

**West Whitlawburn Housing Co-operative  
Minutes of Management Committee Meeting of  
Monday 27th July 2020 at 3 p.m. held via MS Teams**

**Committee in Attendance**

A Anderson (AA) Chair      A Duffin (AD)      S Anderson (SA)  
D Murphy (DM)      B McNicol (BM)      E Kerr (EK)  
Meeting is quorate.

**Staff in attendance**

P Farrell (PF) Director      S Marshall (SM) Depute Director  
S Paton (SP) Project Officer (Minutes)

**1. Apologies**

HA (Leave of absence), P Welsh, M M Alcorn  
A minutes silence was held to pay respects to both M Alcorn and L Wilson.

**2. Confidentiality**

AA reminded committee of the importance of confidentiality

**3. Declaration of Interests**

There were no declarations made.

**4. Attitude Menu**

Noted

**5. WWHC Communication Code**

Noted

**6. Previous Minutes**

**Management Committee May 2020**

Noted as accurate - Proposed by EK, seconded by AA.  
Signing of minutes - AA will pass signed minutes to SP

**7. Matters Arising from Previous Minutes**

No matters arising

**8. Committee training plan and integration – All on hold**

Noted

**9. Sub Committee Minutes and referrals: None**

**10. Director's Report: Management Committee Bulletin 10**

Noted. Committee confirmed that they find this useful

**11. Delegates Reports and Affiliated Organisations Information**

- a. EVH Members Report
  - b. GWSF monthly update
  - c. SFHA Update
- All noted

## 12. Correspondence

- a. Letter from Kevin Stewart
- b. Letter from James Kelly
- 1) Information 2) Decision 3) Training  
Noted

## 13. Policy Review

Recruitment Policy - approved

## 14. Staffing

- a. Furloughing - PF reported that the changes to the part time furloughed staff were set out in the committee bulletin 10.
- b. Concierge staff – report in papers. Typing error in paper should read [REDACTED]  
[REDACTED]
- c. 30 year long service awards – on hold.
- d. IT Officer post – SM and MG will bring proposals forward
- e. Director's request for unpaid leave of absence/career break will be discussed under AOCB with no staff present.
- f. [REDACTED] MG  
to consider and return to committee with recommendation

## 15. Governance and Scottish Housing Regulator

- a. GWSF and SFHA Consultations – Committee agreed to support GWSF and SFHA responses without an individual submission.
- b. Notifiable events – Director's position is a notifiable event.
- c. Assurance Statement – See SHR consultation document. Further information to follow.
- d. SHR Monthly returns – May and June 2020 returns are in the papers for Committee information.

## 16. Internal Audit

Programme Update 2020/21: Strategic Control  
Strategic control report was received from Internal Auditor in March. The internal auditor interviewed appropriate staff and made 1 recommendation. SP will discuss individual training plans with committee in upcoming months. Committee noted the content of the report.

## 17. Health and Safety

Scheduled Health and Safety Committee meeting on hold

## 18. East Whitlawburn

- a. Costs – QS report in papers is now with SLC who are unlikely to reduce costs. WWHC will not commit at current levels and options are to withdraw or to approach Scottish Government to consider additional subsidy.  
BMcN asked if the projected completion date had slipped and PF confirmed that they were approximately 15 weeks behind completion.  
Committee agreed to progress request for additional subsidy. Committee asked if district heating and CCTV was excluded from the costs. PF confirmed these are additional costs which committee require to consider
- b. Legal agreement – no progress

c. Land transfer

District valuation for conveyancing expected early August. Fibre relocation work could be carried out under licence. Legal advice is in progress. CCG have confirmed they will cover WWHC legal costs for licence and conveyancing. Committee agreed to progress.

**19. Update - 2020 Model Rules**

Report noted and committee agreed to delay the SGM for the rule change until the 2021 AGM or an SGM in spring 2021.

**20. Risk Management**

Office reopening plans progressing.

**21. Annual Audit/annual accounts**

MG is working with auditor and on target for completion on time.

**23. Tenant Satisfaction Survey**

Results - Report in papers. PF reported that staff were very happy with the tremendous results. These results do not happen by accident and we shouldn't take such excellent results for granted.

Press release - Committee approved press release and PF to release.

**24. Capital Programme update**

Smoke and Heat detectors (also see Committee Bulletin Number 10)

Government target date for completion is February 2021.

Likely to be on site October 2020 with completion December 2020. Work consists of a heat detector in kitchen area in addition to the smoke detector. PF said that there will be a limited amount of contractors working in the houses and staff are aware that access during this time might be difficult for some of our tenants.

Insulation work

Staff are confident that the HEEPs insulation work will be complete by December if the contractor is back on site in August 2020.

Office works

As approved by committee, external work is starting with a projected completion date of the 21<sup>st</sup> August 2020. There will be a deep clean of the office before returning on the 26<sup>th</sup> August. There are also some decorative works and safety (screens) installations being carried out over the coming weeks whilst the office is still on reduced staffing levels.

**25. Re-opening Plan and Office improvements**

Target date is Wednesday 26<sup>th</sup> August 2020 in line with Government guidance.

## **26. Annual Return on the Charter**

ARC issued electronically by pdf. The cover report details the variances with previous year. Committee approved the submission, PF/SM will upload approval information. Cover report explains

## **27. Schedule of External Submissions**

Updated schedule in papers. Targets are in place and PF is confident that the required submissions will be made.

## **28. AGM 2020**

(See committee bulletin number 10)

Deadline for AGM is 30<sup>th</sup> September 2020 in order to comply with rules.

Legislation has been put in place allowing for virtual AGMs up to this date.

Currently in phase 3 of the Scottish Government's Covid-19 response, virtual AGM will be the only option.

EK asked if we were able to socially distance in the main hall. SM advised it was unlikely unless the guidelines were relaxed further. Staff will look at all options with virtual and physical AGM options and make a recommendation to committee in two weeks via memo.

## **29. Christmas opening/closing**

Committee agreed option A

## **30. ESCO Financial Reporting**

Committee agreed 6 monthly reporting in the meantime.

## **31. Freedom of Information**

6 FOI requests were received on 4<sup>th</sup> July 20 from an Evening Times journalist asking for a wide range of information covering arrears, court actions, complaints, development programmes and lettings timescales. Most RSL's in Scotland appear to have received the same requests.. The responses are in progress within required timescales. Where we do not hold the information requested, appropriate notification will be issued.

## **32. Loan Portfolio Return**

Report issued by MG approved by Committee for submission to SHR.

## **33. Phil Welsh Welfare Fund Challenge**

On Hold

## **34. Any Other Competent Business**

MA – PF asked Committee to make suggestions over the coming months of how we can mark Muriel's passing. It was suggested that AA speak to MA to ask her opinion. Suggestions include calling WWHC offices Alcorn House, calling the committee room Muriel's room (like EVH has for Betty's room) or a memorial tree.

**Physical Committee Meeting** – BMcN asked if it was possible to look at the guidelines for committee meetings in person. SM will look at this and let committee know if it's possible.

**35. Date and Time of Next meeting**

Provisionally 21<sup>st</sup> September 2020 at 3.00pm on Teams