

West Whitlawburn Housing Co-operative
Management Committee Meeting of Tuesday 30th May at 6.30pm
Meeting held in West Whitlawburn Housing Co-operative's office

In attendance:

Committee:

S Anderson – Chairperson (SA)	M Alcorn (MA)
P Welsh (PW) – Vice Chairperson	R Alexis (RA)
A Duffin – Secretary (AD)	E Kerr (EK)
K Stubbs-Gorman (KSG)	A Anderson (AA)
D Murphy (DM)	B McNicol (BMcN)

WWHC Staff:

G Clayton, Deputy Director (DD)

R Hosie, Corporate Services Officer (CSO) – Minutes

Meeting is quorate.

1. Apologies

S Marshall (Dir), E Kerr (EK), I Mykhailenko (IM).

2. Confidentiality

The Chairperson reminded all members present about the importance of confidentiality.

3. Declaration of Interests

No interests declared.

4. Equalities and Human Rights

No issues raised at this meeting.

5. Health & Safety

No items raised at this meeting.

6. Previous Minutes

a) Management Committee meeting of 24th April 2023

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

b) Signing of Minutes

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

7. Matters arising from Previous Minutes

The DD advised the issue regarding fencing at Roslin Tower is resolved.

SLC were contacted to provide alternatives to current refuse facilities and to collect contaminated waste.

Actions arising from Previous Meetings Report

Updates provided at Performance, Assurance and Risk (PA&R) Sub Committee on 22nd May 2023.

8. Sub Committee Minutes and Referrals

PA&R subcommittee 22nd May 2023

a) Dampness, Mould and Condensation Policy

Policy required to formalise current actions taken by WWHC.
Committee ratified the PA&R Sub Committee's approval of the policy.

9. Correspondence

a) Information

Donation request received from Children with Cancer UK.

SHARE governing body retreat open to all committee members,
information to be circulated.

b) Decision

Committee agreed a £50 donation to Children with Cancer UK.

10. Delegates Reports and Affiliated Organisation Information

a) Employers in Voluntary Housing (EVH)

MA advised of success of EVH's Annual Conference and AGM held 19 – 21 May 2023. A new chairperson has been elected as the previous chair has completed a five-year term.

MA further informed committee of the EVH Director's, Eamonn Connelly, intention to retire.

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

AD advised open meetings have recommenced and AGM planning has begun.

The Dir and DD attended a GWSF session on options appraisal.

Committee discussed the option of co-opting a non-member professional to the Management Committee.

c) Scottish Federation of Housing Associations (SFHA)

SFHA are visiting WWHC on 31st May 2023 to discuss opportunities for further support from SFHA – AD and PW will attend.

11. Governance and Assurance

a) Schedule of External Submissions 2023/24

Items ongoing as noted. Submissions due by 31/05/2023 presented for approval on agenda.

b) Management Committee Training Plan

Committee agreed to look at finance as the next topic on the training plan. Staff to investigate options and prepare proposals.

c) Governance, Recruitment and Succession Planning

Ongoing.

12. Regulation

a) Scottish Housing Regulator: Strategy and Workplan 2023/24

The DD highlighted item 3.7 within the report – the SHR are to review the Regulatory Framework. More to follow with completion target date of February 2024.

13. Director Report and Targets

Information reported at PA&R subcommittee on 22nd May 2023.

14. Property services

No items.

15. Tenancy services

No items.

16. Corporate services

a) Management Accounts (Q4 2022/23)

The DD highlighted the following:

- 9.5k spent on bulk uplifts in 2022/23 as a result of H&S requirements.
- Cyclical maintenance overspend relates to EICR remedial works – ongoing and expected to reduce next year.
- Concierge other office running costs overspend primarily as a result of H&S requirements and radio equipment.

- Increased electricity costs from prior year – meter readings error by SSE being followed up by Finance Officer.

Committee agreed that the additional information included to explain financial aspects is useful and further discussed laundry maintenance.

Committee approved the Management Accounts (Q4 2022/23).

b) Annual Audit 2022/23

17. Annual Return on the Charter ARC

Committee reviewed the submission data with comments included for 31st March 2023 and noted the overall good performance.

Stock return information not updated in 2022/23 due to a SHR IT issue who confirmed an end of year submission is acceptable. A further return is to be completed for 18 properties handed over in 2023/24.

Committee approved the ARC data for submission by 31st May 2023 deadline.

18. Five Year Financial Projections

Committee reviewed the submission data and assumptions noted.

Committee approved the Five Year Financial Projections for submission by the 31st May 2023 deadline.

19. Policy Review

a) Attendance Management Policy

Policy reviewed with EVH input due to absence rates reported in the ARC and as part of the Business Plan review.

It is proposed that WWHC clarify the absence review triggers and action. Policy clarifies how managers may take action where attendance is unsatisfactory.

One amendment to the policy under 'Stage 3 (Formal Action – Final Written Warning)' – removal of example consequence.

Committee approved the updated policy for implementation.

b) Settlement Agreement Policy

Policy introduced as regulatory framework requires RSL's to have a policy in line with Regulatory Standard 5.

Committee approved the Settlement Agreement Policy for implementation.

20. Business Plan Review

Business Plan review ongoing. Updated delivery plan outcomes report noted.

21. AOCB

Gala Day – Committee agreed to consider planning a Gala Day for the year 2024/25. Senior Staff to discuss possible arrangements.

22. Date and Time of Next Meeting

Monday 26th June 2023 at 6.30pm

CONFIDENTIAL ITEMS

23. Staffing