

**WEST WHITLAWBURN HOUSING CO-OPERATIVE LIMITED (WWHC)
MINUTES OF MANAGEMENT COMMITTEE MEETING
HELD IN THE CO-OPERATIVE OFFICES AT 57 BELMONT ROAD
MONDAY 26th AUGUST 2019 AT 7.15 p.m.**

COMMITTEE IN ATTENDANCE:

8 full members and one co-optee present.

Meeting is quorate.

STAFF IN ATTENDANCE:

WWHC Director

WWHC Project Officer

The Chair welcomed guests from Hawthorn Housing Co-operative and a tenant who is interested in re-joining committee. They will observe tonight's meeting.

1. Apologies – signing in book

2 apologies

2. Confidentiality

AA reminded committee about confidentiality.

3. Declaration of Interests

No Declarations of Interests.

4. WWHC Attitude Menu

Committee noted the report contained within the papers.

5. WWHC Communication Code

Committee noted the report contained within the papers.

6. Previous Minutes

a) Management Committee 23rd April 2019:

Amendment: Item 8. b) 4b) Committee member standing down should be **MA snr** and not **MA** as stated.

b) Signing of minutes

Minutes proposed by **SA**.

Minutes seconded by **EK**.

The minutes were approved by committee as a true record and signed by the chair.

7. Matters Arising from Previous Minutes

Item 7 **PF** updated committee that Scottish Power can't find the title deeds of the old sub-station site. **GC** is following this up with both sets of lawyers. Scottish Power are still committed to bringing the site up to a fit state.

Hawthorn Housing Co-operative have replied and send a delegation to observe tonight's committee meeting.

PF updated committee that **WWHC** have applied to the Scottish Government for a loan in the region of £150,000 in relation to the heat and smoke detector installation and are waiting on the response.

Item 8 b) 1. One appraisal outstanding for this year.

Item 8 b) 4c) **PW** membership request is now complete.

8. Committee training plan and integration

a) *Future Training Plan: priorities.*

1) Working with Interpreters

SP still needs to confirm with Happy to Translate about providing future training.

2) Understanding Reports

Nothing further to report.

3) New Regulatory Framework

Nothing further to report.

4) Freedom of Information

SP stated that the legislation comes into force in October and she will identify any relevant training that may be needed.

b) Other Governance items to be progressed

1) Committee Appraisals 2018/19 progress report : Chair.

AA reported that the remaining appraisal will be carried out as soon as possible.

2) AGM Planning 2019:

a) 9 Year Rule

Committee noted the report contained within the papers.

The observers present and SP left the room to allow committee to deal with this issue. After discussion the committee unanimously agreed that **CB** after 9 years continuous service on committee is a valued and respected committee member and has demonstrated her effectiveness as a committee member.

(Post meeting note) MA (snr) was also considered under the 9 year rule at a short meeting held prior to the AGM and Committee attending formed a quorum and confirmed support for MA (snr's) election under the 9year rule.

b) Committee members standing down

Committee noted the report contained within the papers.

Committee members standing down are **SA, CB, AD** and **MAsnr**. **BM** will also need to stand for election as she is filling a casual vacancy.

c) Co-optees for election

DM and **PW** (having now obtained membership) will both need to stand for election.

d) Possible new members

PF informed committee that another tenant/member has indicated a wish to join committee possibly at the AGM.

e) Office bearers planning

PF reminded committee that it would be a good idea if this was done before the AGM.

f) Chair's report

AA will provide a report for the AGM.

g) Secretary's statement in relation to the Rules.

Committee noted the report contained within the papers.

3) Committee Role Descriptions

Committee noted the report contained within the papers.

AD commented on section 7.1 which states that all out of pocket expenses are fully met and highlighted that this does not reflect the **WWHC** Committee Members Expenses Policy which states that **WWHC** will contribute towards childcare and the care of dependant relatives. After discussion committee approved The Role Description for Committee Members once amended to match the Committee Members Expenses Policy.

4) Committee Code of Conduct

SP informed committee that the report was not ready to be sent out in the papers but would be sent to committee.

9. Sub Committee Minutes:

a) Property

Committee noted the Property Sub-Committee minutes from the 10th June 2019.

b) Housing

Committee noted the Housing Sub-Committee minutes from the 10th June 2019.

c) Finance

1) May 2019

Committee noted the Finance Sub-Committee minutes from the 28th May 2019.

2) June 2019

Committee noted the Finance Sub-Committee minutes from the 24th June 2019.

10. Referrals from Sub Committee: Finance

a) Annual Accounts 18/19

Continued to next management meeting due to Finance sub being reconvened.

b) Management Letter

Continued to next management meeting due to Finance sub being reconvened.

c) Letter of Representation

Continued to next management meeting due to Finance sub being reconvened.

d) Resignation of Auditor

Continued to next management meeting due to Finance sub being reconvened.

PF informed committee the resignation is due to the retirement of the current Auditor

Additionally, **PF** told committee that the Covenants Report will be brought to the reconvened Finance Sub-Committee.

11. Delegates Reports

a) EHV Members Report

Committee noted the report contained within the papers.

b) GWSF monthly update

Committee noted the report contained within the papers.

AD attended the Glasgow and West of Scotland Forum Board (**GWSF**) AGM and Open meeting on the 15th August. Unfortunately, **AD** was unsuccessful in being elected to the **GWSF** board.

c) GWSF Regulations Update

Committee noted the report contained within the papers.

12. Correspondence

a) Information

Committee noted the information on EVH HR support and consultancy guide.

b) Decision

None.

c) Training.

AD agreed to attend the Glasgow West of Scotland Forum (**GWSF**) Annual Conference on Friday the 15th November 2019. **SP** will book a place.

No interest from committee for the EVH Governing Body Leadership Programme.

SP confirmed that places for **PW** and **MA** have been booked for the EVH Annual Conference.

13. Policy Reviews.

a) Legionella

Committee ratified the Legionella Policy.

b) Risk Management

Committee ratified the Risk Management Policy.

c) Notifiable Events

Committee ratified the Notifiable Events Policy.

d) Fraud and Anti-Bribery

Committee ratified the Prevention of Fraud and Anti-Bribery Policy.

e) Disposal of IT Equipment

item was wrongly labelled as Agenda Item 13 d).

Committee ratified the Disposal of ICT Equipment Policy.

f) Committee Expenses

Continued to next management meeting due to Finance sub being reconvened.

g) Insurance Policy

Continued to next management meeting due to Finance sub being reconvened.

h) Tender Procedures

Continued to next management meeting due to Finance sub being reconvened.

i) Treasury Management

Continued to next management meeting due to Finance sub being reconvened.

14. Staffing:

Confidential items redacted

Committee agreed to close the office from Wednesday 25th December and re-open Monday 6th January which will require staff to use four days leave entitlement in addition to four days public holiday.

15. Governance and Scottish Housing Regulator (SHR)

a) New Regulatory Framework: Self Assurance Statement October 2019: Note of previous discussion

Committee noted the report contained within the papers.

PF reported that considerable progress has been made and is confident of a timely sign off. At the September committee meeting we should be able to hear the final report from the Mulholland Housing Consultancy.

b) The cost of regulation.....and who pays it

Committee discussed this issue and agreed it is the tenants who are footing the bill for onerous regulations..

c) Director appraisal Date/Time TBC

AD informed committee that he is unable to make the Director's Appraisal scheduled for the 5th September. It was agreed to reschedule to the 12th September.

d) Chairperson's Appraisal

AA let committee know her appraisal is scheduled for the 29th August.

e) Business Planning Group: Committee involvement

PF detailed to committee what and who was involved in the business planning group before asking committee if any of them wished to be involved in the working group.

No committee were interested at this time. **PF** left the invitation open if anyone from committee wanted to change their mind

16. WWHC 30th Anniversary Event: Review

PF stated that the event had been an outstanding success. **SP** thanked committee for the role they played and that the event could not have went ahead without their support and involvement. **AD** thanked the staff involved and praised their enthusiasm and commitment to ensure the event was a success and delivered to the best standard with a real sense they wanted the best they could for the tenants. **HA** highlighted the contribution of the young helpers from ReGenFX especially in relation to the girls who helped with the Arts and Crafts. The generosity of contractors was also emphasised as contributing to the success. **BM** asked how much had been raised for the Phil Welsh Welfare Fund. **SP** replied that the final total is still to be calculated but would be circulated to committee when finalised.

17. Internal Audit

a) Action Plan: Update

Committee noted the report contained within the papers.

b) 2019/20 Programme: Risk Management: Draft report still awaited

Committee noted the report contained within the papers.

c) Date and time of next IA Committee meeting

PF informed committee that a meeting will take place at the end of October.

18. Health and Safety

SA brought to committee's attention that children had been bending the new metal fencing that runs along the far side of the play area from the old sub-station to the kick about pitch when it had become flexible as a result of flooding in that area. **PF** asked if it had been reported. **SA** has not reported it. **PF** will take the matter up with Grant Clayton **WWHC** Assistant Director Property Services.

19. East Whitlawburn.

a) Project Update.

PF informed committee that there has been significant progress and full planning permission had been granted to the council on the 14th August.

b) WWHC Lock ups.

PF stated that the situation has been professionally embarrassing for the council. **BM** asked if **WWHC** will be reimbursed for the transfer of the land occupied by the **WWHC** lock ups to the council. **PF** replied that there would be a net position agreed with the district valuer and Quantity Surveyors.

c) Legal Agreement

PF reported that meetings have been arranged with the council to discuss the legal framework and overarching costs.

20. Springhall and Whitlawburn Neighbourhood Plan.

a) Update on WWHC 5 asks

SP informed committee that she is still attending all meetings and an application has been submitted for a £500 grant for spring bulb planting for local young people. **BM** enquired if there was any news on the signs for the area. **SP** replied that they are awaiting the council completing a survey on how good the existing signage is before a full costing can be done.

b) Pop up info and consultations: Benmore Tower

SP let committee know that AHS as part of the Neighbourhood Plan has asked if Happy & Healthy and Our Place can carry out a pop-up information and consultation event in conjunction with the Food Co-op at Benmore Tower on Thursday.

21. Risk Management

No issues to report.

22. Energy Project

a) Progress report and Retention figures.

PF advised committee that it has been agreed with Npower that **WWHC** will retain £xxx and release the remainder to Npower. It stills needs to be signed off legally and the manuals will be conditional on sign off. The biomass has now been used for the longest period which is reassuring and is more environmentally friendly.

b) Income and Expenditure: Quarter 1 19/20

Committee noted the report contained within the papers.

PF stated that the figures show the District Heating Network is roughly breaking even over the first quarter which is a good sign and shows it has been good decisions made on the pricing.

c) Future Pricing

PF recommended a continuation of the price freeze over the winter months, but committee might wish to consider a price increase next April to future proof the network. Committee agreed it was a good idea to continue the price freeze over the most vulnerable period for a lot of tenants and will revisit pricing next year.

23. Schedule of external submissions

Committee noted the report contained within the papers.

PF emphasised to committee the high level of submissions needed throughout the year. **BM** asked if there was someone tenants could convey their grievance about the cost to tenants in facilitating these submissions. **PF** replied that most submissions are regulatory but **WWHC** are working on an actual cash cost for the year to

evidence the actual expense and we would then be able to use the findings to show the hard reality of the costs.

24. Freedom of Information: Briefing Note

Committee noted the report contained within the papers.

PF stated that there is a lot of work involved in implementing the new regulations which will include training in September / October.

25. XXXXX Update

Committee noted the report contained within the papers.

Redacted.

26. Tenant Participation / Co-operative Development: Consultation

SP told committee that the consultation is currently out with the tenants. Tenant Scrutiny Panels are also being considered as another avenue to engage with our tenants.

27. communication strategy: WWHC Logo

Committee noted the report contained within the papers.

Committee firstly discussed if a new logo was needed. Committee decided the existing logo could do with being brought up to date but should still be recognisable and they did not wish to stray far from the original, but it should include all our housing types and be more colourful. The first design was chosen by committee with some tweaks needed, the duplicate sun, cloud, tree and bush should be removed and where the tree was houses should be inserted. **SP** will relay committee's feedback to LM **WWHC** Housing Assistant who heads up the Communications Group.

28. Capital Programme Update

Committee noted the report contained within the papers.

PF reported to committee that the Capital Programme is on cost and on target.

29. SHAPS Update: Action required

Committee noted the report contained within the papers.

Committee unanimously agreed to give consent for the Employer Committee to seek individual employer data from TPT Retirement Solutions.

30. A.O.C.B. – Any Other Competent Business

None.

31. Date and time of next meeting: Monday 23rd September 2019 at 6.30 p.m.