

**Minutes of West Whitlawburn Housing Co-operative  
Property Sub Committee Meeting of  
Monday 18th October 2021 at 7pm  
Meeting held in on MS Team**

**In attendance:**

**WWHC Committee:**

A Anderson (AA), Chairperson                      R Alexis (RA)                      E Kerr (EK)  
S Anderson (SA), Vice Chairperson              M Alcorn (MA)                      A Duffin (AD), Secretary  
B McNicol (BMcN)

Meeting is quorate.

**WWHC Staff:**

G Clayton (GC), Assistant Director Property Services (ADPS)  
R Hosie (RH), Corporate Services Assistant (CSA)

**1. Apologies**

H Anderson, (LoA), F Rowan, D Murphy and P Welsh

**2. Landlords H&S Audit reports**

ADPS summarised the audit process and noted that a thorough tests of WWHC's landlords health and safety policies and procedures had been carried out across the 6 key areas of landlords health and safety responsibility.

ADPS presented the action plans and the assurance level provided for each of the 6 reports. Evidence / data was provided to the consultant who reviewed all the information and tested our management systems for the 6 areas. Committee noted the assurance levels for each area as follows:

- Gas Safety - substantial assurance
- Lift Safety - substantial assurance
- Fire Safety - substantial assurance
- Legionella Management - adequate assurance
- Electrical Safety - adequate assurance
- Asbestos Management - adequate assurance

For the areas where the assessment provided 'adequate assurance', recommendations and action plans will follow for some minor adjustments to processes and polices to get these areas to 'substantial assurance'.

ADPS noted that a monitoring and progress report will be provided quarterly to Management Committee

Committee noted the content of the draft audit reports and approved the Management Responses contained in each report for the final versions to be issued.

**3. Policy Reviews / New Policy**

Committee noted that in conjunction with the landlord's health and safety audit, a full review of the Asbestos Management Policy and Asbestos Management Plan have been carried out. In addition, the Co-operative has also introduced a separate policy on Lift Safety.

**i) Lift Safety Policy**

The ADPS presented the Lift Safety Policy. The Lift Safety Policy is a new policy as recommended as part of the landlord's health and safety audit.

Committee approved the new Lift Safety Policy

**ii) Asbestos Policy and Management Plan**

The ADPS presented the updated Asbestos Policy and Management Plan. Significant changes to the Asbestos Management Policy and Management Plan have been made to ensure compliance with the required legislation. These include identifying the Duty Holder and Responsible Person.

Committee approved the updates to the Asbestos Policy and Management Plan

**A.O.C.B.**

ADPS notified Committee of a tenant who requested a review of Alterations Policy. Report and photographs of tenants fence due for consideration at Management Committee meeting on 25<sup>th</sup> October 2021.

Committee noted the update

Committee raised the issue of fly tipping adjacent to the site at East Whitlawburn. ADPS advised that this has been reported to SLC and encouraged all stakeholders to report issues to WWHC staff and SLC directly.

Committee noted the update

**Date and Time of Next Meeting – To be arranged**

Signature:

Print:

Date: