

**West Whitlawburn Housing Co-operative**  
**Management Committee Meeting of Tuesday 27<sup>th</sup> September 2022**  
**Meeting held in Whitlawburn Community Resource Centre**

**In attendance:**

**Committee:**

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

**WWHC Staff:**

S Marshall – Director (Dir)  
G Clayton – Deputy Director (DD)  
S Paton – Projects Officer (PO) Minutes

Meeting is quorate.

**1 Apologies**

No apologies.

**2 Confidentiality**

The Chairperson reminded all present about the importance of confidentiality.

**3 Declaration of Interests**

No interests declared.

**4 Equalities and Human Rights**

No issues raised at this meeting.

**5 Previous Minutes**

**(a) Management Committee meeting of 29th August 2022**

AD noted a typo under item 11 (c) it should read the 2<sup>nd</sup> of September 2022.  
The previous minutes were proposed by PW and seconded by EK and noted as an accurate record.

**(b) Management Committee meeting of 10th September 2022**

AD noted a typo under item 3, should read 'time'.  
The previous minutes were proposed by MA and seconded by KSG and noted as an accurate record.

**6 Matters Arising from Previous Minutes**

**Actions from Previous Meetings Report**

The Director reported that the financial statements return will be submitted with the inclusion of connected organisations. This has not been included in the ARC in recent years but has been reported in the accounts.

**7 Sub Committee Minutes and Referrals**

None.

**8 Correspondence**

**(a) Information**

None.

**(b) Decision**

A donation request from the charity Erskine (SC No: SC0066090) was received.

The Management Committee agreed to donate £50 to Erskine.
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**9 Delegates Reports and Affiliated Organisation Information**

**(a) Employers in Voluntary Housing (EVH) – Monthly Report**

MA reported the EVH conference went ahead without entertainment due to the announcement of the death of the Queen.

MA attended a workshop on recruitment of new committee members and reported that most of the suggestions have been tried by the Co-operative to recruit new committee members. Social media might be a future avenue to recruit.

She spoke with delegates from other organisations who had non tenant member co-optees on their committees. Some had concerns about their impact and advised to try to keep it within tenant members if possible.

The Dir assured committee that the rules states that no more than one third of non-tenant members could be co-opted so the Co-operative would always be community controlled.

MA agreed that at the next EVH meeting on Monday she will press for a quick resolution of the JNC on staff salary settlements.

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

AD reported that the GWSF have been discussing the Scottish Government rent freeze and possible rent control measures and its impact.

While there is nothing confirmed at present, it is expected that the SG will impose some sort of rent control on Registered Social Landlords (RSL's) after March 2022. The Dir reported the Scottish Housing Regulator (SHR) expect RSL's to consult with tenants meaningfully on rent regardless of SG announcements on rent control.

The Dir confirmed that when appropriate the tenant scrutiny panel will be asked their views, followed by a full tenant consultation on rent. The last rent consultation had a response rate of 0.8%.

The SFHA are encouraging members to write to local MSPs to highlight the implications of rent controls and affects in investment.

Committee agreed the draft letter to Clare Haughey MSP signed by the Chairperson for issue.

(c) **Scottish Federation of Housing Associations (SFHA) - Rent Control Briefing**

The Dir noted the circulated briefing paper from the SFHA on rent control with further information to follow from the Scottish Government as the emergency legislation progresses.

**10 Governance and Assurance**

(a) **Schedule of External Submissions 2022/23**

The Dir will submit update information on the AGM outcomes on the SHR portal when it reopens following maintenance.

(b) **Management Committee Training Plan**

The Committee training plan will be updated on conclusion of the annual appraisal process.

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

This is an ongoing discussion for Committee following on from Linda Ewart's training session on the 7/3/2022. There are currently 10 filled positions on the Committee and 5 vacancies. There will be further consideration following the Committee appraisal process.

(d) **Director Appraisal**

Office bearers will set a date for Director's appraisal.

**11 AGM Outcomes**

(a) **Minutes of AGM 10th September 2022 (draft)**

The Committee noted the draft AGM minutes.

(b) **Management Committee paperwork**

All paperwork requiring completion and sign off issued following the AGM should be returned to the Project Officer.

(c) **Committee Performance Reviews**

As part of our compliance with Regulatory Standards, Committee are required to complete a skills assessment and appraisal annually and report on the findings.

The Policy has been reviewed in accordance with SFHA guidance and has been updated with the requirement for Committee to undergo external analysis on a 3 yearly basis by an independent professional organisation.

Quotes have been received from organisations who offer Governing Body member appraisal services with information reported on EVH and SHARE.

Management Committee approved the updated Policy and agreed to appoint EVH to conduct the external appraisal process this year.

## **12 Regulation**

### **(a) ARC Outcomes – Landlord Report**

Committee noted the Headline National Analysis and Landlord Reports 2021 information published by the SHR along with West Whitlawburn outcomes.

The DD reported that the landlord report information published by the SHR will be sent to tenants in the Annual report before the end of October to meet regulatory timescales. The Committee noted the report.

### **(b) Assurance Compliance Report**

Committee were updated on the assessment on WWHC's compliance with the Regulatory Standards and the draft Annual Assurance Statement confirming compliance.

