

**West Whitlawburn Housing Co-operative**  
**Minutes of Management Committee Meeting of Monday 24<sup>th</sup> January 2022**  
**Held in Whitlawburn Community Resource Centre**

**In attendance:**

**Management Committee:**

A Anderson (AA), Chairperson	R Alexis (RA)	E Kerr (EK)
S Anderson (SA), Vice Chairperson	M Alcorn (MA)	D Murphy (DM)
A Duffin (AD), Secretary	B McNicol (BMcN)	

**WWHC Staff:**

S Marshall (Dir)  
N Currie (Corporate Services/Finance Assistant) - Minutes

**1. Apologies**

P Welsh (PW)

The Dir informed the Committee that H Anderson (HA) and F Rowan (FR) have resigned from Committee due to personal reasons. Both confirmed they intend to return should circumstances change. The Secretary will send letters, the website and SHR portal will be updated.

**2. Confidentiality**

The Chairperson reminded the Committee of confidentiality.

**3. Declaration of Interests**

There were no declarations of interests at this meeting.

**4. Equalities and Human Rights**

No issues raised at this meeting.

**5. Previous Minutes**

**a) Management Committee meeting of 29<sup>th</sup> November 2021**

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

**b) Signing of Minutes**

The Chairperson will pass the signed minutes of the previous meeting to the Dir for filing.

**6. Matters arising from Previous Minutes**

**Actions arising from Previous Minutes Report**

Progress noted.

**7. Sub Committee Minutes and Referrals**

There were no subcommittee minutes.

The date of the first Performance, Assurance and Risk (PA&R) Sub Committee meeting is Monday 21<sup>st</sup> February 2022 at 6.30pm. Papers will be issued to all Committee members initially with subcommittee membership to be agreed.

**8. Correspondence**

**a) Information**

No items

**b) Decision**

Donation request from the DEC Afghan Crisis Appeal. Donations schedule confirmed £400.00 remains in 2021/22 budget.

Committee agreed a donation of £50.00 to the Appeal.
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**9. Delegates Reports and Affiliated Organisation Information**

**a) Employers in Voluntary Housing (EVH)**

Information in papers.

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

The Secretary gave an overview of recent meeting with information on equality and remote working.

**c) Scottish Federation of Housing Associations (SFHA)**

None.

**10. Governance and Assurance**

**a) Schedule of External Submissions 2021/22**

Quarterly Freedom of Information return complete for February 2022.  
Quarterly Covid return to SHR complete.

External submissions up to date.

**b) Notifiable Events**

2 open notifiable events:

Prior year adjustment – further information submitted to SHR in December 2021. Correspondence included in Director’s report at agenda item 12.

Notifiable event on Rules submitted.

**c) Management Committee Training Plan**

Equality and Human Rights Training – Committee agreed to do online iHASCO training with follow up training on Equalities Strategy and action plan.

Pension Working Group – BMcN, AD and AA will be Management Committee members of the short life working group along with 4 or 5 staff members. Chiene & Tait Financial will present information with E Connolly of EVH supporting the working group.

**d) Review of Rules**

Financial Conduct Authority (FCA) have declined to register the rules at present. SFHA is in discussion with FCA to progress.

**e) Management Committee Appraisals**

Complete with report to February 2022 Management Committee meeting.

**f) Internal Audit Programme**

Proposal to amend IA programme approved.

**11. Regulation**

**a) Annual Risk Assessment**

SHR are carrying out the annual risk assessment with one focus being on governance.

**b) Quarterly Covid-19 Monitoring return – Q3**

Committee noted the return Included in the papers.

**c) Tenant and Resident Safety survey return**

SHR are surveying all RSLs to gain an understanding of how Committee gains assurance on meeting tenant and resident safety requirements.

The return will be submitted before the deadline.

**12. Director Report and Targets**

Committee noted the Director report.

Senior staff will consider updated covid guidance going forward.

Workplace testing approved. We can distribute lateral flow tests to staff and volunteers for use at home.

Response to FOI request from Unite the Union in progress.

Committee requested further information from the report on progress towards completion of the fire detection upgrades as the deadline is 1<sup>st</sup> February – information from GWSF and updated numbers to be provided by email following the meeting.

Temporary road opening at Tiree Way - information provided previously that this will be reinstated.

Email correspondence with SHR on Notifiable Event prior year adjustment noted.

### **13. Property services**

#### **a) Procurement**

Committee agreed the report in November 2021 approving discussions to move forward with contractors.

Committee considered the proposals and costs. Committee noted that discussions have commenced with our QS consultant, Ewing Somerville Partnership (ESP), to start the re-procurement of the contracts and work will begin over the coming weeks.

Committee agreed the contract extensions with procurement to follow.

### **14. Tenancy services**

#### **a) Arrears monitoring report**

Arrears figure in SHR return highlighted. Slight decrease in arrears figures to 4.7% in gross terms.

### **15. Corporate services**

#### **a) Budget and Rents 2022/23**

The outcomes of the tenant consultation on a 2.7% rent increase for 2022/23 were presented for consideration and included all comments received. The consultation period ended 14<sup>th</sup> January 2022 and there was a 1.2% (8) return.

37.5% (3) felt that an increase of 2.7% was the right amount with the remaining 62.5% (5) disagreeing.

CPI was 4.2% in October but rose to 5.4% in December.

Committee noted the updated SFHA affordability tool information.

All tenants who responded will receive reply to thank them for their feedback and will consider inviting them to participate further via the Tenant Scrutiny Panel. The suggestions and comments received will be referred to the panel for further consideration

Committee agreed the 2.7% rent increase.

#### **b) Pension Options Review**

BMcN, AD and AA will be Management Committee members on the short life working group.

#### **c) IT Managed Service – Tender report**

The Quick Quote facility on Public Contracts Scotland was used to manage the tender process for the ICT (Information and Communications Technology) Managed Service contract.

Committee considered the tender report for a 3 year contract.

Committee approved the appointment of Cloud Cover IT

Committee noted that the preparation of a tender to develop a new website is in progress.

**16. Health & Safety**

EVH updates are due at the end of January which will be considered by health and safety meeting in February.

**17. Fire Safety Review**

Committee noted the update report. This will be reported to the PA&R sub committee in future. Scottish Fire and Rescue quarterly inspections are up to date.

**18. Complaints Monitoring report – Q3**

6 stage 1 complaints received in quarter 3. All were resolved within timescales with no escalations. This will be reported to the PA&R sub committee in future.

**19. Policy Review**

**a) Governance Policy Reviews cover report**

Committee considered the proposal to hold a Committee session with external facilitator to focus on particular challenges and issues around governance, committee recruitment and succession planning as a fully mutual.

Committee approved moving this forward with L Ewart, Housing Consultant as external facilitator.

**b) Internal Audit**

Committee noted and approved the proposed changes to policy to reflect updated guidance.

**c) Disciplinary and Grievance**

Committee agreed to adopt the EVH model policy.

**d) Equality Policy**

The Internal Audit on Equalities and Human Rights was conducted with the outcome report presented to Management Committee at October 2021 meeting.

The Internal Auditor recommendations included completing the Equality Policy Review and agree the Equality Strategy and action plan.

Committee considered and approved the Equality Policy, Strategy and Action Plan.

**e) Declaration of Interests**

Declaring interests is covered in our Entitlements, Payments and Benefits Policy and our Code of Conduct for Committee Members. As a fully mutual co-operative, all Committee Members are tenants or prospective tenants, unless they are a co-opted non member. The proposed policy is to supplement the information in these policies and provide further information about the declaration and management of relevant interests

Committee considered and approved the Policy

**20. East Whitlawburn**

**a) Legal Agreement**

Awaiting update from South Lanarkshire Council

**b) Loan Finance**

Tender report and lender agreed at November 2021 committee meeting.

**c) Road Construction**

Ongoing.

**21. AOCB**

Following the issue raised at the AGM, Police Scotland drop in session proposed for 16<sup>th</sup> February 2022 – Committee agreed to proceed and review possible public meeting thereafter.

EK raised telephone provision query – response will follow.

**22. Date and Time of Next Meeting**

27<sup>th</sup> February 2022 at 6:30pm

**Closed Session – Confidential Items**

**Meeting closed at 7.50pm**