

## West Whitlawburn Housing Co-operative

Management Committee Meeting of 26<sup>th</sup> July 2021 at 6.30 p.m.

Meeting to be held via MS Teams

### Agenda

*Welcome to Scott McCreedy and Graham Gillespie from Wylie Bisset*

	Agenda Item	Type of Report
1.	Apologies	Verbal
2.	Internal Audit Audit Needs Assessment – Wylie and Bisset	Written
3.	Co-option	Verbal
4.	Confidentiality	Verbal
5.	Declaration of Interests	Verbal
6.	Previous Minutes a) Management Committee meeting of 28 <sup>th</sup> June 2021 b) Signing of Minutes	Written
7.	Matters Arising from Previous Minutes	Verbal
	Actions from Previous Meeting Report	Written
8.	Sub Committee Minutes and Referrals	None
9.	Correspondence a) Information b) Decision	None
10.	Delegates Reports and Affiliated Organisation Information a) Employers in Voluntary Housing (EVH) b) Glasgow West of Scotland Forum of Housing Associations (GWSF) c) Scottish Federation of Housing Associations (SFHA)	Verbal Verbal Verbal
11.	Governance and Assurance a) Management Committee Training Plan b) Notifiable Events c) Schedule of External Submissions 2021/22 d) Review of Rules	Written Verbal Written Written
12.	Regulation a) Covid Data Return – Quarter 1	Written
13.	Director Report and Targets	Written
14.	Performance Reporting and Monitoring Property and Housing Sub Committee	Verbal
15.	Corporate Services a) Annual financial Statements and Audit	Verbal

16.	Property Services a) Metering and Billing Service Contract Extension	Written
17.	Policy Review a) Shared Parental Leave	Written
18.	East Whitlawburn a) Legal agreement b) Loan Finance c) Road Construction	Verbal Verbal Verbal
19.	Complaints and Compliments Monitoring a) Quarter 1 Complaints Monitoring Report b) Quarter 1 Compliments Report	Written Written
20.	Any Other Competent Business	
21.	Date and Time of Next Meeting 23 <sup>rd</sup> August 2021 at 6.30 p.m	
	<b>Confidential Items – Closed Session</b>	