

**West Whitlawburn Housing Co-operative
Management Committee Meeting of
Monday 29th July 2024 at 6.30pm
Meeting held in WWHC Office**

In attendance:

Committee:

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

WWHC Staff:

G Clayton – Director (Dir)
R Hosie – Corporate Services Officer (CSO) – Minutes
K Ross – Admin Assistant (AA)

Meeting is quorate.

The Chairperson welcomed K Ross to the meeting.

1. Apologies

B McNicol (BMcN)

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

Management Committee meeting of

a) 24th June 2024

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

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

7. Matters arising from Previous Minutes

Actions arising from Previous Minutes Report

Fibre Network – delays noted due to issues with capacity on City Fibre’s end. Services extended beyond 15/06/2024. Updates from City Fibre advise that project is awaiting financial sign-off. The Dir and CSO are monitoring online updates and liaising with City Fibre representatives.

Committee noted the updates.

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 provided a verbal update on topics discussed at EVH meetings. MA has been elected to stand on EVH Executive Committee – outcome expected 12/08/2024.

Committee noted the update.

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

AD confirmed GWSF’s AGM is to take place on 21/08/2024 and highlighted information contained within the papers.

The Dir presented GWSF correspondence seeking views on Community based/controlled housing organisations. Committee discussed their views on both types of organisations.

The Dir proposed a working group be formed to respond on behalf of WWHC – DM, AD and KSG agreed to participate. Information to follow.

Committee noted the correspondence.

c) Scottish Federation of Housing Associations (SFHA)

No items.

II. Governance and Assurance

a) Schedule of External Submissions 2024/25

The Dir confirmed the submission of the Loan Portfolio return prior to 30/06/2024.

Committee noted the update and other upcoming submissions.

b) Management Committee Training Plan

Training session carried out by EVH on 23/07/2024 – handouts delivered to those unable to attend. Training topics added to e-learning platform on legislation, due by 20/08/2024.

Committee noted the update.

c) Governance, Recruitment and Succession Planning

The Dir confirmed the external Committee recruitment advert deadline was extended until 05/08/2024 and confirmed applications had already been received.

The committee noted the external interest and expect informal meetings to follow.

d) SHR Regulatory Framework – Summary of Changes

Information provided to summarise changes to regulatory framework. Minor amendments noted with items updated on evidence bank as required.

12. Regulation

a) Notifiable Event Register

The Dir confirmed the notifiable event regarding the former Director's resignation is closed. No further correspondence required.

Committee noted the update.

b) Changes to Charity Law

The Dir summarised the correspondence from the SHR about changes to Charity Law from OSCR which will affect WWHC.

The changes include granting more inquiry powers to OSCR to protect charities and their assets as well as future changes to submission requirements and publishing trustee information.

Committee noted the information.

13. Director Report and Targets

Staffing

Senior Concierge Officer – The Dir confirmed that applications have been received prior to closing date of 02/08/2024. Outcome to follow.

Head of Property Services – Following the recruitment process, the Staffing Sub Committee proposed that current Property Officer, S Lester, be offered the role of Interim Property Manager (Grade 8) until 31/03/2025. The Dir highlighted that S Lester's has covered the post for two months and brings significant experience to the role.

Committee agreed to appoint S Lester as Property Manager in the interim up to 31/03/2025.

Deputy Director – The Dir reminded Committee that S Marshall is in post in the interim.

Admin Assistant (Temporary) – K Ross joined WWHC on 16/07/2024 on a 6-month temporary contract. K Ross will be involved in all sections in the organisation.

The overall staffing structure is to be reviewed in due course.

Business Plan

An interim review of the Business Plan is to take place in Sept 2024. Information to follow.

Committee noted the updates.

14. Homelessness Emergency

a) South Lanarkshire Partnership Briefing Note

The Dir presented the information contained within the return and confirmed that WWHC have no current plans for additional loans that would require the information to be updated and re-submitted at a later date. The Dir further confirmed that all covenant requirements are covered.

Committee reviewed the Loan Portfolio Return 2023-2024 and approved it for submission to the SHR prior to 30/06/2024.

15. Policy Review

a) Rechargeable Repairs

Consultation carried out between June and July 2024 with positive response rate noted. All tenants (including lock-up tenants) and prospective tenants were invited to respond.

Committee reviewed the responses and feedback to the consultation. The proposed policy notes a financial sum whereby it is deemed uneconomic to pursue.

Committee approved the updated policy for implementation.

b) Committee Expenses

Policy reviewed in line with BT infrastructure changes and Whitcomm service termination. Proposed amendments to section 6.7 *Communication Allowances* as line rental now difficult to determine with fibre connections. A flat fee of £13.00 is proposed for those members who wish to claim broadband expenses. No changes are proposed to the claim procedures.

Committee agreed to amend the broadband expenses amount to a flat rate of £13.00 per month.

The CSO will circulate the updated policy and claim procedures to Committee.

c) Staff Performance Management, Appraisal, Training and Development

Policy updated according to EVH guidance and expands on the existing staff training and development policy.

Committee noted that staff appraisals are expected to recommence following appraisal of the senior officer.

Committee approved the updated policy for ongoing implementation.

d) Standing Orders – Committee Member and Office Bearer Role Descriptions

Appendices reviewed as part of SFHA updated published guidance. Updated appendices included in the papers.

Committee approved the Committee and Office Bearer descriptions as appendices to WWHC's Standing Orders.

16. Ground Maintenance Tender Report

The Dir presented the tender report from Gold Consultancy Ltd for the Grounds Maintenance 2024 – 2029. The contract will be for a maximum period of 5 years (3 years initially with the option to extend at WWHC's discretion based on performance).

Committee noted the outcome of the consultant's report and the price / quality assessment.

Committee agreed to appoint Ramora Limited for the Grounds Maintenance Contract 2024 – 2029.

17. Any Other Competent Business

Leave of Absence BMcN

The Dir confirmed that BMcN is seeking approval for a 3-month leave of absence due to personal reasons.

Committee approved the Leave of Absence request. The Secretary will confirm this in writing to the member.

Roslin Tower – Lift Component Failure

The Dir reported of a component failure to the odd lift in Roslin Tower. Engineers attended and determined that the issue required further work/parts.

The Dir further confirmed that tenants have been notified and emergency procedures have commenced for vulnerable tenants.

Committee noted the information.

Meeting closed at 7.20pm

18. Date and Time of Next Meeting

Monday 26th August 2024 at 6.30pm

CONFIDENTIAL ITEMS

No items.

Print name:

Date:

Signed: