

**West Whitlawburn Housing Co-operative**  
**Management Committee Meeting of Monday 31<sup>st</sup> July 2023 at 6.30pm**  
**Meeting held in Whitlawburn Community Resource Centre**

**In attendance:**

**Committee:**

S Anderson – Chairperson (SA)                      B McNicol  
K Stubbs-Gorman (KSG)                              R Alexis (RA)  
A Anderson (AA)

**WWHC Staff:**

G Clayton, Deputy Director (DD)  
R Hosie, Corporate Services Officer (CSO) – Minutes

**Observing:**

L Patrick (LP) – tenant member of WWHC  
Meeting is quorate.

**1. Apologies**

S Marshall, Director (Dir), P Welsh (PW) – Vice Chairperson, A Duffin – Secretary (AD), D Murphy (DM), E Kerr (EK), I Mykhailenko (IM), M Alcorn (MA)

**2. Confidentiality**

The Chairperson reminded all members present about the importance of confidentiality.

**3. Declaration of Interests**

No interests declared.

**4. Equalities and Human Rights**

No items raised at this meeting.

**5. Health and Safety**

One item highlighted regarding vehicle blocking fire hydrant access at Roslin Tower – The DD will ask Concierge staff to investigate.

**6. Previous Minutes**

**a) Management Committee meeting of Monday 26<sup>th</sup> June 2023**

The previous minutes were proposed by AA and seconded by KSG and noted as an accurate record.

## **b) Signing of Minutes**

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**

The DD met with East Kilbride Housing Association staff to discuss joint maintenance procurement. Item progressing.

Discussions with CityFibre and Hyperoptic are progressing. The wayleave wording for CityFibre has been agreed by solicitors. CityFibre to commence first stage of cabling plan but will not enter WWHC property until letters of consent received.

IT system implementation progressing with some delays noted. Staff have completed first round of data extract and will now focus on configuration of the system. Training workshops to follow.

Committee noted the update.

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

### **a) Performance, Assurance and Risk (PAR) Sub Committee of 13<sup>th</sup> February 2023**

The previous minutes were approved at the Performance, Assurance and Risk Sub Committee meeting held on 22<sup>nd</sup> May 2023.

### **a) Staffing Sub Committee 10<sup>th</sup> July 2023**

Draft minutes confirming actions agreed by the Staffing Sub Committee.

Committee noted the minutes of 10<sup>th</sup> July 2023.

### **b) Recruitment Policy Review**

Policy reviewed in line with normal review cycle. Policy reflects EVH Model Policy which was updated February 2023.

Committee confirmed the updated policy for implementation.

## **9. Correspondence**

### **a) Information**

EVH are hosting an HR Conference and Governing Body Leadership programme. Information to be circulated to committee.

West Granton Housing Co-operative (WGHC) have written to all Housing Co-op's in Scotland with a view to arranging a joint meeting with Co-operative's UK and Scottish Enterprise. WGHC suggested that topics for discussion are agreed ahead of the meeting.

Committee to advise if there are any topics for discussion they would like included.

### **b) Decision**

No items.

## **10. Delegates Reports an Affiliated Organisation Information**

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

Appointment of new director noted. Committee expect that the new director will visit WWHC at a future date.

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

Items tabled for discussion further on the agenda.

### **c) Scottish Federation of Housing Associations (SFHA)**

SFHA have published a consultation to review their fee system. Committee agreed for WWHC Staff to respond on their behalf.

The DD plans to attend Governance Conference on 1st September 2023. Invitation extended to other committee members.

## **11. Governance and Assurance**

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

Committee noted that submissions are up to date.

### **b) Management Committee Training Plan**

Finance and employment responsibilities training scheduled. Committee to consider other training topics.

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

Committee noted LP's attendance with a view to be co-opted. Committee discussed the advantages and disadvantages of co-opting a non-tenant member via EVH and other media platforms.

LP discussed his experience as a previous member of other Housing Association's boards'. LP highlighted that it is possible for tenants to maintain control as well as other benefits.