Committee agree that self-assessment against the Regulatory Standards is conducted on an ongoing basis and that there will be a further report with external consultant information submitted to the next meeting for final agreement of the Assurance Statement.

Committee agreed that they have sufficient assurance on the items covered in this report to give it confidence to approve the draft Annual Assurance Statement confirming compliance. There is no material non-compliance.

The Committee receives quarterly updates on the improvement plan through the Performance Assurance and Risk Committee.

### **(c) Annual Assurance Statement (draft)**

J Mulholland, who assisted with the verification of the assurance evidence last year, will review further information for the report noted above and will report to the next Management Committee.

Committee noted the draft assurance statement and note that this will be finalised for submission to include a statement on rents and financial management to be brought to the next meeting.

**13 Director Report and Targets**

Committee noted the Director report within the papers. The Director highlighted:

Property services – progress with EICR’s is to be reported in the assurance statement.

East Whitlawburn loan finance is being progressed and securities and titles are with the Solicitor. The Deputy Director updated on handover dates.

Regulatory returns – there will be an in year update of the loan portfolio and a notifiable event to the SHR.

Internal Audit – the internal audit on governance is underway. The auditor has asked that Committee complete a survey on governance and the link has been issued. The auditor will report to committee in due course.

Heat/ Smoke Alarms –the number of abeyances are minimal. BMcN asked if there will be compliance repercussions that there are some no accesses. The DD said that evidence is collected about access attempts. The abeyance figures are steadily reducing and property team and housing officers are working together to lower it further.

**14 Property Services**

No items.

**15 Tenancy Services**

**(a) Arrears monitoring**

Committee noted the slight improvement from the previous arrears monitoring report.

**(b) Bad debt write off**

Referral to approve the write off agreed at the PA&R sub-committee.

Committee confirmed the bad debt write off as per the report.

**16 Corporate Services**

**(a) Privacy Policy Retention Schedule**

An update to the appendix of the current policy is requested relating to retention timescales for finance and parental information.

Committee approved the updated retention schedule.

**(b) Festive Office Hours**

Committee approved the proposed office hours over the festive period.

**17 Budget and Rents 2022/23 – Finance Projections**

This report updates on the 30 year projections approved by Committee in July 2022. The Dir reported that the model has been run by FMD with updated assumptions of a 13% inflation figure and 6.5% rent increase. With no other mitigations this results in an 83% cash reduction over the 30 year period. Further projections modelling a rent freeze are in progress. The Dir stressed that this is without remedial action which would have to be taken.

We are awaiting further information on possible rent control from the SG on extension of a rent freeze or imposition of a rent increase cap.

SFHA has asked for RSL's to send information on the financial implications that inflation and rent control would have on RSL's across the sector to support government representations which WWHC have provided.

Committee noted the report and await further information. WWHC is affiliated to the industry bodies which give support, collective representation and good quality information

AD noted that on paper it appears that the Co-operative's rent levels are high compared with other RSLs but it doesn't take into account expensive Multi Storey Flat (MSF) stock type. The Dir responded that when we benchmark rents in the business plan with other RSLs who have the same stock type, there is no comparative landlord with the same mix of 67% MSF stock.

**18 East Whitlawburn**

**(a) Loan Finance**

Paperwork in progress.

**(b) Progress Report**

The DD reported that South Lanarkshire Council (SLC) has amended the timescales for handover due to the gas meters/gas connections with a meeting arranged to clarify. EK said it doesn't look like the site will be ready by October. MA said work was being carried out during weekends.

BMcN asked about progress with allocations. The DD responded that tenancy services team had pre-allocated the units and that we had received the SLC nominations.

SA asked about the temporary road layout change between Tiree/Jura. The DD confirmed that it will be closed once site is closed.

**19 Policy Reviews**

**(a) Sustainability Policy**

The Dir will bring this to the next Committee.

**(b) Financial Regulations**

The Regulations have been updated to ensure the Co-operative continues to demonstrate effective governance and sound financial management by having a robust policy and procedural framework that complies with legislation, guidance and good practice.

The Policy takes account of the current staff structure with detailed responsibilities and will be followed up and supported by detailed finance procedures. Equalities information is included in the policy.

The Committee agreed the Financial Regulations Policy.

#### **(a) Stress Management Policy**

This policy have been reviewed and updated in line with the EVH model stress management policy. The next external health and safety audit will be carried out in December 2022. All staff have been issued with a stress questionnaire to complete if they wish which will feed into the stress risk assessment.

The Committee agreed the Stress Management Policy.

#### **20 Any Other Competent Business**

**EK** – reported bollards have been broken in two sites – Staff Road and around Tiree Way.

The DD will report the damaged bollards to SLC.

**EK** – Asked for clarification on fences around Iona Place and Tiree Way. The DD said that there had been a change of policy to account for tenants having problems with dog fouling in their gardens. However there should be permission sought for any alternations and will investigate if permissions had been sought in these cases.

**DD** – Informed committee that the tenant satisfaction survey tender has been posted on Public Contracts Scotland with interest noted by 3 companies. The TSS will be carried out between late October and early November.

#### **21 Date and Time of Next Meeting**

Monday 24th October 2022 at 6.30 p.m

**The Project Officer left the meeting**

#### **22 Closed Session – Confidential Items**

**Meeting Closed at 7.50 pm.**