

West Whitlawburn Housing Co-operative
Management Committee Meeting of Tuesday 26th September 2023 at
6.30pm

Meeting held in Whitlawburn Community Resource Centre

In attendance:

Committee:

S Anderson – Chairperson (SA)	R Alexis (RA)	B McNicol (BMcN)
A Duffin – Secretary (AD)	M Alcorn (MA)	L Patrick (LP)
K Stubbs-Gorman (KSG)	A Anderson (AA)	P Dickson (PD)

WWHC Staff:

G Clayton – Deputy Director (DD)

R Hosie – Corporate Services Officer (CSO) - Minutes

Other:

J Mulholland (JM) – Mulholland Housing Consultancy

1. Apologies

I Mykhailenko (IM), D Murphy (DM), P Welsh (PW), S Marshall (Dir)

2. Confidentiality

The Chairperson reminded all present about the importance of confidentiality.

3. Declaration of Interests

The DD and CSO declared an interest under agenda item 17 (a) – EVH Employer’s Consultation. Staff members will leave the room during discussions.

4. Equalities and Human Rights

No items raised at this meeting.

5. Health and Safety

No items raised at this meeting.

6. Annual Assurance Statement

a) Assurance review – Report by Mulholland Housing Consultancy

JM provided a brief introduction about his experience in the sector.

The review included a detailed analysis of WWHC's assurance evidence and discussions with senior staff. It also included a review of the Co-operative's financial projections and internal audit reports, including any follow up work.

JM highlighted WWHC's tenant and landlord safety practices and praised the current MSF fire detection and protection system for its lifesaving capabilities. JM confirmed the landlord safety item as fully compliant.

The Equalities Action Plan was noted as an area where progress is being made.

Rent affordability was noted as an ongoing challenge. JM highlighted WWHC's unique stock type along with the high proportion of MSF properties, along with added value in terms of the additional services provided by the Co-operative and confirmed that keeping rents affordable should continue to be a high priority.

JM noted the good performance in the report from the internal and external audits. JM recommended Committee to approve the sign off of the Annual Assurance Statement.

PD sought more information regarding average re-let times and highlighted that WWHC's time was higher in comparison to other local RSL's. The DD advised this is due to contractor issues, covid-19 cleaning measures and the overall stock type. The DD added that WWHC aim to reduce the average re-let times going forward with the upcoming procurement of the reactive repairs and void maintenance contract along with the anticipated efficiencies of the new Home Master housing management IT system.

Committee noted the content of the report.

b) Annual Assurance Statement

Committee approved the Annual Assurance Statement for submission to SHR.
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JM thanked the staff and committee for their assistance during the review.

JM left the meeting at 6.50pm.

7. Previous Minutes

a) Management Committee meeting of 28th August 2023

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

b) Management Committee meeting of 9th September 2023

The previous minutes were proposed by AD and seconded by BMcN and noted as an accurate record.

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

8. Matters arising from Previous Minutes

Actions arising from Previous Minutes Report

All items up to date.

The DD advised that due to staff absence, there were no updates regarding further information on an in-house maintenance team for landscaping services. Information to be presented at October 2023 meeting.

Committee noted the update.

9. Sub Committee Minutes and Referrals

No items.

10. Correspondence

a) Information

b) Decision

No items.

11. Delegates Reports an Affiliated Organisation Information

a) Employers in Voluntary Housing (EVH)

Committee noted information contained within the papers.

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

AD provided verbal updates as reported within the papers.

The DD reminded Committee that the budget and rent setting process is underway. GWSF to host member meeting with WWHC staff to attend.

c) Scottish Federation of Housing Associations (SFHA) – Draft Statement on Temporary Accommodation

Information to be circulated to Committee for information.

12. Governance and Assurance

a) Schedule of External Submissions

The DD confirmed the submission of the in-year update to the Loan Portfolio Return and the organisational details update following the AGM.

Committee noted the revised submission date to the pensions annual risk assessment.

b) Management Committee Training Plan

Committee noted the upcoming topic of recruitment. Committee to consider other training topics.

c) Governance, Recruitment and Succession Planning

Committee noted recruitment of two members following the AGM. Committee to keep further succession planning under review.

13. Regulation

a) ARC Outcomes – Landlord Report

Committee noted the figures reported by WWHC. Committee shared a view of positive results despite ongoing challenges.

The DD reported that the SHR advised at the SFHA governance conference that they plan to review the right first time and anti-social behaviour ARC indicators for future reporting years as part of the wider regulatory framework review.

b) ARC Outcomes – SHR Report

Committee noted the content of the report.

Committee discussed homelessness and changes to funding and a feeling of increased responsibilities on RSL's.

14. Director Report and Targets

The DD provided an update on Energy Action Scotland funding that was recently awarded. Funding eligibility for tenants will not be means-tested.

A review of the Business Plan is expected to be presented at the October 2023 meeting.

Committee noted the other updates contained within the report.

15. Property services

a) Reactive Maintenance Contract Procurement

Committee noted that a pre-start meeting has been scheduled with Gold Consultancy and a target procurement completion date on 1st April 2024.

16. Tenancy services

a) Write off

Committee approved the interim write off sum of £18,947.92.

b) Write back

Committee approved the interim write back sum of £36,372.84.

The DD noted that a budget report will be presented at the October 2023 meeting with a recommendation for reallocating a portion of the write back credit.

17. Corporate services

a) EVH Employers' Consultation – 2024/25 Salaries

The DD introduced the item and explained the purpose of EVH's consultation.

The DD and CSO left the room. The Chairperson informed the DD of the Committee's decision to be passed on to EVH.

b) Q1 Management Accounts

Committee noted the figures as reported in the papers. The DD confirmed that WWHC is able to meet its current loan covenants.

Committee approved the sign off of the Q1 Management Accounts.

c) Internal Financial Monitoring Report

Committee noted the figures reported and agreed to monitor costs associated with WWHC's District Heating Network (DHN).

18. Business Plan Review

Business Plan Review Update

The DD advised the review is ongoing and an update will be provided at the October 2023 meeting.

19. AOCB

Bute Tower Maintenance – BMcN expressed dissatisfaction at overall tower cleanliness. The DD agreed to discuss further cleaning works with Senior Staff members and Concierge Officers.

Committee Member Resignation – The DD advised that IM is considering resigning from their role due to personal reasons.

20. Date and Time of Next Meeting

Monday 30th October 2023 at 6.30pm.

CONFIDENTIAL ITEMS

21. Staffing

Concierge Update

The DD confirmed two staff members have been recruited following interviews and receipt of references. Inductions and training ongoing.

Meeting closed at 19.45pm.

Print name:

Date:

Signed: