

West Whitlawburn Housing Co-operative
Minutes of Management Committee Meeting of
Monday 13th May 2024 at 6.30 p.m.

Held in Whitlawburn Community Resource Centre

In Attendance

Committee:

S Anderson – Chairperson (SA)	A Duffin (AD) – Secretary
L Patrick (LP)	K Stubbs-Gorman (KSG)
M Alcorn (MA)	P Dickson (PD)
Daniel Nnam (DN)	

WWHC Staff:

S Marshall – Director (Dir) - minutes
G Clayton – Deputy Director (DD)

Agenda Item	
1	Apologies P Welsh (PW) A Anderson (AA) B McNicol (BMcN)
2	Confidentiality Noted
3	Declaration of Interests None
4	Equalities and Human Rights No issues noted
5	Health and Safety No issues noted
6	Referral from Staffing Sub Committee Management Committee considered the report from the Staffing Sub Committee meeting held on 7 th May 2024 detailing the Concierge staff job evaluation report provided by Employers in Voluntary Housing (EVH). The job evaluations were carried out following the indicative desktop evaluation carried out by EVH as part of the business planning process. WWHC is a full member of EVH who carried out the evaluation of the roles using the agreed grading process between EVH and Unite.

The outcome of the detailed job evaluation carried out in April 2024 is:

	WWHC grade	EVH grade
Concierge Officer	TAS5	TAS4
Senior Concierge Officer	TAS6	TAS5

Management Committee noted the Regulatory requirements to have a robust Business Plan in place with 30-year financial projections with key assumptions, which are robustly tested. Committee also noted the requirement to ensure financial well-being, while maintaining rents at a level that tenants can afford to pay.

Committee agreed the current Business Plan and projections in December 2023 after considering various scenarios, real rent increases, affordability, sensitivity analysis and assumptions.

The Staffing Sub Committee considered various implementation scenarios and the financial impacts on the 30-year financial projections.

Committee noted the salary protection in place for existing staff for a 3 year period and any staff recruited during that period would be placed on the agreed grade ie not the protected grade.

Management Committee agreed the recommendation of the Staffing Sub Committee that the findings of the job evaluation are implemented.

	Current	From implementation
Concierge Officer	TAS5 - £30,165	TAS4 - £28,004
Senior Concierge Officer	TAS6 - £33,409	TAS5 - £30,165

Salary increases will be applied annually as normal.

7 **Reactive Maintenance and Voids Framework Procurement – Tender Report**
 Management Committee considered the Outcome Tender Report for Joint Procurement for Repairs & Maintenance, OOH and Void Framework by Gold Consultancy with East Kilbride and Rutherglen and Cambuslang Housing Associations.

 The joint procurement was advertised on the Public Contracts Scotland (PCS) platform using the Open (Single Stage) Procedure.

 The framework will be for a maximum period of 4 years, initially run for 2-years at fixed rate costs and then will have the option

	<p>to extend for a further 2 x single 12-month periods at individual organisation's discretion.</p> <p>We received a total of 34 submissions, 27 were complaint submissions and 7 were non-compliant.</p> <p>Contract agreements will be separate for all organisations. Committee noted that the tender sums within the tender report are not the actual costs as they are notional values used to compare submissions. Each contractor has provided an hourly rate and a rate for mark up on materials which is competitive.</p> <p>Tenders were evaluated on the basis of a Quality and Cost assessment which is split – 40% Quality and 60% Cost. The overall tenderers scores were based on the Most Economically Advantageous Tender (MEAT).</p> <p>A panel consisting of EKHA, WWHC and RCHA staff and consultants reviewed the quality assessments and Quantity Surveyors reviewed the cost submissions and provided the cost details after the quality scores were fully completed. This process ensured full transparency and provides Committee with assurance with compliance of the procurement regulations by meeting best practice in terms of governance of the process.</p> <p>The contract stated that the bidder with the highest MEAT outcome and offer of best value for money under Lot 1 (out of hours) would be required to undertake the OOH service for all works for EKHA, WWHC and RCHA under the framework. The successful bidder for this element of the framework is Timetra Ltd</p> <p>The DD highlighted that there was one correction required in the consultant's tender report under appendix 1 of the report in relation to one of the bidders. John Fulton (Plumbers) Limited were not a full SPD fail as noted in appendix 1. They only failed the Lot 1 Multi-trade criteria but have been included in Lot 3, Plumbing and are invited to the framework. Committee noted the correction.</p> <p>Management Committee approved the invitation of the list of contractors detailed in the tender report to be part of the Repairs & Maintenance, Out of Hours and Voids Framework.</p>
8	<p>Any Other Competent Business None</p>
9	<p>Date and Time of Next Meeting Tuesday 28th May 2024 at 6.30 p.m.</p>

	Meeting Closed 6.50 pm
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Signed:

Chairperson