

**West Whitlawburn Housing Co-operative**  
**Management Committee Meeting of Monday 24<sup>th</sup> April 2023 at 6.30pm**  
**Meeting held in Whitlawburn Community Centre**

**In attendance:**

**Committee:**

S Anderson – Chairperson (SA)	M Alcorn (MA)
P Welsh (PW) – Vice Chairperson	R Alexis (RA)
A Duffin – Secretary (AD)	E Kerr (EK)
K Stubbs-Gorman (KSG)	A Anderson (AA)
D Murphy (DM)	B McNicol (BMcN)
I Mykhailenko (IM) Co-optee	

**WWHC Staff:**

S Marshall, Director (Dir)  
G Clayton, Deputy Director (DD)  
R Hosie, Corporate Services Officer (CSO) – Minutes  
C Crawford, Acting Concierge Manager (ACM)  
Meeting is quorate.

**1. Apologies**

None.

**2. Confidentiality**

The Chairperson reminded all members present about the importance of confidentiality.

**3. Declaration of Interests**

AD / SA / AA declared an interest under agenda item 16.b) – will not take part in discussion or decision making.

AA / SA / EK declared an interest under agenda item 16.c) – will not take part in discussion or decision making.

**4. Equalities and Human Rights**

No issues raised at this meeting.

**5. Health & Safety**

EK raised concerns regarding railings between Roslin Tower and the East Whitlawburn site. The DD will investigate and advise.

## **6. Previous Minutes**

### **a) Management Committee meeting of 27<sup>th</sup> March 2023**

The previous minutes were proposed by MA, seconded by AD and noted as an accurate record.

### **b) Signing of Minutes**

The Chairperson will pass the signed minutes to the Dir for filing.

## **7. Matters arising from Previous Minutes**

### Recycling collections

MA requested an update on the recycling bins overturned at Kintore Tower. Bins not been emptied due to waste contamination as advised by South Lanarkshire Council (SLC).

Further discussion took place on WWHC's waste facilities and SLC refuse collector's access to bin stores. The ACM to investigate and action items where necessary.

## **Actions arising from Previous Meetings Report**

The Dir advised that WWHC are discussing fibre infrastructure installation proposals with City Fibre and Hyperoptic.

The DD and CSO met with Hyperoptic representatives and reported positive outcomes. Upon review and acceptance of wayleaves with a view to provide infrastructure across all of WWHC stock. Estate wide fibre cables will provide tenant's access to a wide range of internet providers.

DM highlighted the importance of internet providers offering social tariffs. The DD advised social tariffs are offered by Hyperoptic.

Infrastructure proposals subject to tenant consultation. WWHC will incur no costs other than legal fees if required.

### Tenant Satisfaction Survey

Knowledge Partnership (KP) hosted two focus groups on 5<sup>th</sup> April 2023. Outcome report received, to be presented at PA&R sub-committee 22 May 2023.

### Maintenance Procurement

EKDHA / WWHC are engaging in joint maintenance procurement exercise – further updates on progress to follow.

## **8. Sub Committee Minutes and Referrals**

No items.

## **9. Correspondence**

### **a) Information**

### **b) Decision**

No items.

## **10. Delegates Reports and Affiliated Organisation Information**

### **a) Employers in Voluntary Housing (EVH)**

MA reported no meetings will take place in April and May 2023 as the AGM and Annual Conference are scheduled for 19<sup>th</sup>-20<sup>th</sup> May 2023.

The Dir advised EVH have updated Full Member Terms and Conditions of Service with changes to Shared Parental leave and Mental Health First Aid previously notified to Management Committee. No other material changes.

Committee noted the updates and agreed implementation.

### **b) Glasgow West of Scotland Forum of Housing Associations (GWSF)**

AD reported information contained within papers.

#### **i) Update Report**

Committee noted the wide range of issues at present and SHR guidance issued and to follow.

#### **ii) Mentoring Service**

GWSF Mentoring service available to staff and committee members.

#### **iii) Rent Protests**

Committee noted the information from GWSF on rent related protests directed at Partick HA and Queens Cross HA CEO. While the Dir anticipates no similar incidents at WWHC, Committee agreed that appropriate legal advice / action will be sought should an incident occur.

Committee agreed that any protests should take place at the relevant organisation's office space and not private homes of staff or committee members.

The GWSF have established a working group on tenant engagement on rents, services and investment – the DD or CSO will attend.

### **c) Scottish Federation of Housing Associations (SFHA)**

Representatives from SFHA attended the GWSF meeting to discuss rent protests.

## **11. Governance and Assurance**

### **a) Schedule of External Submissions 2023/24**

Committee noted the external submissions required over the coming month. Approvals will be required for SHR returns at the next meeting on Tuesday 30<sup>th</sup> May 2023.

### **b) Management Committee Training Plan**

Ongoing as planned.

### **c) Governance, Recruitment and Succession Planning**

Ongoing.

## **12. Regulation**

### **a) Scottish Housing Regulator Risk Assessment of Social Landlords: summary outcomes – March 2023**

Committee noted the information in the papers.

### **b) Engagement Plan 2023/24**

Committee noted WWHC Engagement plan published.

## **13. Director Report and Targets**

Committee noted the staffing update.

Audit preparation for interim and field work has commenced. Audit dates 10-12<sup>th</sup> May 2023. Fieldwork visit scheduled for June 2023. Reports will be presented to Management Committee and AGM. Proposed fee level for Chiene and Tait, which includes additional review processes agreed.

## **14. Property services**

No items.

## **15. Tenancy services**

No items.

## **16. Corporate services**

### **a) Cost Centre Apportionment**

Cost Centre Apportionment exercise conducted for accounting purposes where salaries are allocated cost centres. Changes proposed according to temporary staff structure and final East Whitlawburn property handovers.

Committee approved the cost centre apportionments outlined in Appendix 2 of the report.

#### **b) WCRC Minute of Agreement**

Annual review with no changes proposed.

Committee approved the minute of agreement for signing by Vice Chairperson.

#### **c) Whitcomm Minute of Agreement**

Annual review with no changes proposed.

Committee approved the minute of agreement for signing by Vice Chairperson.

### **17. East Whitlawburn**

Final handover of properties on 14<sup>th</sup> April 2023. The contractor is focusing on the completion of landscaping and car park resurfacing.

Committee noted both the challenging and rewarding aspects of the project.

### **18. EESSH2 (Energy Efficiency Standard for Social Housing): GWSF Review notes**

Review of guidance ongoing. The Dir and DD are liaising with the Energy Savings Trust (EST) to determine appropriate WWHC actions.

### **19. Policy Review**

#### **a) Risk Management Policy**

Policy reviewed under normal review cycle. No changes proposed and the agreed equalities statement included.

Committee approved the reviewed policy for ongoing implementation.

#### **b) Risk Analysis**

Review conducted with staff input in April 2023. Key risks are included in the Business Plan for consideration. The Dir invited Committee to review these risks at any time and communicate addition/removal of risks where required.

Committee approved the updates to WWHC's Risk Analysis.

### **20. Business Plan Review**

Business Plan review ongoing.

Stock Condition Survey information is with the John Martin Partnership Quantity Surveyor to update long-term maintenance plans.

Updated 30-year financial projections with FMD Financial Services to follow.

John Mulholland will facilitate a review session for management Committee – date to be agreed.

Management Committee reviewed and confirmed the following:

- WWHC Vision and Values
- WWHC Committee Structure
- Performance and benchmarking information
- PEST(LE) Analysis
- SWOT Analysis
- Key risk areas

## **21. AOCB**

Rent payments / Allpay – IM queried the different rent payment methods and the security of making rent payments over the phone. IM cautious of reading information aloud and/or staff mishandling information. The CSO advised of the different rent payment methods available and the different security measures WWHC have in place.

MSF Foyer cleaning – BMcN advised that foyer cleaning standards have fallen. ACM to discuss actions with Concierge Officers, adding that recent anti-social behaviour (ASB) incidents have made foyer cleaning difficult.

ASB – The Dir advised incidents have been raised with the Problem Solving Team, Scottish Fire and Rescue Service and Police Scotland. No progress made therefore, next action is to write to local councillor.

Biomass Boiler – The DD advised the Biomass Boiler is currently turned off due to collapsed brickwork. AMP Energy have proposed plans and quotation to replace the brickwork which will result in an overspend of the budget allocation for boiler maintenance. New brickwork is necessary to operate biomass boiler. Committee discussed the expected life of the proposed work.

Committee approved the over spend within the biomass boiler maintenance budget.

## **22. Date and Time of Next Meeting**

Tuesday 30<sup>th</sup> May 2023 at 6.30pm