

West Whitlawburn Housing Co-operative

Minutes of Management Committee Meeting of 30th November 2020 at 6.30 p.m. on MS Teams

In attendance:

WWHC Committee:

A Anderson (AA), Chairperson	M Alcorn (MA)	P Welsh (PW)
S Anderson (SA), Vice Chair	B McNicol (BMcN)	D Murphy (DM)
A Duffin (AD), Secretary	E Kerr (EK)	

Meeting is quorate.

WWHC Staff:

M Gladstone, Assistant Director (Corporate Services) (ADCS)
G Clayton, Assistant Director (Property Services) (ADPS)
S Paton, Project Officer (Minutes) (PO)

Consultants:

J. Chittleburgh, Senior Partner, Chiene & Tait (C&T)

1 Apologies

None.

2 Co-option

None.

3 Confidentiality

The Chairperson reminded committee members of the importance of confidentiality.

4 Declaration of Interests

No interests were declared.

5 2019/20 Financial Statements

The ADCS presented the annual financial statements. They highlighted the Committee's responsibilities and reviewed the statement on internal financial controls. The ADCS reminded Committee that there was no bad debt write off during the year, delayed due to Covid. The surplus for the year is £555,915 and after accounting adjustments for pensions this increases to £1,540,915.

The Secretary noted that their name had been omitted from the list of Members of the Management Committee. The ADCS will amend.

Committee approved the annual report contained within the Annual Financial Statements.
--

6 Auditor Report

The first year of auditing was particularly challenging because it had been conducted virtually. The auditor commended ADCS and team for working hard to ensure the process went smoothly. Covid 19 has had an operational and financial impact the Co-operative, as it has in all parts of the Registered Social Landlord movement.

The auditor confirmed that the Co-operative's controls are working well despite these challenging times.

The auditor noted that arrears had increased since the year end and reassured committee this was to be expected when tenant income is affected by the pandemic and is happening throughout the sector. The auditor confirmed that they were satisfied with the action plan the Co-operative have submitted to the Scottish Housing Regulator (SHR) to address arrears.

The auditor is satisfied that all disclosures were complied with and that there is no evidence of fraudulent activity.

The auditor reported that the operating surplus looked better than last year because of the pension figure. The auditor explained that the pension figures are based on current investments and projections and can change every year. The small surplus before Other Comprehensive Income is calculated is healthy.

The auditor commented that the virtual auditing process went well and there were no disagreements with staff.

The ADCS highlighted the challenges of the audit process this year and thanked Chiene & Tait for their flexibility and support.

Committee approved the Annual Financial Statements (AFS) for the period 1st April 2019 to 31st March 2020.

Committee instructed the ADCS to draft a response to the auditor's report and circulate to office bearers for approval.

Committee instructed the ADCS to submit the AFS to appropriate external agencies as per the external submissions schedule.

7 Management Accounts and Covenant Report Q2

The ADCS reviewed the Management Accounts with Committee.

As expected we continue to see an operating surplus. The Contingency Repair figure includes work that was done specifically as a result of Covid 19 (dealing with bulk uplift while South Lanarkshire Council services were unavailable) and this will be moved to the Covid 19 spend. There was limited access to our main contractor and other contractors were more expensive during the period.

The Covid 19 spend includes PPE, adjustments to the office, and supplying equipment for staff to work from home.

The ADCS noted the reduction in the pension liability this year, from £1.2 million to £150,000. This is an unpredictable liability which has the potential to substantially increase or decrease each year.

The write off of bad debt in 2019/20 was delayed due the Management Committee meeting in March being postponed. The figure will be higher this year as a result.

The ADCS confirmed that all covenants were met and the report was submitted on 25th November 2020 to the bank. The next covenant report will be submitted on 25th February 2020.

8 Previous Minutes

a) Management Committee meeting 26th Oct 2020

Proposed by MA, Seconded by AD and noted as an accurate record.

b) Management Committee meeting 16th Nov 2020

Proposed by MA, Seconded by AD and noted as an accurate record.

c) Signing of Minutes

The Chairperson will sign and pass to the Projects Officer.

9 Matters Arising from Previous Minutes

26th October 2020

Item 10 c Post AGM Paperwork – ADCS confirmed that all paperwork had been returned.

Item 11 a & b Committee Appraisal – ADCS confirmed that all appraisal forms had been returned. The Acting Director will prepare a report on appraisals for the January management committee meeting.

Item 16 Internal Audit – Business Continuity interviews arranged for 19th and 20th November.

Item 17 East Whitlawburn – ADPS reported that WWHC are still awaiting a response from South Lanarkshire Council to the information submitted in October 2020 with regards to the additional subsidy required.

There were no matters arising from the meeting of 16th November 2020.

10 Correspondence

There were no committee members interested in participating in the virtual EVH leadership programme.

11 Sub Committee Minutes and Referrals

a) Minutes of Housing Sub Committee 2nd November 2020

Noted.

b) Ratification of Bad debt write off

Committee ratified the decision of the Housing Services Sub Committee to write off debt of £80,484.44.
--

12 Committee Governance Items

a) Landlord Report from Scottish Housing Regulator

Committee noted the report. The ADCS confirmed that the report will be circulated to tenants by the end of December as required.

b) Monthly Covid Return to Scottish Housing Regulator

Committee noted the report.

13 Confidential Item

The Chairperson confirmed that this item will form part of the confidential items discussed at the end of the meeting.

14 Business Plan Review and Update 2020

The ADPS introduced the discussion, following on from the Committee meeting of 16th November 2020. The ADPS reminded Committee that a number of cost savings have to be made to address a projected deficit in the long term financial projections (LTFP). The LTFP are part of the business planning process which we plan to conclude in January. The ADPS reminded Committee that these are projections and not final decisions.

Services considered for review included the Concierge service, laundry facilities, and the pension options offered to staff. Committee agreed that there should be no changes to the Concierge services as it offers exceptional value to tenants and is an essential, life-saving, service.

Committee instructed the Assistant Directors to include a reduction of laundry facilities and alternative staff pension options in the LTFP model.
--

15 Any Other Competent Business

There was no other competent business.

16 Date and Time of Next Meeting

Committee noted the next meeting will be held on 25th January 2021, at 6.30 p.m.

The Project Officer left the meeting at 7.30 pm.

Closed session Confidential Items

The meeting closed at 7.40 pm.