written
15.	East Whitlawburn a) Land boundary b) Subsidy increase request	Verbal Verbal
16.	Ground Maintenance Contract Extension	Written
17.	Health and Safety a) H&S Audits - Office and Concierge 19/02/2021 b) Health and Safety Committee meeting 19/02/2021	Verbal Verbal
18.	Internal Audit a) Business Continuity – Covid Response b) Rent Arrears Management	Written Written
19.	Complaints Monitoring – 2020/21 Quarter 3 Compliments – 2020/21 Quarter 3	Written
20.	Any Other Competent Business	
21.	Date and Time of Next Meeting 29 th March 2021, at 6.30 p.m	
	Confidential Items – Closed Session	