Committee noted the update.

**d) Management Committee Leave of Absence**

Leave of Absence request submitted by EK for a period of 3 months due to personal reasons.

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

**12. Regulation**

**a) Regulatory Framework Discussion Paper  
GWSF Note on Discussion Paper**

Information provided by SHR requesting a response by 11<sup>th</sup> August 2023. Committee agreed to respond to the formal consultation when published.

**b) SHR Letter on Assurance Statements**

Information received requesting that landlords confirm compliance with various health and safety requirements as well as progress on equalities data collection.

Committee discussed WWHC's recently published equalities data collection survey and noted tenant response numbers. Feedback received regarding the survey email explaining it could be mistaken as a scam. The DD and CSO agreed to look at improving survey presentation.

Committee noted the SHR's Annual Assurance Statement requirements.

**c) SHR National Panel of Tenants and Service Users 2022/23  
Report and Media Coverage**

GWSF commentary noted regarding two newsletter articles published on landlord health and safety and affordability.

Committee noted the content of the report.

**d) GWSF Meetings with SHR June/July 2023 Notes**

Committee noted the update from GWSF regarding meetings with SHR. Positive work also noted.

### **13. Director Report and Targets**

The DD highlighted the ground maintenance item within the report. Committee discussed the actions taken by WWHC to address the contractor's performance. The Property Manager is to meet with the contractor's senior staff to discuss the contract and timescales for performance improvement.

Committee considered if WWHC could employ dedicated grounds staff. The DD advised this option is not viable due to WWHC's stock numbers.

Committee noted the updates provided in the report.

### **14. Property Services**

No items.

### **15. Tenancy Services**

#### **a) Temporary Accommodation Lease Extension**

Proposal to extend the SLC temporary lease for 1 year.

Committee approved the extension for a further year.
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### **16. Corporate Services**

#### **a) Internal Financial Monitoring Report**

Information presented to provide clarity on arrears and void losses on figures reported at the June 2023 meeting.

The DD presented the Internal Financial Monitoring Report at 31<sup>st</sup> March 2023 highlighting positive variances and an overall healthy cash balance.

Committee discussed the Co-operative's energy centre and maintenance work progress.

Committee noted the contents of the report.

### **17. Policy Review**

#### **a) Development Strategy**

Policy reviewed under the normal review cycle. Policy has been maintained to set out the principles and considerations that WWHC should consider if future opportunities arise as currently, development opportunities are limited.

Committee approved the updated policy for implementation.
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## **18. AGM Planning**

Committee noted the stand downs agreed previously and aim to maximise proxy representation at the meeting.

## **19. Business Plan Review**

A review of the Business Plan remains ongoing following a session with Mulholland Housing Consultancy on 19<sup>th</sup> June 2023 with Committee in attendance. FMD to update 30-year finance projections.

Committee noted the outcomes of the meeting and overall good performance.

## **20. AOCB**

Estate Conditions – BMcN advised that tower block cleanliness is deteriorating and requested that WWHC consider staff resources. AA and KSG both noted that there are not the same level of issues in their blocks. Committee discussed tenant and landlord responsibilities in relation to landing cleaning. The DD will discuss the matter with the ACM.

Landing Health and Safety – KSG noted that tenants continue to store personal belongings on landings which create a fire risk. The DD will discuss the matter with HO's.

## **21. Date and Time of Next Meeting**

Monday 28<sup>th</sup> August at 6.30pm

## **CONFIDENTIAL ITEMS**

LP vacated the room at 7.57pm.

### **22. Staffing**

#### **a) Head of Housing Services**

Committee noted recent posting of job advert. Interview panel dates and times to be confirmed following receipt of applications.

#### **b) Staffing Update**

Committee noted updates to staffing with a further review to following after Homemaster implementation.

A training session on financial information followed.

Meeting closed at 8.35pm

**Print name:**

**Date:**

**Signed:**