

**West Whitlawburn Housing Co-operative**  
**Management Committee Meeting of Tuesday 5<sup>th</sup> December 2023 at**  
**6.30pm**

**Meeting held in Whitlawburn Community Resource Centre**

**In attendance:**

**Committee:**

S Anderson – Chairperson (SA)

A Duffin – Secretary (AD)

M Alcorn (MA)

L Patrick (LP)

B McNicol (BMcN)

D Murphy (DM)

P Dickson (PD)

**WWHC Staff:**

S Marshall – Director (Dir)

G Clayton – Deputy Director (DD)

R Hosie – Corporate Services Officer (CSO) – Minutes

Meeting is quorate.

**1. Apologies**

P Welsh (PW) – Vice Chairperson, A Anderson (AA), R Alexis (RA). KSG was not in attendance, E Kerr (EK) LOA.

**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.

The Dir informed committee of RA's resignation, effective immediately, due to personal reasons. Committee noted the decision and recent

decrease in number of current Management Committee members. Committee discussed co-opting non-members further, considering both the advantages and disadvantages. Committee agreed to keep recruitment under review and the Dir highlighted possible regulatory consequences of low governing body membership.

## **6. Previous Minutes**

### **a) Management Committee meeting of 30<sup>th</sup> October 2023**

The previous minutes were proposed by LP and seconded by AD 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 Dir confirmed that an application to the British Heart Foundation for a community-use defibrillator was successful. Location of device TBC.

The DD advised that CityFibre are finalising network completion at Jura Terrace, Morven Road, Tiree Way and Iona Place. Expected go live date of February 2024 – tenant notification drafted and pending distribution following CityFibre network completion.

Homemaster implementation and end-user training ongoing. Staff on track for a go-live on 1<sup>st</sup> February 2024.

Insurance information progressing. The DD informed committee of the Office Bearer's decision to approve the review of rebuild value of all WWHC stock, as per insurer requirements. Original fee approved of £16,900 for all of WWHC's stock however, following a review of existing information produced for lenders, rebuild valuations are required for 6 x MSF's only therefore, amended quote of £9,700 received and accepted.

Committee noted the update.

## **8. Sub Committee Minutes and Referrals**

### **a) Performance, Assurance & Risk Sub Committee**

Noted for information.

One amendment noted under item 9.c) Fire Safety Review.

The updated minutes will be presented at the February 2024 PA&R Sub Committee meeting for approval.

## 9. Correspondence

### a) Information

The CSO advised of donation requests received from Erskine and Children's Hospices Across Scotland (CHAS) and further confirmed £450 remaining in donation budget up to 31/03/2024.

### b) Decision

Committee agreed a £50 donation to each of Erskine and CHAS.
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## 10. Delegates Reports an Affiliated Organisation Information

### a) Employers in Voluntary Housing (EVH)

MA provided a summary of the virtual meeting held on 4<sup>th</sup> December 2023.

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

AD reported on the topics and events at GWSF Annual Conference attended by AD, Dir and DD. Topics included psychology, Grenfell, options appraisal and net-zero targets.

Committee noted the update.

### c) Scottish Federation of Housing Associations (SFHA) – Briefing note on SHR Consultation on Regulatory Framework

Briefing note included in papers and information to be considered by Senior Staff team. More information to follow.

Committee noted the update.

## 11. Governance and Assurance

### a) Schedule of External Submissions 2023/24

The Dir confirmed all items are up to date following submission of OSCR Statutory Return and FOISA quarterly statistics on 07/11/2023.

### b) Notifiable Events Register

The Dir confirmed that notifiable event 30700 submitted on 17<sup>th</sup> October 2023 is closed.

### c) Committee Performance Reviews

Reviews ongoing. CSO to review information and compile a report and training plan.

#### **d) Management Committee Training Plan**

To be further developed following appraisals. Training to be held out with meeting schedule.

#### **e) Governance, Recruitment and Succession Planning**

Committee to provide feedback regarding a co-option of non-members as part of their performance review assessment.

Committee discussed other recruitment methods and advertisements with a view to appeal to younger members. Further discussion took place regarding diversity and inclusion.

Committee noted the updates.

### **12. Business Plan 2023 - 2028**

The Dir presented updated Business Plan and financial projections. The review and update process was supported by the Mulholland Housing Consultancy and FMD Financial Services.

The presentation included a summary of the purpose of the Plan and regulatory guidance. The Delivery Plan details the actions to be taken to achieve the strategic objectives. Rent affordability and the current financial climate present ongoing challenges and Committee considered the rent and services benchmarking information.

Committee discussed future development of stock, ongoing viability, MSF health and safety requirements, the introduction of environmentally friendly infrastructure and overall demand for housing.

Committee noted the MSF strategy and maintenance and investment programme. Future reviews will consider net zero requirements following publication of Scottish Government requirements.

Committee agreed that the analysis and review of the financial projections demonstrates that the Co-operative continues to be a viable independent community-controlled organisation with sufficient funds to meet the demands of its asset management strategy.

Committee approved the Business Plan 2023 - 2028 for implementation

Committee agreed further tenant consultation on costs, rents and services will be carried out over the coming year.

### **13. Management Accounts 2023/24 – Quarter 2**

The DD presented the Management Accounts and Internal Cash Flow Monitoring report for quarter 2. The DD confirmed that WWHC is meeting its current loan covenants.

Committee reviewed the Cashflow Statement and noted the overall financial position and variances within each budget. The DD confirmed that WWHC expects backdated aerial income to be reflected in next quarter.

Committee agreed to consider DHN price information after review of the Q3 position.

### **14. Budget and Rent Setting 2024/25**

The DD presented the report on annual budget and proposed rent increase for consultation. Committee noted the appendices covering income and expenditure, affordability and benchmarking of proposed RSL increases and services.

Committee reviewed the draft tenant consultation proposals.

Consultation will be delivered to all properties and issued through cx feedback. Two tenant focus groups are scheduled for 08/01/2024 where tenants will be invited to share their feedback on both the Allocations policy consultation and the rent consultation.

Committee further acknowledged the inclusion of a rent harmonisation exercise in the Business Plan to be progressed.

Committee agreed the recommendation to consult on a 5% rent increase for 2024/25.

### **15. Treasury Management Report**

The Dir presented the Treasury Management report.

Committee confirmed the reinvestments agreed at the PA&R Sub Committee on 14<sup>th</sup> November 2023.

Committee confirmed WWHC low risk appetite.

Committee approved the further investment recommendations and account closure in the report in line with the Treasury Management Policy and Regulatory Standards.

## 16. Interim bad Debt Write Off

A bad debt write-off is proposed at the half year point relating to rechargeable repairs debts. Committee noted the information presented in the report.

Committee approved the interim bad debt write-off.

## 17. Policy Review

### a) Entitlements, Payments and Benefits Policy

Appendix B of the policy was reviewed as part of the normal review cycle. This confirms a list of suppliers restricted for staff and Committee use (with exceptions noted). The list has been updated to reflect suppliers added from the previous review.

Committee approved the updated appendix B for inclusion within the policy.

## 18. AOCB

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

## 19. Date and Time of Next Meeting

Monday 29<sup>th</sup> January 2024 at 6.30pm

## CONFIDENTIAL ITEMS

No items.

Meeting closed at 8.50pm

**Print name:**

**Date:**

**Signed:**