

West Whitlawburn Housing Co-operative
Management Committee Meeting of Monday 30th October 2023 at
6.30pm

Meeting held in Whitlawburn Community Resource Centre

In attendance:

Committee:

S Anderson – Chairperson (SA)	A Duffin – Secretary (AD)
P Welsh (PW) – Vice Chairperson (PW)	M Alcorn (MA)
L Patrick (LP)	A Anderson (AA)
K Stubbs-Gorman (KSG)	P Dickson (PD)
D Murphy (DM)	B McNicol (BMcN)

WWHC Staff:

S Marshall – Director (Dir)
G Clayton – Deputy Director (DD)
R Hosie – Corporate Services Officer (CSO) – Minutes

1. Apologies

I Mykhailenko (IM), R Alexis (RA)

2. Confidentiality

The Chairperson reminded all present about the importance of confidentiality.

3. Declaration of Interests

None declared.

4. Equalities and Human Rights

No items raised at this meeting.

5. Health and Safety

No items raised at this meeting.

6. Previous Minutes

a) Management Committee meeting of 26th September 2023

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

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

7. Matters arising from Previous Minutes

Actions arising from Previous Minutes Report

All items up to date.

The DD provided an update regarding CityFibre ground works and the future of the fibre network. Discussions with Hyperoptic have halted due to issues regarding a metered electricity meter. Hyperoptic failed to provide proposals to resolve the issue.

Defibrillator position has progressed. The Acting Concierge Manager has submitted an application to the British Heart Foundation for a community device.

Homemaster implementation and training ongoing. Staff on track for a go-live on 1st February 2024.

The Dir and DD met with Co-operatives UK and other housing organisations to discuss issues specific to Co-operatives. More to follow.

Committee noted the update.

8. Sub Committee Minutes and Referrals

a) Staffing Sub Committee 28th August 2023

The minutes were proposed by AD and seconded by PW and noted as an accurate record. The Chairperson will pass the signed minutes to the Dir for filing.

b) Staffing Sub Committee 9th October 2023

Noted for information.

9. Correspondence

a) Information

b) Decision

No items.

10. Delegates Reports an Affiliated Organisation Information

a) Employers in Voluntary Housing (EVH)

EVH monthly update distributed via email for committee information.

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

AD reported that GWSF meetings focussed on ARC report, measuring overall satisfaction and homelessness.

The DD and Head of Housing Services (HoHS) attended a rent setting information session hosted by GWSF. The DD discussed sector-wide issues.

c) Scottish Federation of Housing Associations (SFHA)

No updates.

11. Governance and Assurance

a) Schedule of External Submissions 2023/24

The Dir confirmed all items are up to date. The Annual Report 2022-23 has been published.

b) Notifiable Events Register

One notifiable event submitted on 17th October 2023 regarding a Concierge Officer Settlement Agreement. SHR closed the event with no further information required.

c) Committee Performance Reviews

Committee to complete individual assessment as follow up from the external assessment completed with EVH.

d) Management Committee Training Plan

Committee to consider other training items. Plan to be refreshed and training dates to be set for 2024/25 out with meeting times.

e) Leave of Absence Request

Leave of absence extension request up to January 2024 submitted by EK due to personal reasons.

Committee approved the leave of absence request. The Secretary to write to the member to confirm.

The Dir confirmed IM resignation to Committee.

f) Governance, Recruitment and Succession Planning

Item ongoing. Committee to provide feedback regarding a co-option of an external member within their performance reviews assessment.

Committee noted the updates.

12. Regulation

a) SHR RAAC Return

Information requested for WWHC to confirm if RAAC concrete present in estate. The DD conducted a desktop review on domestic and non-domestic buildings. No RAAC concrete present. Information submitted to SHR.

Committee noted the content of the reports.

b) SHR Consultation on Regulation

SHR is consulting on the future of social housing regulation in Scotland.

Committee discussed the SHR's direct intervention with RSL's and the support offered by GWSF/SFHA.

Committee agreed to have their views represented by GWSF/SFHA.

13. Director Report and Targets

The Dir provided an update on various funding schemes and support for tenants over the winter period.

Topics for the internal audit programme to be reviewed and a proposal presented at the November 2023 PA&R meeting.

Committee noted the other updates contained within the report.

14. Property services

a) Asset Management Strategy Review

Committee noted the content of the report. Work plan is progressing.

15. Tenancy services

a) Phil Welsh Fund

Committee approved the write back sum in September 2023. It is proposed that an amount be allocated to the Phil Welsh Fund to support tenants. A further proposal to donate £1,000 to the foodbank in WCRC.

Committee approved the credit to the Phil Welsh Fund and a £1,000 donation to the foodbank for tenant support activities.

16. Corporate services

a) Insurance Renewals 2024/25

Following a tender process, Direct Line/NIG have provided insurance cover from February 2021 for a 3 year period. WWHC were expected to tender for a renewal in 2024/25 however, current market conditions are difficult and brokers advise that tendering could result in one or no insurers responding. No insurance cover presents a significant risk to the organisation.

WWHC also received notification from South Lanarkshire Council (SLC) that they have not been able to secure buildings insurance for one of our properties which will be added to WWHC's current policy.

Committee approved JLL to carry out rebuild valuations of WWHC MSF stock to meet insurer's requirements.

Committee approved negotiating insurance renewals with existing WWHC insurance provider to ensure continued cover.

b) Christmas Arrangements

Office closure proposed according to previous years' agreement. An additional day of closure is proposed to enable Homemaster data transfer. Staff to use annual leave entitlement as required.

Committee approved the office closure from 22nd December 2023 to 4th January 2024.

17. Business Plan Review

Business Plan Review Update

Review ongoing. The Dir advised that the final text is awaited from FMD. To allow sufficient time to prepare budget information the Dir proposed that the November 2023 meeting be rescheduled to 5th December 2023 before the Christmas period.

Committee agreed to reschedule the meeting.

18. AOCB

Over 65's Vouchers – Proposal to continue offering £10 vouchers to tenants aged over 65. An estimated spend on £1,000 is required. Committee agreed to gift the vouchers.

Recycling Bins – MA requested an update on the contaminated bins at Kintore Tower. The ACM is still liaising with SLC.

SA reported that vehicles visiting Arran Tower are parking at 'No Parking' signs. Staff to advise the owner.

19. Date and Time of Next Meeting

Tuesday 5th December at 6.30pm.

CONFIDENTIAL ITEMS

20. Staffing

Concierge Update

The Dir advised that the ACM is considering further concierge recruitment due to one recent resignation.

Committee noted the update.

Meeting closed at 19.30pm.