

**West Whitlawburn Housing Co-operative**  
**Management Committee Meeting of Monday 26<sup>th</sup> June 2023 at 6.30pm**  
**Meeting held in Whitlawburn Community Resource Centre**

**In attendance:**

**Committee:**

S Anderson – Chairperson (SA)	M Alcorn (MA)
P Welsh (PW) – Vice Chairperson	R Alexis (RA)
A Duffin – Secretary (AD)	K Stubbs-Gorman (KSG)
A Anderson (AA)	I Mykhailenko (IM)

**WWHC Staff:**

S Marshall, Director (Dir)

G Clayton, Deputy Director (DD)

R Hosie, Corporate Services Officer (CSO) – Minutes

Meeting is quorate.

**1. Apologies**

D Murphy (DM), E Kerr (EK)

BMcN did not attend.

**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 and Safety**

No items raised at this meeting.

**6. Previous Minutes**

**a) Management Committee meeting of Tuesday 30<sup>th</sup> May 2023**

One amendment noted under committee members attending the meeting – IM confirmed as not attending.

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 updated signed minutes to the Dir for filing.

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

### **Actions arising from Previous Minutes Report**

Discussions with CityFibre and Hyperoptics are progressing. Openreach have contacted WWHC with a view to cable one property.

ACM progressing defibrillator for community use. Costs received of around £1,600 excluding maintenance. Proposal to contact other organisations in the surrounding area for support in offering the device to the community.

## **8. Sub Committee Minutes and Referrals**

### **Performance, Assurance and Risk (PAR) Sub Committee of 22<sup>nd</sup> May 2023**

#### **a) Estate Management Policy Review**

Estate Management Policy was approved at the Performance, Assurance and Risk Sub Committee meeting held on 22<sup>nd</sup> May 2023. Management Committee confirmed policy approval.

#### **b) Section 5/Nomination Joint Working Agreement (JWA)**

The updated JWA was approved at the Performance, Assurance and Risk Sub Committee meeting held on 22<sup>nd</sup> May 2023. Management Committee confirmed JWA approval.

#### **c) Former Tenant Write Back**

Approved by Performance, Assurance and Risk Sub Committee meeting held on 22<sup>nd</sup> May 2023. Management committee confirmed write back approval.

## **9. Correspondence**

### **a) Information**

### **b) Decision**

No items.

## **10. Delegates Reports an Affiliated Organisation Information**

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

MA advised EVH are considering making changes to their committee meetings, internal consultations to progress.

Committee noted the update.

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

AD attended GWSF summer regeneration conference on 23<sup>rd</sup> June 2023 alongside Community Development Co-ordinator. Presentations noted on topics including income maximisation, affordability and value for money, governance and other information from The Trussell Trust.

AD proposed that Committee consider wellbeing under their training plan with a view to include staff too.

Committee noted the minutes from GWSF summarising their meeting with the Housing Minister.

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

No updates.

## **11. Governance and Assurance**

### **a) Schedule of External Submissions 2023/24**

Committee noted that submissions are up to date.

### **b) Management Committee Training Plan**

Finance session – date to be confirmed.

### **c) Governance, Recruitment and Succession Planning**

The Dir confirmed 4 vacant spaces remain on the Management Committee. Committee to consider other recruitment methods prior to the Annual General Meeting (AGM) in September 2023.

## **12. Regulation**

### **a) Scottish Housing Regulator: Regulatory Framework Discussion Paper**

Information provided by SHR requesting consultation response by 11<sup>th</sup> August 2023. Committee to consider the review of the regulatory framework.

Committee noted the GWSF discussion paper.

Item continued to July 2023 meeting for comment.

### **13. Director Report and Targets**

SHR continue to monitor committee recruitment and succession planning.

Committee noted the updates provided in the report.

### **14. Property services**

#### **a) Vital Energi – Billing Contract**

12 month extension with uplift proposed.

Approved by Management Committee
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### **15. Tenancy services**

No items.

### **16. Corporate services**

#### **a) Internal Financial Monitoring Report**

External audit ongoing with audited figures to follow.

Committee noted the report with further information on the arrears loss to be provided.

#### **b) Impairment Review**

As part of the annual audit and under Statement of Recommended Practice (SORP) regulations, The Co-operative is required to consider on an annual basis whether a full impairment review is required in relation to our assets.

The Dir confirmed that a revaluation of the 100 properties secured by the Co-op bank is currently ongoing with report to follow.

Committee considered the report and agreed no further impairment review is required for the period ended 31 <sup>st</sup> March 2023. To be reviewed at the end of financial year 2023/24.
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#### **c) Annual Audit 2022/23**

Fieldwork commenced on 19<sup>th</sup> June 2023. Full report and accounts will be presented to Committee when audit is complete.

Committee noted the update.

## **17. Loan Portfolio Return**

Loan Portfolio Return to be submitted to SHR by 30<sup>th</sup> June 2023.

An in-year return to follow confirming other funds drawn after 31<sup>st</sup> March 2023.

Committee approved the Loan Portfolio Return for submission to the SHR

## **18. AGM Planning**

Planning for the AGM in September 2023 to commence. Committee considered stand-downs and re-elections.

Members agreed Saturday 9<sup>th</sup> September 2023 at 10am in the Resource Centre.

A quorum of 30 members is required to proceed, should this not be achieved the meeting will be reconvened. WWHC further intends to invite Police representatives and local councillors.

A discussion took place on succession planning.

## **19. Business Plan Review**

A review of the Business Plan remains ongoing following a session with John Mulholland on 19<sup>th</sup> June 2023 with Committee in attendance. FMD to update 30-year finance projections.

## **20. AOCB**

Newsletter / Raising Committee Awareness – Findings from the TSS report that 59% of respondents have an awareness of the Management Committee. To increase this the CSO proposed that a 'Committee Spotlight' article be a feature in the newsletter. Members AD, PW and KSG agreed to be interviewed for the July issue.

## **21. Date and Time of Next Meeting**

Monday 31<sup>st</sup> July 2023 at 6.30pm

## **CONFIDENTIAL ITEMS**

### **22. Staffing**

Committee recalled the AD (TS)'s decision to retire in September 2023 with recruitment to be progressed.

Proposal to extend the Acting Concierge Manager's contract for a 6-month period approved.

Proposal to extend a temporary Concierge Officer's contract for a 6 month period approved

Recruitment process for a replacement temporary Concierge Officer noted.

Meeting closed at 7.35pm

**Print name:**

**Date:**

**Signed:**