

**Minutes of West Whitlawburn Housing Co-operative
Management Committee Meeting of
26th July 2021 at 6.30 p.m.
Virtual Meeting held via MS Teams**

In attendance:

WWHC Committee:

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| A Anderson (AA), Chairperson | R Alexis (RA), co-opted |
| S Anderson (SA), Vice Chairperson | E Kerr (EK) |
| A Duffin (AD), Secretary | B McNicol (BMcN) |
| M Alcorn (MA) | P Welsh (PW) |

Meeting is quorate.

Guest: Graham Gillespie (GG) Internal Auditor, Wylie & Bisset

WWHC Staff:

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

1. Apologies

D Murphy (DM)

2. Internal Audit Audit Needs Assessment – Wylie and Bisset

GG introduced himself as the new Internal Auditor and is looking forward to working with the Management Committee over the next three years. GG discussed the Internal Audit Needs Assessment as detailed in the papers that will cover 1st of April 2021 to 31st March 2024. The Committee heard that the role of the internal audit was to look at processes, controls and risks for the Co-operative and report back to Management Committee on the findings, recommendations and good practice advice.

GG reported that he had spoken to the Director about priorities, looked at the current risk register, and looked at previous internal audit reports to determine what the focus of the three-year plan should be.

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| The Committee approved the audit needs assessment and three year internal audit plan with the understanding that year 2 and 3 will be reassessed annually to confirm priorities. |
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The Director reported that the first internal audit would be on Equalities and Human Rights which is well timed to give the Committee the evidence that is needed for the assurance statement later in the year.

3. Co-option

None

The Committee approved an extension to H Anderson's leave of absence. The Chairperson has spoken to her and confirms that she's doing well and hopes to return to the Committee soon.

4. Confidentiality

The Chairperson reminded the Committee of the importance of confidentiality.

5. Declaration of Interests

There were no declarations of interests.

6. Previous Minutes

a) Management Committee meeting of 28th June 2021

The previous minutes were proposed by MA and seconded by PW 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.

7. Matters Arising from Previous Minutes

None

Actions from Previous Meeting Report

The report was noted by the Committee.



8. Sub Committee Minutes and Referrals

None

9. Correspondence

None

10. Delegates Reports and Affiliated Organisation Information

a) Employers in Voluntary Housing (EVH)

MA reported that EVH were working to make their meetings face-to-face again.

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

None

c) Scottish Federation of Housing Associations (SFHA)

The Director reported that SFHA had issued briefing information about a potential ITV investigation into social landlords in Scotland. This investigation is underway in England covering housing stock conditions, CEO pay, and complaints handling. The SFHA wished to make Scottish social landlords aware that the investigators were looking for stories in Scotland from tenants. There may be more freedom of information requests due to this within the sector. The Director will email the briefing note to Committee for information.

The SFHA are encouraging social landlords to contact their communications team if contact is made by investigators.

11. Governance and Assurance

a) Management Committee Training Plan

The Director has organised a training session with SHARE housing trainer on the 9th of August 2021 and the Committee have been informed. The trainer is keen to get feedback to improve her course material.

b) Notifiable Events

There are no new notifiable events.

c) Schedule of External Submissions 2021/22

The schedule was noted and timescales have been met.

d) Review of Rules

The Director reported that the planned AGM/SGM was now likely to be a physical meeting based on the relaxation of restrictions for events with up to 400 people. The meeting will be held in the Community Resource Centre and the Director is working with the Centre Manager and the Health and Safety consultant to put appropriate measures in place.

The Director will send a briefing paper and risk assessment to the Committee in due course.

The Director encouraged the Committee to get as many proxies in as possible as a way to ensure a quorum is met without compromising a safe limit of people in the main hall of the Resource Centre. The briefing paper will explain in more detail the measures that will be put in place as well as information about Committee elections and the 9 year rule.

12. Regulation

a) Covid Data Return – Quarter 1

The Committee noted the quarterly submission to the Scottish Housing Regulator.

13. Director Report and Targets

Office/Concierge Operations – staff are working towards opening for tenant appointments, face-to-face meetings and home visits within advisory timescales. The latest risk assessment is out for staff consultation. The Director said that staff have expressed a preference to get back into the office after the 9th of August announcement. Staff will also be keeping to guidance on masks in common areas, social distancing and hand sanitising when the office opens back.

Property Services – The Director reported that routine and cyclical repair works have re-commenced and is progressing well.

14. Performance Reporting and Monitoring

Property and Housing Sub Committee

A property and tenancy services sub-committee meeting has been arranged for Tuesday the 3rd of August and papers will be issued in due course. These meetings will give the Committee detailed updates on performance and monitoring as these meetings were reduced during the pandemic.

15. Corporate Services

a) Annual financial Statements and Audit

The Director reported that the audit is underway and is being carried out remotely by Chiene and Tait. The corporate services team will be working on management accounts and will look at the loan portfolio return and bring information to the August committee meeting.

16. Property Services

a) Metering and Billing Service Contract Extension

The Committee approved the extension of the Vital Energi metering and billing contract for a period of 1 year as recommended in the report.

The Chairperson asked if there was a plan to deal with the VPro 1 unit obsolescence. The Director responded that we are considering the longer term implications of this but refurbished units can be sourced in the meantime.

17. Policy Review

a) Shared Parental Leave

Following a staff enquiry a new policy had been developed to compliment the shared parental leave information in the EVH conditions of service. This is the EVH model policy.

The Committee approved the Shared Parental Leave Policy.

18. East Whitlawburn

a) Legal agreement

The legal agreement is in progress with information awaited from SLC.

b) Loan Finance

The loan finance valuation and other information is awaited but there is progress being made.

c) Road Construction

A site visit is being organised for the Committee to see the location of the lock up demolition and the access road. Small groups will be organised for committee visits, including evening visits. Once it is practical to do so Committee will be invited to visit a completed property on site.

19. Complaints and Compliments Monitoring

a) Quarter 1 Complaints Monitoring Report

The Committee noted the report. There were two complaints carried forward into this financial year but both have been closed.

Lock up complaint - TC Young Solicitors were able to confirm that the lock up policy is fair in regard to lock up succession and this complaint was not upheld.

New build fencing complaint – The ADPS will bring a report to Committee with recommendations on the fence height policy in the new build following a complaint by a tenant.

b) Quarter 1 Compliments Report

The Committee noted the compliments monitoring report.

20. Any Other Competent Business

None

21. Date and Time of Next Meeting

23rd August 2021 at 6.30 p.m

Closed Session - Confidential Items