

**WEST WHITLAWBURN HOUSING CO-OPERATIVE LIMITED (WWHC)
MINUTES OF MANAGEMENT COMMITTEE MEETING
HELD IN THE CO-OPERATIVE OFFICES AT 57 BELMONT ROAD
MONDAY 27TH JANUARY 2020 AT 6.30 p.m.**

COMMITTEE IN ATTENDANCE:

Anne Anderson (**AA**) *Chair* Andy Duffin (**AD**) *Minutes*
Susan Anderson (**SA**) Muriel Alcorn (**MA**) Dougie Murphy (**DM**)
Bridie McNicol (**BM**) Elizabeth Kerr (**EK**) Louise Wilson (**LW**)
Muriel Alcorn senior (**MAsnr**) Phil Welsh (**PW**)

Meeting is quorate.

STAFF IN ATTENDANCE:

Paul Farrell (**PF**) **WWHC** Director Susan Paton (**SP**) **WWHC** Project Officer

1. Apologies etc: – signing in book

Helen Anderson (**HA**) Cheryl Burnett (**CB**).

2. Confidentiality

AA reminded committee about confidentiality.

3. Declaration of Interests

No Declaration of Interests.

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 November 2019.

Date to be amended from Monday 28th November to Monday 25th November.

b) Signing of minutes

Minutes from Management Committee meeting on 25th November 2019.

Minutes proposed by **Muriel Alcorn.**

Minutes seconded by **Elizabeth Kerr.**

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

7. Matters Arising from Previous Minutes

Item 7. 15 a) 1. **PF** confirmed that having submitted our Assurance Statement to the Scottish Housing Regulator (**SHR**), **WWHC** was not one of the submissions selected for a follow up visit from the Regulator.

Item 29. **LW** and **PW** have been issued with keys. Item now complete.

8. Committee training plan and integration

Future Training Plan: priorities.

a) Working with Interpreters

SP asked committee if the training aid video from Happy to Translate could be delayed until next month given the extensive agenda tonight, committee agreed.

b) Understanding Reports

Nothing further to report.

c) Whistleblowing

Training completed in November 2019.

d) Freedom of Information

SP told committee that refresher training will be done later in the year.

Other Committee Governance items to be progressed

e) Committee Appraisals 2020/21 progress report

SP informed committee that the process is now planned to start in February

9. a) Sub Committee Minutes and Referrals

None.

10. Pensions

a) Consultation Report

Committee noted the report contained within the papers.

b) Committee Decision

Committee discussed the comments in the staff responses. Committee considered all replies but given existing budgetary pressures which require a proposed minimum 2.9% rent rise, Committee decided that the split for future service contribution would be **WWHC** contribution 45%, employee contribution 55%. Committee would be willing to revisit this decision if the pension past service deficit payments were significantly reduced in the future.

The Chair (**AA**) and Secretary (**AD**) both checked and signed the Form of Authority for TPT.

c) Pension contributions when staff on half / no pay

Committee noted the report contained within the papers.

Committee decided that

- 1) pension contributions will be based on an employee's actual earnings during temporary promotion, no additional payments will be made retrospectively.
- 2) pension contributions will be based on an employee's earnings before an absence, i.e. their full contracted salary.

11. Delegates Reports and Affiliated Organisations Info

a) EHV 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) Scottish Federation of Housing Associations (SFHA) Update

None.

12. Correspondence

a) Information

Committee noted the Children with Cancer thank you for our donation, the GWSF Charter Report and the leaflet from local MSP James Kelly which includes a picture of **WWHC** at the Scottish parliament.

b) Decision

Committee agreed to renew our EVH membership for 2020/2021.

Donation schedule circulated to committee. Committee approved a £50 donation to Glasgow Children's Hospital charity.

Committee discussed the EVH Member Protect Scheme. **PF** stated to committee that **WWHC** have been involved in very few employment tribunals over the years. Committee decided not to join the EVH Member Protect Scheme.

c) Training

AA and **LW** will both attend the EVH Governing Body Leadership Programme.

13. Policy Reviews.

a) Staff Training Policy

Committee ratified the Staff Training and Development Policy for implementation.

b) Rent Policy

PF informed committee that no changes are planned for the Rent Policy, but we must still by law consult all tenants which will be done in conjunction with the rent rise consultation.

14. Staffing:

SP left the room to allow committee to deal with these issues.

a) Assistant Director Corporate Services Post Interview Panel and Interview Dates

PF advised committee that the closing date for applications for the position Assistant Director of Corporate Services was Thursday 23rd January 2020. Three good quality applications have been invited for interview which will take place on Thursday 30th and Friday 31st January 2020. It was agreed that the interview panel would include committee members **AA**, **SA** and **AD** along with **PF** and Stephanie Marshall **WWHC** Depute Director. Following the interviews, the panel will report back to committee with any decisions made.

b) Concierge

1) Report

Committee noted the report contained within the papers.

[Redacted text block]

[Redacted text block]

2) [Redacted]

[Redacted]

d) Office Staffing: Office staffing structure

PF recommended that the office staffing structure is continued on a month to month basis. The committee strategy day will help finalise details of the business plan which will play a big part in the staffing structure moving forward.

[Redacted]

[Redacted]

[Redacted]

h) Directors job description

Committee noted the report contained within the papers.

Committee discussed the Directors role and agreed that the description fully meets the remit of the job with no changes necessary.

[Redacted]





15. Governance and Scottish Housing Regulator (SHR)

a) Recent Industry press reports on SHR allegations

Committee noted the report contained within the papers.

b) GWSF and SFHA consultations: WWHC response to be agreed

Committee noted the report contained within the papers.

Committee approved the response to the consultation on **SHR** Performance

16. Internal Audit

a) Action Plan: Update

Committee noted the report contained within the papers.

SP informed committee that most are on target with the two highlighted in the green colour table still to be carried out.

b) 2020/21 Programme

Committee noted the report contained within the papers.

SP told committee that the four items agreed for 2020 are highlighted in the mustard colour table.

17. Health and Safety: Health and Safety external audit

PF stated that the Health and Safety external audit takes place every two years and Noreen Currie **WWHC** Finance Assistant and lead person for Health and Safety issues and **RS** are due to meet with the auditors on the 26th February 2020.

18. East Whitlawburn.

a) Project Update: Costs

PF reported that not a lot has happened recently. Under the council costings it is unlikely to be affordable for **WWHC** to participate in the development. For it to be affordable costs will need to be cut or the subsidies from the Scottish Government increased. It is hoped to hear more on the issues this month.

b) Legal Agreement

Nothing to report.

19. Springhall and Whitlawburn Neighbourhood Plan.

a) Fence painting update

SP informed committee that a planned stakeholder meeting will include a rolling out programme for the area. We await to see their plan.

20. Risk Management


No issues to report

21. Freedom of Information: Update: 1/4ly report one request to date

Committee noted the report contained within the papers.

PF gave committee a brief refresher of how the legislation applies and stated that this is the first request under the legislation since it went live on the 11th November 2019 and was in relation to how often electric safety checks were made. **SP** also explained that the legislation has led to more items being published on the website and subject access requests being made to access personal data.

22. Moorepay Update: Tender for other providers

 A report was circulated to committee with tender returns for payroll services to replace Moorepay. The Scottish Council for Voluntary Organisations (**SCVO**) returned the lowest tender and had provided two good references from long standing customers.

After discussing the tender returns in detail committee agreed to move our payroll services from Moorepay to **SCVO**.

23. MSF Fabric possible defects update

a) Cover report and independent fire safety report

Committee noted the report contained within the papers.

PF stated that the report gave further reassurance of our MSF fire safety.

A serious fire incident during January 2020 in one of the **WWHC** MSF was the 'acid test' of how our MSF safety procedures would work in practice. The fire was at a high level but there was no smoke or flame travel to other properties and no serious injuries. **PF** commended the excellent work of the concierge on duty. Over the years all the fires in **WWHC** MSF properties have resulted in no fatalities.

The recommendation that further insulation at the soffit/base of each block to eradicate draughts will be costed.

b) Fire Safety Reviews

Committee noted the report contained within the papers.

Committee are happy for these reports to be provided quarterly.

24. Capital Programme Update:

Committee noted the report contained within the papers.

PF informed committee that the kitchen and bathroom programme will be looked at later in the year when we know how the budget has been working out.

25. Budget and Rent Setting 20/21

a) Report

Committee noted the report contained within the papers.

PF informed committee that the budget proposed includes savings in the region of £100,000. Committee discussed the proposed budget and agree that all reasonable savings have been made without badly compromising standards. To achieve this the minimum rent rise would need to be 2.9%. Committee approved the budget and a consultation on a 2.9% rent rise on all properties including lock-ups.

b) Tenant consultation letter

Committee approved the Tenant consultation letter which was signed by the committee secretary (**AD**) and will be distributed to all tenants.

c) GWSF comparisons

Committee noted the report contained within the papers.

26. Tenants Satisfaction Survey Update

Committee noted the report contained within the papers.

PF informed committee that the Tenant Satisfaction Survey needs a 40% return. We currently have in the region of 170 returns and still need between 40 and 50 more before the end of March 2020.

27. Tenants Scrutiny Panel update

SP let committee know that the Tenant Scrutiny Panel plans to meet four times a year with any recommendations and advice brought back to committee. The February panel plans to discuss the proposed rent increase.

a) Committee Strategy Day: Suitable dates

PF reminded committee that this was a **SHR** requirement. Committee discussed their availability for dates at the end of February or March and agreed Saturday 22nd February was the most suitable. **PF** will check the availability of John Mullholland and Foster Evans from the Mullholland Consultancy and informed committee that it would likely take place in the Whitlawburn Community Resource Centre from roughly 10am until around 3pm. Included in the day will be succession planning, stock condition survey results and the **WWHC** 30 year plan

29. Leases and disposals

Committee noted the report contained within the papers.

PF informed committee that this was a regulatory requirement and that he was comfortable with **WWHC**'s position.

30. Appointment of Auditors

Committee noted the report contained within the papers.

Committee delegated authority to **PF** for the recruitment selection to shortlist candidates on a price/quality basis. Committee formed a working group consisting of **AA, SA, AD** and **DM** who will attend the tender opening and interviews. **PF** reminded committee that a change in auditor will require **WWHC** to notify the **SHR**.

31. Special Members meeting Monday 2nd March 2020 at 7p.m. Quorum needed

Committee agreed to convene a Special General Meeting on Monday 2nd March 2020 to allow the members to formally appoint the external auditor. The meeting must be quorate for the appointment to be made. If the meeting is not quorate a reconvened Special General Meeting will take place on Monday 9th March 2020.

32. Complaints and compliments 1/4ly report

Committee noted the report contained within the papers.

PF stated that for quarter three compliments outnumbered complaints again.

33. Energy Project 1/4ly Income and Expenditure Report

Committee noted the report contained within the papers.

PF reported that the third quarter figures are exactly where we would like them to be. The fourth quarter is usually the most profitable and after we have the figures for the fourth quarter, we will be able to set the prices for the next year.

34. GDPR: Data breaches report

Committee noted the report contained within the papers.

35. Meeting schedule 2020/21

Committee noted the report contained within the papers.

36. The Phil Welsh £5K challenge

PF informed committee that the £5000 usually budgeted for the Phil Welsh Fund has been removed as part of the budget savings and will now be set as a challenge to raise the £5000 separately. Several staff have already committed to this and **PW, DM** and **BM** from committee will join them in planning and undertaking fundraising. There is a plan to meet in the next 3-4 weeks and £750 has already been pledged from GAP Plant and Machinery from their Community Goodwill Fund.

37. A.O.C.B. – Any Other Competent Business

a) Communication Team

Committee noted the report contained within the papers.

PW agreed to join the Communications Team.

38. Date and time of next meeting: Monday 24th February 2020 at 7.15 p.m.