

West Whitlawburn Housing Co-operative
Minutes of Management Committee meeting held on
Monday 16th November 2020 at 6.30 pm on Teams

In attendance:

WWHC Committee:

A. Anderson (AA) Chairperson	A. Duffin (AD) Secretary	
S. Anderson (SA) Vice Chair	B. McNicol	M. Alcorn
D. Murphy	E. Kerr	P. Welsh

Meeting is quorate

WWHC Staff:

S. Marshall (SM) Acting Director (minutes)
G. Clayton Assistant (GC) Director (Property Services)
M. Gladstone (MG) Assistant Director (Corporate Services)

Consultants:

J. Mulholland (JM) Mulholland Housing Consultancy (MHC)
F. Evans (FE) Mulholland Housing Consultancy (MHC)

AD chaired meeting due to technical issues

1. Apologies

None

2. Assurance Review

FE (MHC) presented the report detailing the background to the Scottish Housing Regulator (SHR) assurance statement requirements. The assurance statement is a way for committees to declare that they are assured their organisation complies with regulatory standards or advise of areas of material non compliance.

The assurance review updated the process carried out last year by reviewing progress against the improvement plan.

A summary of the previous assessment showed partial compliance, with no areas of non compliance.

A review was carried out between Sept to Nov 2020 which noted positive change delivered and good evidence. The overall assessment is that WWHC is partially compliant with no areas of non compliance. An improvement plan and ongoing assurance process has been agreed by Committee for implementation.

Committee approved the self assessment outcome for 2020/21 Committee agreed the annual self assessment against regulatory standards
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Committee approved the prioritisation of the Business Plan and then the development of ongoing assurance review.

Committee agreed that they have has sufficient assurance to sign the Annual Assurance Statement confirming full compliance.

3. **Assurance Statement**

Committee agreed the Annual Assurance Statement and authorised the Chairperson to sign the letter to SHR confirming this decision.

SM to submit signed and unsigned statement to the Regulator

4. **Business Planning Review Background Report**

Report provided background on the Business Plan review process and delay as a result of lockdown restrictions.

Committee were invited to review and confirm or amend WWHC's vision and values.

Committee agreed the vision and values with no amendments

Committee were invited to review and confirm or amend WWHC's core objectives.

Committee agreed the core objectives with no amendments

A summary of financial issues identified and discussed at the Management Committee meeting of 12th November 2019 which require monitoring and review covering:

- Pension costs
- Impact of Universal Credit
- Fire Safety cost increases
- Staff and employer costs
- SHQS cost increases
- Loan repayment or refinancing
- EESSH2

Moving forward, the stock condition survey is complete and the projected costs input to the 30 year finance projections. The review and update of these has identified future challenges with financial deficits over the 30 year period beginning from year 20 in the current version.

JM (MHC) Presentation

JM led Committee through a review of the SWOT (strengths, weaknesses, opportunities, threats) and PEST (political, economic, social and technological) analysis.

Committee agreed the updated content for inclusion in the Business Plan.

The purpose of this review and update is to develop a viable Business Plan that is robust and can withstand external scrutiny.

The major issues for consideration identified include:

- Rent levels v affordability
- Impacts of welfare reform
- Regulatory and legislative burdens
- Control of management costs v business resilience
- Impact of a combination of adverse circumstances

The current projections show deficits impacting from year 20 which need to be addressed with options for consideration:

- Cut costs on investment
- Cut associated running costs
- Seek additional grant funding
- Establish an MSF monitoring project looking at stock condition, innovations and demand

Committee agreed that further information be brought forward for consideration.

5. Any other competent business

None

6. Date and time of next meeting

Management Committee meeting 30th November 2020 at 6.30pm

Further session on Business Planning to be confirmed

The meeting closed at 7.45 pm