

**WEST WHITLAWBURN HOUSING CO-OPERATIVE LIMITED (WWHC)**

**MINUTES OF MANAGEMENT COMMITTEE MEETING**

**HELD IN THE CO-OPERATIVE OFFICES AT 57 BELMONT ROAD**

**MONDAY 24<sup>TH</sup> FEBRUARY 2020 AT 7.15 p.m.**

**COMMITTEE IN ATTENDANCE:**

A Anderson (AA) Chair	A Duffin (AD) Minutes	
S Anderson (SA)	M Alcorn (MA)	D Murphy (DM)
B McNicol (BM)	E Kerr (EK)	L Wilson (LW)
M Alcorn senior (MA snr)	C Burnett (CB)	

Meeting is quorate

**STAFF IN ATTENDANCE:**

P Farrell (PF) WWHC Director

Before tonight's meeting M Gladstone WWHC Assistant Director Corporate Services delivered refresher training to committee on Freedom of Information.

**1. Apologies etc – signing in book**

H Anderson (HA) P Welsh (PW)

**2. Confidentiality**

AA reminded committee about confidentiality

**3 Declaration of Interests**

AA, SA and AD declared an interest in agenda item 23 as they are also on the Whitlawburn Community Resource Centre (WCRC) committee.

**4. Attitude Menu**

Committee noted the report contained within the papers.

**5. WWHC Communication Code**

Committee noted the report contained within the papers.

**6. Previous Minutes**

**a) Management Committee January 2020**

No amendments

**b) Signing of minutes**

Minutes from Management Committee meeting on 27<sup>th</sup> January 2020

Minutes proposed by LW

Minutes seconded by MA

The minutes were approved as a true record and signed by the Chair.

## **7. Matters Arising from Previous Minutes**

None

## **8. Committee training plan and integration**

Future Training Plan: priorities

### a) Working with Interpreters

PF stated that SP WWHC Projects Officer was unable to attend tonight's meeting and informed committee the training aid video from Happy to Translate would be delayed.

### b) Understanding Reports

Nothing further to report

### c) Whistleblowing

Training completed November 2019

### d) Freedom of Information

Refresher training was done before tonight's meeting.

Other Committee Governance Items to be progressed

### e) Committee Appraisals 2020/21 progress report

Committee noted the report contained within the papers.

AA Informed committee that because SP was unable to attend tonight's meeting to help explain the new format of the committee appraisal forms it might be best to revisit next month when hopefully SP will be able to attend. Committee agreed.

### f) Chair's appraisal

Nothing further to report

### g) Committee biographies

AA reported that a few have been handed in and asked that those who haven't yet should hand them in as soon as possible. Reminding them that they should be short, sharp and punchy.

## **9. Sub Committee Minutes and referrals**

### a) Property Minutes

Committee noted the Property Sub-committee minutes from 11<sup>th</sup> November 2019.

### b) Housing Minutes

Committee noted the Housing Management Sub-committee minutes from 11<sup>th</sup> November 2019.

### c) Finance Minutes

Committee noted the Finance Sub-committee minutes from 25<sup>th</sup> November 2019.

### d) Bad Debt Write Off

Committee noted the report contained within the papers.

Committee approved the Bad Debt write off.

e) Estate Management Policy

Committee ratified the Estate Management Policy.

f) Covenants Report

Report circulated to committee.

PF stated that all covenants are being well met and will be sent off tomorrow.

**10. Communications update**

AD gave committee a verbal update on the recent meeting of the Communication Group. The group are planning the next newsletter and discussed communication in general along with asking what the remit of the group is. One major point in relation to the newsletter was a lack of local interest stories involving WWHC tenants and AD asked committee if they hear of anything relevant could they inform the Communication group so it could be followed up.

**11. Delegates Reports and affiliated organisations info**

a) EVH Members Report

Committee noted the report contained within the papers.

b) Glasgow and West of Scotland Forum (GWSF) monthly update

Committee noted the report contained within the papers.

c) SFHA Update

None.

**12. Correspondence**

a) Information

Committee noted the Children's Hospital Charity thank you for the donation letter and the Children with Cancer newsletter. Additionally committee noted the EVH confirmation of renewal of subscription letter.

b) Decision

Committee enquired about the cost to renew the GWSF affiliation which PF informed committee would be £1216 for WWHC. Committee agreed to renew our GWSF Affiliation for 2020/21.

c) Training

MA will attend the EVH 2020 Vision One Day Seminar on Sunday 26<sup>th</sup> April 2020. No interest from committee on the other training items.

**13. Policy reviews**

a) Rent Policy following consultation

PF informed committee that there had been no responses following the Rent Policy consultation and for clarity highlighted to committee that it states in the policy CPI and not RPI is used.

#### **14. Staffing**

Confidential item - redacted

#### **15. Governance and Scottish Housing Regulator**

##### a) GWOSF and SFHA consultations

PF informed committee that the GWSF consultation response should be published over the next month. The SFHA consultation has not started yet.

##### b) WWHC Notifiable Events

PF stated that there are two notifiable events, [REDACTED] (staffing item redacted) and the change of Auditor. Both need to be submitted to the Regulator.

##### c) Assurance Statement Action Plan - Progress report

Committee noted the report contained within the papers.

#### **16. Internal audit**

##### a) Action Plan

Committee noted the report contained within the papers.

PF told committee that the Strategic Control and Follow Up Audit items will be moving forward this week.

##### b) Programme Update 20/21

Committee noted the report contained within the papers.

#### **17. Health and Safety**

##### a) Health and Safety Committee draft minutes

Committee noted the report contained within the papers.

##### b) External Audit 26<sup>th</sup> February 2020

PF informed committee that the Health and Safety external audit is due to take place this week. PF, RS and N Currie WWHC Finance Assistant and lead person for Health and Safety issues will meet with the auditors.

#### **18. East Whitlawburn**

##### a) Project Update: Costs : QS Report

Confidential information - redacted

##### b) Legal agreement

PF reminded committee that there is no legal agreement in place. WWHC has no commitment and if we decide the council's build costs are too expensive, we can walk away.

#### **19. Springhall and Whitlawburn Neighbourhood Plan**

##### a) Fencing painting update

PF reported that the fence painting is due to commence sometime in the spring with Community Payback working with South Lanarkshire Council to carry out the work.

b) Bulb Planting

PF informed committee that the Our Place Fund plan to internally fund bulb planting for children in the Whitlawburn area. It is now too late for spring planting.

**20. Risk Management**

No issues to report.

**21. Appointment of Auditors**

Committee noted the report circulated. Committee approved the recommendation to appoint Chiene and Tait to provide external audit services for a three year period with an option to extend for a further two years. Committee will ask members to approve this appointment at the special general meeting being held on March 2<sup>nd</sup> 2020.

**22.**

Confidential item – redacted.

**23. WCRC Service level agreement update**

Committee noted the report in the papers.

Having declared an interest AA, SA and AD took no part in the discussions or decision. Committee agreed to the proposed amendment and to propose the Service level agreement be progressed for sign off by both WWHC and WCRC. MA signed the agreement on behalf of WWHC this was witnessed by EK.

**24. Capital Programme update**

Committee noted the report contained within the papers

**25. Budget and Rent setting 20/21**

a) Report

Committee noted the report contained within the papers.

Committee discussed the report and decided to revise the rent increase to 2.6% on all rents including lock ups to reflect the minimum rise needed that did not severely impact standards.

b) Tenant consultation responses

PF let committee know they have not received any responses from tenants.

c) Tenant scrutiny panel responses

Committee noted the report contained within the papers.

Committee found the input from the scrutiny panel very helpful, insightful and beneficial, allowing committee to make better informed decisions on the tenants behalf.

d) GWOSF comparisons

Nothing to report

## **26. Tenants Satisfaction Survey update**

PF informed committee that the Tenant Satisfaction Survey still needs 66 more returns. RS and RH, Assistant Director Tenancy Services are both working to reach the target needed. PF stated that the early results are looking promising.

## **27. Tenant Scrutiny Panel update**

Committee noted the report contained within the papers.

## **28. Business Plan and Senior Staff Succession Planning**

a) Committee strategy day: Suitable dates

PF apologies to committee that the planned Committee Strategy Day was cancelled. There is a large volume of work that needs completed beforehand and it is hoped it could be rearranged for April to allow the necessary preparations to be done. Committee discussed availability and decided that Friday 17<sup>th</sup> April 2020 would be the most suitable date. PF will confirm once all arrangements have been made.

## **29. Smoke/Heat detector tender**

Committee noted the report contained within the papers.

After discussing the tender returns in detail committee approved the appointment of Select Facilities Ltd. To carry out the Multi Storey Flats Works Package and approved the appointment of RB Grant Ltd. to carry out the New Build Works Package.

## **30. Special Members meeting Monday 2nd March 2020 at 7 p.m. Quorum needed**

PF reminded committee of the date and time of the meeting. All efforts have been made to encourage tenants to attend. However, if the meeting is not quorate a reconvened Special General Meeting will take place on Monday 9<sup>th</sup> March 2020.

## **31. Energy Project**

a) Budget 20/21

Committee noted the report contained within the papers.

PF stated that there are no major cost increases. Committee approved the recommendation to increase internal/office charges to 9p/kwh bringing them into line with the tenant charge amount. Committee also approved the refinancing of the Scottish Government loan subject to report and committee approval.

b) Pricing 20/21

Committee considered the budget 20/21 report and agreed to freeze costs with no increase in tenant charges for 2020/21.

## **32. International Co-operative Alliance: Visit to WWHC 3rd June 2020**

PF reported that the International Co-operative Alliance are keen to bring a group to visit WWHC. This would really be prestigious for WWHC as the International Co-operative Alliance is a worldwide organisation. The visit is likely to last about three hours and feature a tour and presentation. Committee were asked to take a note of the date.

## **33. The Phil Welsh £5k challenge First meeting date to be agreed**

PF informed committee that the date of the first meeting has still to be agreed but will hopefully happen soon.

**34. AOCB: Any Other Competent Business**

PF informed committee that a grant offer for WCRC for the Invest in Community Fund was available to apply for but the application must be through WWHC. AA, SA and AD declared an interest as they are also members of the WCRC committee and took no part in the discussion or decision Committee agreed to WWHC submitting the grant application.

**35. Date and time of next meeting**

Monday 23<sup>rd</sup> March 2020 at 6:30 p.m.