

West Whitlawburn Housing Co-operative

Management Committee Meeting of 29th March 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 a) a) Management Committee meeting of 22nd February 2021 b) b) Management Committee meeting of 18th March 2021 c) Signing of Minutes	Written Written
5.	Matters Arising from Previous Minutes Actions from Previous Meeting Report	Written
6.	Sub Committee Minutes and Referrals	None
7.	Correspondence d) Information e) Decision SFHA Affiliation Renewal	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.	Governance and Assurance a) Management Committee Training Plan b) Notifiable Events c) Schedule of External Submissions 2020/21 d) Review of Rules e) WWHC meeting schedule 2021/22	Written Verbal Written Verbal Written
10.	Regulation a) Monthly Covid Return to Scottish Housing Regulator (Feb 21) b) SHR Coronavirus – Advisory Guidance for governing bodies c) Regulatory Returns 2021/22 d) Schedule of external submissions 2021/22 – updated e) Scottish Housing Regulator – WWHC Engagement Plan	Written Written Written Written Written
11.	Director Report and Targets	Written

12.	Tenancy Services a) Arrears Monitoring Report b) Bad Debt Write Off	Written Written
13.	Internal Audit a) Complaint Handling Procedure	Verbal
14.	Policy Reviews a) Model Complaint Handling Procedure	Written
15.	East Whitlawburn a) Legal agreement b) Lock up demolition c) Site Plan	Verbal Written Written
16.	General Data Protection Regulations (GDPR) 2020/21 Data Breach Report	Written
17.	Freedom of Information Information request and response	Written
18.	Any Other Competent Business	
19.	Date and Time of Next Meeting 26 th April 2021 at 6.30 p.m	
	Confidential Items – Closed Session	