

## West Whitlawburn Housing Co-operative

### Management Committee Refresher Training

**25<sup>TH</sup> October 2021 at 6.00pm in Whitlawburn Community Resource Centre**

**Committee Code of Conduct / Declarations of Interest / Whistleblowing**

**Followed by**

**Management Committee Meeting of Monday 25<sup>th</sup> October 2021 at 6.30 p.m.**

**Meeting to be held in Whitlawburn Community Resource Centre**

### Agenda

	<b>Agenda Item</b>	<b>Type of Report</b>
1.	Apologies	Verbal
2.	Confidentiality	Verbal
3.	Declaration of Interests	Verbal
4.	Previous Minutes a) Management Committee meeting of 28 <sup>th</sup> September 2021 b) Signing of Minutes	Written
5.	Matters Arising from Previous Minutes	Verbal
	Actions from Previous Meeting Report	Written
6.	Sub Committee Minutes and Referrals	None
7.	Correspondence a) Information b) Decision	Verbal Verbal
8.	Delegates Reports and Affiliated Organisation Information a) Employers in Voluntary Housing (EVH) b) Glasgow West of Scotland Forum of Housing Associations (GWSF) c) Scottish Federation of Housing Associations (SFHA)	Written Verbal Verbal
9.	Governance and Assurance a) Annual Assurance Statement b) Management Committee Training Plan c) Notifiable Events d) Schedule of External Submissions 2021/22 e) Review of Rules	Written Written Written Written Verbal
10.	a) Management Committee post AGM paperwork b) Management Committee Annual Appraisals c) Director Appraisal	Verbal Verbal Written
11.	Regulation a) SHR Covid-19 Quarterly Return – Quarter 2	Written
12.	Director Report and Targets	Written
13.	Property Services	

	<b>Agenda Item</b>	<b>Type of Report</b>
	<ul style="list-style-type: none"> <li>a) Property Sub Committee Meeting 18<sup>th</sup> October 2021</li> <li>b) New Build Fencing</li> <li>c) Fire safety review</li> </ul>	Verbal Written Written
14.	<b>Tenant Services</b> <ul style="list-style-type: none"> <li>a) Arrears monitoring report</li> <li>b) Welfare Benefits Advice</li> </ul>	Written Written
15.	<b>Corporate Services</b>	Verbal
16.	<b>Complaints Monitoring – Quarter 2</b>	Written
17.	<b>Health and Safety</b> <ul style="list-style-type: none"> <li>a) Statement for signature</li> <li>b) H&amp;S Inspections – Friday 3<sup>rd</sup> December at 10.00am</li> <li>c) H&amp;S Committee Meeting – Friday 3<sup>rd</sup> December at 11.00am</li> <li>d) H&amp;S Audits – Wednesday 24<sup>th</sup> November at 10.00am</li> </ul>	Written Verbal Verbal Verbal
18.	<b>Policy Review</b> <b>SFHA Governance Guidance</b> <ul style="list-style-type: none"> <li>a) Committee Member and Office Bearers role descriptions</li> <li>b) Management Committee Recruitment and Induction</li> <li>c) Training and Presentations</li> <li>d) Donations Policy</li> </ul>	Written Written Written Written
19.	<b>East Whitlawburn</b> <ul style="list-style-type: none"> <li>a) Legal agreement</li> <li>b) Loan Finance</li> <li>c) Road Construction</li> </ul>	Verbal Verbal Verbal
20.	<b>Any Other Competent Business</b>	Verbal
21.	<b>Date and Time of Next Meeting</b> 29 <sup>th</sup> November 2021 at 6.30 p.m	
	<b>Confidential Items</b>	