

West Whitlawburn Housing Co-operative
Management Committee Meeting of
Monday 26th February 2024 at 6.30pm
Meeting held in Whitlawburn Community Resource Centre

In attendance:

Committee:

| | |
|-------------------------------|------------------|
| S Anderson – Chairperson (SA) | A Anderson (AA) |
| A Duffin (AD) – Secretary | D Murphy (DM) |
| M Alcorn (MA) | B McNicol (BMcN) |
| K Stubbs-Gorman (KSG) | P Dickson (PD) |

Observing:

Daniel Nnam (DN) – tenant member of WWHC.

Natalie Frew (NF) – tenant member of WWHC.

WWHC Staff:

G Clayton – Deputy Director (DD)

R Hosie – Corporate Services Officer (CSO) – Minutes

Meeting is quorate.

1. Apologies

L Patrick (LP), E Kerr (EK) – LOA, resignation confirmed.

P Welsh (PW) – Vice Chairperson was not in attendance.

2. Confidentiality

The Chairperson reminded all 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

No items raised at this meeting.

6. Previous Minutes

a) Management Committee meeting of 29th January 2024

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

The Chairperson will pass the signed minutes to the CSO for filing.

7. Matters arising from Previous Minutes

Actions arising from Previous Minutes Report

The DD provided a verbal update on City Fibre network progress. Awaiting 'go live' date and tenant notification pending.

Management Committee recruitment ongoing – members noted two observers in attendance with a view to be co-opted.

Maintenance contract (ground & reactive) tender returns being reviewed by consultants as reported at PA&R Sub Committee. Outcome to be reported when known.

Homemaster implementation complete. Staff to action minor amendments where required.

In-house ground maintenance stalled due to tender publication.

Treasury Management approvals ongoing with bank.

Kintore recycling bins still awaited response from SLC – ACM is chasing up with local authority.

Rent increase notifications complete and pending distribution. The DD confirmed that notifications will be posted before 28/02/2024.

Committee noted the updates.

8. Sub Committee Minutes and Referrals

a) PA&R Sub Committee 12th February 2024 – DRAFT

Draft minutes noted for information. The CSO confirmed that an amendment regarding date of future meeting has been made.

b) Internal Audit contract extension

Committee noted the PA&R Sub Committee's decision to extend the Internal Audit contract with Wylie & Bisset for a period of 2 years.

9. Correspondence

- a) Information**
- b) Decision**

No items.

10. Delegates Reports an Affiliated Organisation Information

a) Employers in Voluntary Housing (EVH)

The DD updated Committee of the union members' decision to reject the pay increase offer of 5.5%. Negotiations ongoing with the involvement of ACAS and any future salary changes may require to be backdated.

Committee noted the update and information contained within the papers.

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

The DD summarised the information contained within the papers. Committee noted the commentary regarding the Scottish Governments' budget cuts for social housing.

Committee noted the update.

c) Scottish Federation of Housing Associations (SFHA) – Response to SHR Consultation: Regulation of Social Housing

No updates.

11. Governance and Assurance

a) Schedule of External Submissions 2023/24

The DD confirmed all items are complete excluding pensions information due in 2024/25.

b) Committee Performance Reviews

The CSO presented the outcome of committee's performance reviews completed between November and December 2023.

Committee noted the topics highlighted and areas for development.

Committee noted the position on co-opting non-members. It is hoped that membership will increase following two members observing. Committee agreed to keep this under review.

c) Management Committee Training Plan

It is proposed that committee subscribe to Share's e-learning platform as a means to support their training. Staff attended a demo of the system and reported a positive experience.

The CSO highlighted the advantages of the platform for committee to use as the foundation of their knowledge, the platform also has topics dedicated to social housing in Scotland. The platform costs £2,500 per annum with budget remaining to provide training using other methods.

Committee reviewed the training dates and topics proposed and noted the variety of training methods used. The CSO confirmed that the platform can be accessed at any time and members must interact fully with modules to complete them.

Committee approved the training plan for implementation and agreed to subscribe to share's e-learning platform.

d) Governance, Recruitment and Succession Planning

Committee noted the two members observing and recommendations highlighted within the performance reviews report.

Committee agreed to keep this item under review.

12. Regulation

a) Regulatory Standards

Committee noted the updates to the SHR's Regulatory Framework and consultation response with staff to implement from 01/04/2024.

13. Director Report and Targets

The DD summarised the information contained within the update report.

Committee noted the positive outcomes of the meeting with Michael Shanks MP and other visits scheduled later in the year.

Committee noted the updates.

14. Committee Meeting Schedule and Work Plan 2024/25

Meeting schedule presented for 2024/25 including training dates for committee.

Committee approved the 2024/25 meeting schedule for implementation and noted the work plan.

15. Tenant Services

a) Performance Report

Information presented by the DD following February 2024 PA&R meeting. Committee requested information on demand of properties per stock type and properties available to let at meeting date.

Committee further discussed abandoned properties and homelessness responsibilities.

Committee noted the performance report.

b) Write off

Committee considered the report detailing interim write off amounts and final sum for the financial year 2023/24.

Committee approved the 2023/24 write off sum.

Committee requested information on amount of monies received direct from Department for Work and Pensions (DWP) to WWHC as the landlord.

c) Write back

Committee considered the report detailing interim write back amounts and final sum for the financial year 2023/24.

Committee considered the request to credit a proportion to the Phil Welsh Welfare Fund to support tenants.

Committee approved the 2023/24 write back sum and credit to the Phil Welsh Welfare Fund.

16. Policy Review

a) Standing Orders

Policy reviewed after a review of the value of works instructed by Property Services Staff.

Due to an increase in labour and materials costs, the approval levels in place since November 2022 are no longer sufficient.

Committee approved the amended approval levels within the Standing Orders policy for implementation.

b) Committee Expenses

Policy reviewed as part of the normal review cycle.
It is proposed that the overnight allowance is increased from £25.00 per night to £30.00. The agreed equalities clause has been included.

Committee approved the updated policy for implementation.

c) Dignity at Work

Policy reviewed as part of the normal review cycle.

No changes are proposed to the EVH model policy.

Committee approved the policy for ongoing implementation.

17. AOCB

Valencia (Spain) MSF Fire Incident – BMcN reflected on the fire incident to a MSF and questioned if this would lead to additional legislation for landlords worldwide. No correspondence received this far, the DD will monitor.

Management Accounts Quarter 3

Performance Summary Report

The DD presented the Q3 Management Accounts and highlighted the following:

- A positive variance for the period
- Circa £20k deferred grant funding issued in Q3
- A negative variance noted against management costs and overheads
- A negative variance noted against Energy Centre Revenue Expenditure due to various repairs and Biomass downtime

The DD referred to page 3 of the Management Accounts and highlighted Reactive repairs item regarding Vpro 2 kit costs/replacements.

Internal Cash Flow Monitoring

The DD highlighted the District Heating Network (DHN) item with a negative variance. Committee recalled their decision to review DHN after Q3 position reported. Further review of DHN charges to be considered.

Committee noted the monitoring report that confirms an overall healthy cash balance.

BACs Limit – The DD sought committee approval to increase WWHC's daily BACS transfer limit from £45k to £55k to accommodate potential salary increases and backdates and other payments.

Committee approved the request to increase the daily BACS Limit.

18. Date and Time of Next Meeting

Monday 25th March 2024 at 6.30pm

CONFIDENTIAL ITEMS

No items.

Meeting closed at 8pm

Print name:

Date:

Signed: