

**Minutes of West Whitlawburn Housing Co-operative
Management Committee Meeting of
23rd August 2021 at 6.30 p.m.
Virtual Meeting held via MS Teams**

In attendance:

WWHC Committee:

A Anderson (AA), Chairperson	R Alexis (RA), co-opted
S Anderson (SA), Vice Chairperson	B McNicol (BMcN)
A Duffin (AD), Secretary	P Welsh (PW)
M Alcorn (MA)	F Rowan (FR) co-opted at item 2

Meeting is quorate.

WWHC Staff:

S Marshall, Director (Dir)
S Paton, Project Officer (PO) (Minutes)

1. Apologies

E Kerr (EK)

2. Co-option

FR had attended the June meeting as an observer and wishes to become co-opted to the Management Committee.

Committee agreed to co-opt member FR to the Management Committee. Proposed by AA and Seconded by MA.

3. Confidentiality

The Chairperson reminded the Committee of the importance of confidentiality.

4. Declaration of Interests

Declarations were made by MA, SA, AA under relevant parts of item 23.

5. Previous Minutes

a) Management Committee meeting of 26th July 2021

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

b) Signing of Minutes

The Chairperson will pass the signed minutes of the previous meeting to the PO for filing.

6. Matters Arising from Previous Minutes

No matters arising.

Actions from Previous Meeting Report

The report was noted by the Committee.

7. Sub Committee Minutes and Referrals

a) Joint Housing and Property Sub Committee Meeting of 3rd Aug 2021

AD noted a typo under item 13 it should read AD instead of AM.

The minutes were approved and noted by the Committee.

8. Correspondence

a) Information

The Committee noted the Lieutenant of Lanarkshire's card thanking the Co-operative for its dedication to the community during Covid-19. The Director will circulate the card by email to all committee.

b) Decision

None.

9. Delegates Reports and Affiliated Organisation Information

a) Employers in Voluntary Housing (EVH)

MA reported that the next meeting will be on the 6th of September 2021.

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

The Secretary reported that the forum discussed energy fuel grants for tenants and evictions at the last meeting. The Director reported that the GWSF had requested that WWHC participates in some research that looks at future planning and succession planning.

Committee agreed to participate and that the Director and the Secretary will take this forward.

c) Scottish Federation of Housing Associations (SFHA)

None.

10. Governance and Assurance

a) Management Committee Training Plan

The Committee agreed to the Director's suggestion that future dates should be pencilled in for training. The re-scheduled training by SHARE trainer will be 4th October 2021.

b) Notifiable Events

There are no new notifiable events to the Scottish Housing Regulator.

c) Schedule of External Submissions 2021/22

The Committee noted that the schedule is up to date. The next items which are coming up for submission are the management accounts and covenant outcome report to the Co-operative Bank.

d) Review of Rules

This item is covered under the SGM/AGM item.

11. Regulation

The quarterly covid-19 monitoring returns are being submitted to the Scottish Housing Regulator. The SHR contacted the Director to ask about two repossessions that were carried out and the reasons behind them. This was a routine enquiry as part of their ongoing review of social landlords use of repossessions and they were satisfied with the explanation given.

12. Director Report and Targets

Meetings - The Director reported that the plan was to hold the September management committee meeting in person in the WCRC – Committee agreed.

Property Services – The Director reported that there had been some manpower issues with contractors working on the reactive and planned maintenance works and it may affect timescales.

13. Property Services

a) Lift Maintenance Contract – 1 year extension

The Committee approved the extension to the contract for a period of 1 year as detailed in the report.

14. Tenant Services

a) Arrears Monitoring Report

The Committee have agreed to monitor the arrears position monthly. There has been a slight increase on last month but Tenancy Services staff are working hard to ensure rent is collected. The Committee noted the report.

b) Bad Debt Write Off

The Committee approved the bad debt write off of £15,385.67 as noted in the report.

15. Corporate Services

a) Annual financial Statements and Audit

The Auditor has produced a draft set of accounts and still has a few queries that staff are dealing with. The close out meeting for the audit is the 2nd of September and the accounts will be submitted to the Scottish Housing Regulator by the end of the month as scheduled.

b) Loan Portfolio Return

The Loan Portfolio Return (LPR) is used to collect information from RSLs about their borrowings and other funding arrangements and is submitted to the SHR annually. The summary of our Loan Portfolio Return is shown in the report and requires to be submitted by the deadline of 31st August 2021.

The Committee approved the submission of the return to the SHR

c) Q1 Management Accounts

The Finance Officer reported on the management accounts summarising the income and expenditure over quarter 1. The Committee noted the variances from budget and the detailed explanations shown in the notes.

Planned maintenance has resumed meaning that the underspend due to the Covid restrictions will start to rectify itself in future management accounts now that work has commenced. The FO and Director concluded that the financial position is strong. There are no issues arising from the covenant report.

The Committee approved the Quarter 1 management accounts and submission to the Co-operative Bank.

16. SGM / AGM

a) Notifications

The SGM/AGM packs to members will be going out this week to meet the 14 day member notification timescales from the rules.

b) Procedure and Risk Assessment

The risk assessment has been completed and the maximum capacity for the hall will be 25.

The Committee approved the risk assessment that has been completed.

c) AGM Committee Briefing

The Committee noted the briefing paper and noted who will be due for re-election or standing for election for co-optees. The Committee were reminded that because they are not new nominees they are not required to fill out a nomination form.

d) SGM Rules Member Briefing Note

The Committee noted the briefing note.

e) Secretary's Report

The Secretary confirmed to Committee that rules 58 to 63 had been followed to allow the AGM and SGM to go ahead.

The Committee noted and approved the Secretary's confirmation report.

17. Policy Review

a) SFHA Governance Guidance

The Committee noted the contents of the report and agreed to work through the required policy reviews and agreed to the target completion dates set out in the paper.

b) Entitlements, Payments & Benefits Policy

The Committee approved the Entitlements, Payments & Benefits Policy for Committee members and staff and agreed to review it again in September 2022.

c) Schedule of Registers

The Director reported that the schedule is in place and all items are up to date. The Committee noted the schedule.

d) Management Committee Member's Guide

The Committee noted the committee member's guide and agreed it was a good reference document for existing committee members and would be useful for new committee members.

18. East Whitlawburn

a) Legal agreement

The handover schedule has been received so the legal agreement is with the lawyer.

b) Loan Finance

The loan finance tender is to follow the legal agreement.

c) Road Construction

The Committee will be invited to attend a site visit to see the planned road and car park layouts. The Assistant Director (Property Services) is arranging this for Committee.

19. Any Other Competent Business

The Director reported that the CCTV hasn't been working over the weekend however the engineers had been working hard and have identified a part that needs to be replaced and are expected to have the CCTV system fixed by tomorrow the 24th August.

The Director reported that the computer system that we use for housing management, finance and property services isn't working properly so staff are currently looking at new systems that would work more efficiently, save money and also are more integrated. The Director is looking to work within existing budgets to get more value for money.

**20. Date and Time of Next Meeting
28th September 2021 at 6.30 p.m**

The Committee noted the time and date of the next meeting and noted it was planned for an in-person meeting to be held in WCRC.

Closed session - Confidential Items

Meeting closed 7.40 p.m.