

5. Health and Safety

a) Committee Responsibilities

The Dir presented Committee with their Health & Safety obligations to acknowledge and sign off. Committee acknowledged its collective responsibility for overseeing the Health & Safety operations within WWHC, as set out in the Health & Safety Policy and HSCM. Committee's responsibilities are reviewed annually to ensure ongoing compliance and monitoring.

Committee agreed to sign off the document.

6. Previous Minutes

Management Committee meeting of 28th October 2024

The Dir highlighted amendments required under agenda item 13. Director report and targets.

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

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

7. Matters arising from Previous Minutes

Actions arising from Previous Minutes Report

Fibre Network

The CSO confirmed that all Whitcomm services were terminated on 27/11/2024. The majority of customers have transferred across to the City Fibre Network. Committee noted that one customer is left remaining on the network and has been reminded of the urgent nature to move to another provider. The CSO confirmed that checks were carried out prior to service termination to gauge uptake. It is unknown whether or not some customers have chosen a mobile broadband device as their main provider.

Committee Recruitment

The Dir updated committee that recruitment for External Management Committee Members is closed following the appointment of JW, LR and CP. WWHC will continue to encourage tenants to join the Management Committee, with one tenant Committee Member vacancy remaining.

Recycling Bins at Kintore Tower

The Dir advised that WWHC are still waiting on an update from South Lanarkshire Council. Committee noted that Concierge continue to monitor bulk issues highlighted and ensure tenants are disposing of waste appropriately. Updates to follow.

Sign-up to My Housing Perks App

Committee noted that this item is now closed after the successful rollout of My Housing Perks.

Community Initiatives – Bulk Collection / Disposal

The Dir has been in discussion with the Community Development Co-ordinator (CDC) who advised that funding may be difficult to secure as waste may go to landfill. The CDC will continue to investigate relevant funding channels. Updates to follow.

Committee noted the updates.

8. Sub Committee Minutes and Referrals

a) PA&R Minutes 12th August 2024

Committee noted the minutes for information only.

b) Policy Reviews

The CSO confirmed the following policies were reviewed, updated and approved by the Performance, Assurance and Risk (PA&R) Sub Committee on 11/11/2024.

Lift Safety Policy

The Policy has been updated to reflect personnel changes to the Responsible Person and clarification that the Competent Person noted in the policy is WWHC Insurance Inspector.

Housing Alarms Policy

There are no material changes proposed to the above policy.

Committee ratified the PA&R Sub Committee's decision to approve the policies for ongoing implementation.
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9. Correspondence

a) Information

(i) CRC Lottery Article

Committee noted the content of the article.

(ii) Charity Donations Update

Actioned from the previous meeting of 28/10/2024, the CSO presented Committee with an updated list of local charity organisations for consideration during any future donations.

Committee further noted the over 65 voucher spend and remaining budget allocation.

b) Decision

Committee agreed to a donation of £10 for all over 65 tenants as presented by The Dir.
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10. Delegates Reports and Affiliated Organisation Information

a) Employers in Voluntary Housing (EVH)

MA attended the Executive Committee's first meeting on 18/11/2024. MA advised that EVH are looking at their VAT liabilities and are in discussions with HMRC. MA noted that WWHC may see VAT charges to EVH Membership from 2026/27. Updates to follow.

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

AD and the Dir provided an update on the items included in the report. AD provided a verbal update on the items discussed at the GWSF Annual Conference on 29/11/2024.

The Dir presented Committee with a supplementary paper discussing reductions in Stage 3 Adaptions funding from the Scottish Government and the Equality Act 2010; affecting the majority of GWSF members.

Committee noted the content of the reports.

c) Scottish Federation of Housing Associations (SFHA)

No items.

d) Social Housing Safety Network Scotland

The Dir presented WWHC's feature in the Networks Autumn Edition. The feature explored WWHC's Biomass District Heating System, following a 'talk and visit' hosted by the Dir at WCRC.

The Dir further advised of his invitation to join the Social Housing Safety Network Scotland advisory panel which has been accepted with the first meeting to be held mid December 2024.

Committee noted the updates.

11. Governance and Assurance

a) Schedule of External Submissions 2024/25

Committee noted the content of the report and other upcoming submissions.

b) Management Committee Training Plan

The CSO reminded committee to maintain focus on current training items. Training plan to be refreshed following completion of appraisals.

Committee noted the updates.

12. Scottish Housing Regulator

(a) Verbal update on proposed ARC Indicators consultation

The Dir provided a verbal summary on topics discussed at the SHR Meeting on ARC Indicators consultation. The main focus of discussion was concentrated on H&S Indicators - with emphasis on Damp and Mould Prevention & Remedial, EICR Checks and Fire Safety Elements.

Committee noted the update.

13. Director Report and Targets

Staffing

Concierge Officer - The Dir confirmed that interviews for the Concierge Officer positions took place on 28/11/2024. Recruitment is now closed following the appointment of two candidates, subject to receipt of references.

Property Services

EICR – The Dir notified Committee that there is 1 remaining property to be accessed.

Committee noted a provisional date of access by end of December 2024.

Internal Audit

Committee noted the audits for Allocations and Procurement are scheduled for week commencing 09/12/2024. A follow up review is also planned for the same period. Outcome to follow with Wylie and Bissett scheduled to be in attendance at the February 2025 PAR Sub Committee to present the reports

Tenant Communication and Participation

Committee noted that WWHC's winter newsletter is nearing completion - expected to be published on w/c 09/12/2024. Committee noted WWHC's intentions to digitise future newsletters by default, unless specifically requested by tenants.

Health & Safety

Committee noted that the external Health & Safety Audit is scheduled for 10/12/2024. Updates to follow.

My Housing Perks

Committee noted that 154 tenants are now live on My Housing Perks. WWHC will continue to promote and encourage tenants to sign up to the app to take advantage of the offers and discounts available to them.

14. Q2 Management Accounts

a) Management Accounts & Commentary – Sept 24

The Dir presented the Management Accounts report for Quarter 2. Committee noted the overall financial position and variances within each budget. The Dir confirmed that WWHC is meeting its current loan covenants and committee noted that WWHC are in a healthy half-year position with an overall positive budget variance.

Meeting paused at 7.50pm.

b) Quarterly Cash Flow Monitoring Report – Sept 24

Meeting resumed at 8pm.

The Dir presented the report for Quarter 2. Committee reviewed the Cash flow Statement and noted the overall financial position and variances within each budget. The Dir further confirmed a healthy cash position at the quarter end.

Committee noted the content of the report.

15. Budget and Rent Setting 2025/26

The Dir presented the report on the annual budget review and introduced 3 rent increase proposals for consideration ahead of the consultation. The Dir referred to the work over the year on the financial projections and confirmed that the position of October's CPI (2.3%) + 2% as per the latest 5 year projections was still viable for the requirements of the business plan. The Dir added that we are still facing challenges with expenditure areas such as maintenance costs, insurances and landlord energy supply contracts, all of which are significantly above inflation.

Committee noted the appendices covering income and expenditure, SFHA affordability tool and benchmarking of proposed RSL increases and other services provided.

Committee reviewed the draft tenant consultation proposals and discussed the rent increase proposal options.

Committee agreed to consult on a 4.3% rent increase (CPI + 2%) for 2025/26.

The Dir confirmed that Consultation will be primarily carried out digitally with paper copies available to those who request it/where no contact information is held.

PD left meeting at 8.30pm.

16. Treasury Management

a) Policy Review

The Dir presented a review of the updated Treasury Management Policy to approve Flagstone as an authorised investment partner following Management Committee approval.

Committee reviewed compliance with SHR standards and CIPFA Code; emphasising the requirement of effective Treasury Management and monitoring financial risks.

Committee were recommended to consider:

Reinvest the initial deposits as noted on page 6 of the annual report under current investments 1-3, plus the interest paid for up to 12 months, meeting liquidity requirements as per the policy. WWHC intend to place investments in accounts with the most advantageous interest rates available at the time of re-investment transferring funds to Flagstone as required.

Committee approved the updated Policy for ongoing implementation. Committee approved the reinvestment plan for current deposits and interest, with funds transferred to Flagstone as needed.

b) Annual Report

The Dir presented an annual review of investments conducted in line with the Treasury Management Policy, including the annual loan portfolio return and investment strategies for 2024/25.

The Dir presented WWHC's current loan balances and terms, noting no new borrowings for 2024/25 and no anticipated covenant compliance issues. Committee noted that WWHC's investments are compliant with its own policy.

Committee noted that WWHC's current investments include 2 RBS Treasury Reserve Accounts totalling £1,800,000 maturing in December 2024 and Flagstone Deposits of £287,000 maturing in April and October 2025. The indicative renewal rates are lower than current rates, with final rates determined at maturity.

The Dir recommended Committee to approve the reinvestment of current deposits and interest, ensuring compliance with liquidity requirements and investing in the most advantageous accounts available at the time as detailed in the report. The Dir confirmed a further update report will be provided to Committee at the January 2025 meeting.

Committee agreed to reinvest the initial deposits as noted on the Treasury Management Report under current investments, plus the interest paid for up to 12 months, meeting liquidity requirements as per the policy.

17. Policy Reviews

a) Bad Debt Provision and Write Off Policy

The Dir presented the Bad Debt Provision and Write Off Policy as part of the normal review cycle. The policies set out WWHC's process for irrecoverable debt as outlined in the Management and Financial Accounts.

The amendments proposed are:

- WWHC must make provision in their Financial and Management Accounts for debts which have been identified as irrecoverable. This is a provision for accounting purposes as the debt will continue to be pursued.
- A 12 month review (previously 6 months) of the amount of the bad debt provision will be carried out in March each year for the Financial Audit for that year and reported to Management Committee for approval.
- The criteria for writing off bad debts has been clarified and will be carried out in March each year on approval of the Management Committee.
- The credit write off process has been clarified and will be included in the annual credit write off report presented to the Management Committee for approval in March of each year.
- Management Committee can increase or decrease the bad debt provision on the advice of our auditors.

Committee approved the updated policy for ongoing implementation.

18. AOCB

General Estate

DN raised concerns regarding two abandoned vehicles on Belmont Road and Arran Tower car park. The Dir confirmed that the Concierge Manager is monitoring the situation and SLC has given notice for the removal of cars. Updates to follow as per SLC notice periods and requirements.

Leave of Absence PW

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

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

19. Date and Time of Next Meeting

Monday 27th January 2025 at 6.30 p.m.

CONFIDENTIAL ITEMS

Confidential Information Redacted

Meeting closed at 9:10pm

Print name:

Date:

Signed: