

West Whitlawburn Housing Co-operative

Management Committee Meeting of Monday 30th May 2022 at 6.30 p.m. Held in Whitlawburn Community Resource Centre

In attendance:

Committee:

A Anderson (AA) – Chairperson	M Alcorn (MA)	B McNicol (BMcN)
S Anderson (SA) – Vice Chairperson	R Alexis (RA)	D Murphy (DM)
A Duffin (AD) – Secretary	P Welsh (PW)	

WWHC Staff:

S Marshall – Director (Dir) - Minutes
G Clayton – Deputy Director (DD)

Member:

K Stubbs Gorman (KSG) (membership number 1209) attended to observe the meeting

Meeting is quorate.

Agenda Item	
1	Apologies E Kerr (EK)
2	Confidentiality Chairperson reminded committee of importance of confidentiality.
3	Declaration of Interests There were no declarations of interest.
4	Equalities and Human Rights There were no issues raised.
5	Previous Minutes Management Committee meeting of 25 th April 2022 - The previous minutes were proposed by PW and seconded by MA and noted as an accurate record. Signing of Minutes – to be passed to Director for file.

6	<p>Matters Arising from Previous Minutes</p> <p>Management Committee noted the actions from Previous Meetings Report.</p> <p>A meeting with City Fibre to discuss the fibre network is being arranged. Confirmation of sign up to the Make a Stand pledge as part of the Domestic Abuse policy is awaited from the Chartered Institute of Housing.</p> <p>Website development commencement meeting was held today. East Whitlawburn site visit was carried out today before the Management Committee meeting.</p>
7	<p>Sub Committee Minutes and Referrals</p> <p>(a) Void Management Policy Updated policy was approved by the Performance, Assurance and Risk Sub Committee meeting on 9th May 2022. Management Committee approved the Void Management Policy.</p>
8	<p>Correspondence</p> <p>(a) Information - none</p> <p>(b) Decision – there were 2 donation requests for consideration with no spend of the 2022/23 budget to date. Management Committee agreed a £50.00 donation to Children with Cancer UK. Management Committee agreed a £50.00 donation to Erskine.</p>
9	<p>Delegates Reports and Affiliated Organisation Information</p> <p>(a) Employers in Voluntary Housing (EVH) AGM held in person in Central Hotel. Committee noted the EVH report in papers.</p> <p>(b) Glasgow West of Scotland Forum of Housing Associations (GWSF) Committee noted the GWSF report in the papers. AD highlighted that Reidvale Housing Association are seeking a transfer of engagement. GWSF summer Regeneration Conference will be held on 24th June. AD and PW will be presenting the plenary session.</p> <p>(c) Scottish Federation of Housing Associations (SFHA) – no report</p>
10	<p>Governance and Assurance</p> <p>(a) Schedule of External Submissions 2022/23 Committee noted submissions are up to date.</p> <p>(b) Management Committee Training Plan Training session by Linda Ewart on the Scottish Social Housing Charter was completed 11th May 2022. The slides will be circulated to all.</p>

(c)	<p>Governance, Recruitment and Succession Planning Report in papers highlighted information on the approach to committee recruitment taken by other fully mutual housing co-operatives with further information to follow. Committee welcomed the potential new committee member in attendance. The Chairperson will require to step down at the AGM this year and discussions on succession have commenced and are ongoing.</p>
11	<p>Regulation</p> <p>(a) ARC and Stock Return RSL's provide information annually on the Scottish Social Housing Charter, Contextual Information and Energy Efficiency Standards for Social Housing indicators to the Scottish Housing Regulator through their Annual Return on the Charter (ARC). Management Committee noted the report on variances against previous year's performance.</p> <p>AD sought clarification on the arrears figures. The Director confirmed that the reduction is due to the write off carried out in 2020/21 and that there was no write off in 2019/20 due to the cancellation of a Management Committee meeting at the beginning of the pandemic.</p> <p>The Deputy Director highlighted the percentage of stock meeting the SHQS has reduced to 83.39% at 31st March from 96.43% in 2020-21 due the increased number of properties in abeyance in relation to multiple no accesses for the EICR and alarm upgrade works. The increase from 5 properties to 94 properties in abeyance was due to ongoing access issues all of which have been recorded. At 30th May 2022, the number of properties in abeyance has reduced from 94 to 52 with the percentage of stock meeting SHQS 91.93%. We are targeting full completion of the EICR and Alarm programmes by end July 2022. By the end of the current reporting year, we expect our percentage of stock meeting SHQS to be at 99.33%. Our number of properties under scope of SHQS will increase to 704 at the end of the current reporting year taking into account 60 new build units.</p> <p>Management Committee approved the ARC and Stock Return for submission to the Scottish Housing Regulator.</p> <p>(b) Five Year Financial Projections The projections have been prepared by the Finance Officer with support from FMD Financial Services using the 30-year projections and budget information. Management Committee approved the FYFP for submission to the Scottish Housing Regulator.</p>
12	<p>Director Report and Targets Committee noted the report with the Director highlighting the following:</p> <p>The office has reopened to visitors today following staff consultation and feedback. The position will be monitored and publicised in the next</p>

	<p>newsletter A window will be installed in interview room 2 to improve ventilation and allow it to be used for tenant appointments.</p> <p>There are now 7 properties in the MSF blocks where the handset does not allow smoke alarms to be connected back to Concierge – the alarms sound in the flats. The handsets will be replaced when alternatives become available.</p> <p>There is one empty property which cannot be relet due to a meter safety issue which Scottish Power has not resolved.</p> <p>A meeting was held with South Lanarkshire Council to begin the nominations process for the new build. The properties will be allocated in line with the allocations policy which allows for 50% SLC nominations. This will be included in the next newsletter.</p>
13	Property Services
(a)	Performance reported through the ARC information
14	Tenancy Services
(a)	Performance reported through the ARC information
(b)	Homeless Person Flat Leases Committee noted the report and agreed to extend the leases to South Lanarkshire Council for 6 properties used as temporary accommodation for a 1 year period.
15	Corporate Services
(a)	Quarter 4 Management Accounts 2021/22 Committee noted the management accounts and covenants report to 31/03/2022 which have been submitted to the Co-operative Bank. The spend on components to be capitalised was noted. The internal cash flow monitoring report was noted.
(b)	Financial Audit 2021/22 The audit has been scheduled for end of June 2022.
16	East Whitlawburn
(a)	Legal agreement – as previously reported, the missives have been concluded and the legal agreement is in place.
(b)	Loan Finance – information provision to finalise loan agreement paperwork is in progress.
(c)	Progress Report Management Committee site visit was carried out pre meeting.

17	<p>Any Other Competent Business</p> <p>Issue with lifts in Arran Tower to be discussed further with the lift contractor. SA noted that the issue has been attended in the odd lift in Arran Tower but even lift is still to be resolved.</p> <p>Ground maintenance issues have been raised and the Property Officer is working with the contractor to resolve.</p> <p>Deputy Director to circulate the logo previously considered by Management Committee as we are considering rebranding.</p> <p>PW thanked staff for getting the plaque replaced.</p>
18	<p>Date and Time of Next Meeting 27th June 2022 at 6.30 p.m.</p> <p>KSG left the meeting at this point.</p>
	<p>Closed Session – Confidential Items</p>

The meeting closed at 7.40 p.m.