

**West Whitlawburn Housing Co-operative
Minutes of Management Committee Meeting of
25th January 2021 at 6.30 p.m.**

In attendance:

WWHC Committee:

A Anderson (AA), Chairperson	E Kerr (EK)
S Anderson (SA), Vice	B McNicol (BMcN)
A Duffin (AD), Secretary Chair	D Murphy (DM)
M Alcorn (MA)	P Welsh (PW)

R Alexis (RA) co-opted to management committee.

Meeting is quorate.

WWHC Staff:

M Gladstone, Assistant Director (Corporate Services) (ADCS)
S Marshall, Acting Director (ADir)
S Paton, Project Officer (Minutes) (PO)

1. Apologies

None.

2. Co-option

RA was co-opted to committee. Proposed by PW, Seconded by EK.

3. Confidentiality

The Vice Chair reminded committee of the importance of confidentiality.

4. Declaration of Interests

None.

5. Previous Minutes - 30th November 2020

The Chairperson will pass the signed minutes of the previous meeting to the PO for filing. Proposed by PW, Seconded by EK and noted as an accurate record.

6. Matters arising from previous minutes

There were no matters arising from the meeting of 30th November 2020.

7. Sub Committee Minutes and Referrals

None.

8. Correspondence

a. Information

SG & COSLA Letter

Committee noted the content of the letter of 8th January 2021 from Scottish Government and COSLA regarding level 4 covid-19 restrictions in relation to

housing provision. The ADir asked committee to note that Scottish Government guidance is constantly changing.

- b. Decision
EVH affiliation renewal

Committee approved the renewal of the annual Employers in Voluntary Housing membership.

9. Delegates Reports and Affiliated Organisation Information

- a. Employers in Voluntary Housing (EVH)
The monthly report from EVH was noted.
- b. **Glasgow West of Scotland Housing Forum (GWSF)**
The Secretary attended a meeting of the Glasgow and West of Scotland Forum of Housing Associations and noted a discussion about the resilience fund.
- c. **Scottish Federation of Housing Associations (SFHA)**
Noted.

10. Committee Governance Items

- a. Monthly Covid Return to Scottish Housing Regulator (Nov 20)
ADir reported that there was no SHR return for December 2020 and the next one will be for January 2021, submitted by 7th February. Committee noted the report.
- b. Management Committee Appraisals
ADir explained that the report summarised the committee appraisal responses for future planning of training needs.

Committee noted the content of the report and agreed the training needs identified will form the Committee training plan for the coming year.

- c. Notifiable Events
None.
- d. Schedule of External Submissions
Committee noted the content of the report.
- e. Review of Rules
Committee had previously agreed that the rules review will be brought to members at the Annual General Meeting.

11. Business Plan 2020 to 2024

The ADir presented the final draft of the Business Plan to Committee.

The Secretary asked if the laundries were abolished in the MSFs would that mean lower rent for tenants there. The ADir responded that the committee agreed to look at services reduction and other costs as possible future financial savings. This cost saving exercise hasn't been started but any cost savings, such as laundry facilities would require full consultation with MSF members on

this. The ADCS added that the rents are calculated on points and points were awarded for amenities like laundries.

Management Committee approved the Business Plan 2020-2024.

12. Budget and Rents 2021/2022

a. Budget and Rent Setting

The ADCS explained that the scheduled review of the rent policy was delayed by Covid and it will be reviewed in due course. This rent setting process was based on the existing policy i.e. RPI is used instead of the more widely used CPI. The report makes a number of assumptions on wage increase and pension deficit figures. The EVH salary negotiating meeting should take place on the 28th January 2021.

Management Committee approved the expenditure budget set out in Appendix C of the report.

Management Committee agreed to consult tenant/members on increasing rents by 1% (Option B).

Management Committee agreed to freeze lock-up rents and to re-examine this in next year's budget.

b. Rent Consultation Leaflet

The ADCS said that the rent consultation has been designed as a leaflet this year instead of a letter. This is an attempt to increase participation from tenant/members. There is a QR scan code to a consultation response and information on average rents and affordability. The committee decided not to add any extra information to the leaflet. There will be a four week consultation period and the ADCS will bring an interim report to the next committee meeting.

Management Committee agreed to use the rent consultation leaflet to consult with tenant/ members.

13. Director Report and Targets

Office/Concierge Operations

From the 4th January 2021 there has been a reduction of staff in the office with no more than 3 or 4 in at any time. The concierge teams have been reduced to 2 and all essential roles are being covered as per the Scottish Government's guidance.

Staffing

The finance officer post will be re-advertised with the corporate services IT position. Concierge staffing vacancy has been temporarily filled.

Tenant Support

The ADir reported that an application to the community recovery fund has been granted for £22,000. This covers the cost of the welfare benefit advice position for 2 days/week in 2020/21. There is further money for fuel vouchers and the emergency food parcels are still being delivered.

The Director's target report was noted.

14. Policy Reviews

a. Committee Expenses Policy

The Secretary highlighted that in section 5.7 on care of dependents it should include PIP as well as attendance allowance to be more inclusive of all age ranges of dependents. The ADCS agreed that it should include all appropriate benefits and would update section 5.7 once the correct position is clarified.

Committee approved the Committee Expenses policy subject to the proper benefits being identified and included in the policy in section 5.7.

Committee agreed to review the Committee Expenses policy in 2023.

15. East Whitlawburn

a. Land transfer

The ADir reported that the sale of the land at the boundary between East and West Whitlawburn has been concluded.

£35,000 will be transferred to WWHC and is with the solicitor before being released. South Lanarkshire Council and CCG agreed to pay WWHC legal expenses and the bank costs of the transfer of land.

b. Subsidy increase request

A full housing tender submission has been made to the Scottish Government for further subsidy. Committee agreed that WWHC will participate in the development only if the level of additional subsidy is sufficient.

16. Committee noted that agenda number 16 had been omitted in error.

17. Capital Works Programme

The ADir updated committee that current contracts had made good progress. The gas servicing contract, the smoke and heat alarm installation and the loft insulation work have been put on hold by the current restrictions on non-essential works.

An extension to the loan funding for insulation work has been requested from Energy Savings Trust.

The report was noted.

18. Health and Safety

Committee noted that health and safety inspections in the Office and Concierge station are scheduled. The ADir said that regular health and safety meetings will recommence from the 19th February 2021.

19. Any Other Competent Business

EK asked if the Tiree/Morven road opening was going to remain. The ADir said that the intention is to close this temporary road once gas work is completed.

The ADir and PO will start the committee induction process with RA.
The ADir will update the SHR Portal.

Committee agreed to postpone the members' meeting scheduled for March as there's no legal requirement to hold the meeting and experience of the virtual AGM suggests that the attendance would be poor.

20. Date and Time of Next Meeting

22nd February 2021, at 6.30 p.m

Closed Session - Confidential Items

Meeting Closed at 7.55 pm