

Agenda item 6 a)

West Whitlawburn Housing Co-Operative Limited (WWHC)

Minutes Of Management Committee Meeting

Held In The Co-Operative Offices At 57 Belmont Road

Monday 24th June 2019 at 7.15 P.M.

COMMITTEE IN ATTENDANCE:

6 full members 3 co-optees in attendance

Meeting is quorate.

Staff In Attendance:

WWHC Director, Project Officer, Acting Assistant Director (Corporate Services)

1. Apologies – signing in book

Apology received from 2 full members

a) xxx LOA

xxx leave of absence has now finished.

b) Filling of Casual Vacancy

The committee has a casual vacancy since x left committee which can be filled by a member co-optee. xx is the longest serving member co-optee and was offered the opportunity to fill the casual vacancy This was proposed by xxxx and seconded by xxxxx. xx accepted.

2. Confidentiality

The Chair reminded committee about confidentiality.

3. Declaration of Interests

Declaration of interests for Agenda items 23 and 27. 4 members are members of the Whitlawburn Community Resource Centre (**WCRC**) committee.

Declaration of interests for Agenda item 27. 3 members are members of the Whitcomm committee.

4. WWHC 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 23rd April 2019:

Amendments. Page 1 initials next to xx should be **xx** and not xxx. Item 16 Governance and Scottish Housing Regulator(**SHR**) should be Item 15.

b) Signing of minutes

Minutes proposed by **x**.

Minutes seconded by **xx**.

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

c) Publishing of minutes. Complete for April 2019

The Director informed committee that the redacted April minutes have been published on the **WWHC** website.

7. Matters Arising from Previous Minutes

Item 14 a) The Director let committee know that cost of the support from EKDHA has still to be agreed but should be progressed this week.

Item 15 c) The ARC was submitted by the deadline to the **SHR**.

Item 18. Finance Assistant will take responsibility for day to day Health and Safety matters. The Director will chair and report to the Health and Safety Committee.

Item 32. A suitable candidate was identified by the school and received the Billy Hunter Award at a school event attended by **x, xx, and xxx**. An article will follow in the summer newsletter.

Item 33. The Director asked committee if they had any further ideas for an award to be donated by an ex member. **x** stated that **y** was a community housing advocate, **xx** stated that Sheila had done work for CARROT the talking newspaper for the blind, another suggestion was to reward a young carer from the area. Nothing definite was agreed and this will be revisited at the next committee meeting.

Item 33 continued. **The Director** informed committee that he had referred the issues raised about the gardening contractor to Assistant Director Property Services, who had spoken to **xx** about it and the issues are not in the remit of the contract. **Xx** replied that she is not impressed with the quality of their work especially weed control. **xxx** also stated the quality has diminished over the last 2 years. **xxx** has also noticed a difference in the last year and of it being a lower quality now.

8. Committee training plan and integration.

a) *Future Training Plan: priorities.*

1) Working with Interpreters

PO has been in contact with Happy to Translate about providing future training.

2) Understanding Reports

PO informed committee that this has been discussed with senior staff.

3) New Regulatory Framework

The training has been done. **PO** will keep an eye out for anything relevant that comes up.

4) Freedom of Information

PO told committee that guidance is expected in October and training will follow.

b) Other items to be progressed

1) Committee Appraisals (1 outstanding from last year) 2018/19 progress report : Chair.

The Chair stated that this is going well. **PO** will reissue the paperwork to **xx** and **xxx**.

2) Shadowing of new Committee members: Update

No issues to report.

3) Visit to Hawthorn HC

4 members attended the visit with **PO**. All found the visit very informative and there were some noticeable differences. Hawthorn Housing Co-operative will be invited to attend our August committee meeting.

4) Assurance Statement: Meeting and training with John Mulholland / Foster Evans: July 2019

It is hoped that John and Foster will be able to attend the July committee meeting.

5) AGM Planning 2019

a) 9 Year Rule

PO will confirm the committee members this applies to.

b) Committee members standing down

PO will come back to committee with details.

c) Co-optees

The Director informed committee that **x** being a tenant member co-optee will be able to stand for election. **xx** would need to seek membership before he could stand for election at the AGM.

6. Committee Role Descriptions

The Director told committee that the Scottish Federation of Housing Associations (**SFHA**) have a model role description and our own rules give a good description of the role of the chair in Rule 55.5.

9. Sub Committee Minutes:

a) Property

Committee noted the Property Sub-Committee minutes from the 11th February 2019.

b) Housing

Committee noted the Housing Sub-Committee minutes from the 18th March 2019.

10. Referrals from Sub Committee:

a) Housing: Rent Collection Policy and Procedures

Committee ratified the Rent Accounts Policy and Procedures.

b) Property

1) Gas Safety Policy

Typo Item 5 first paragraph, second line out to be replaced with our.

Committee ratified the amended Gas Safety Policy and Procedure.

2) Asset Management draft policy

Committee noted the report contained within the papers.

3) Development Strategy for East Whitlawburn

Committee ratified the **WWHC** Development Strategy – East Whitlawburn.

11. Delegates Reports

a) EHV Members Report

The report had been wrongly numbered as agenda item 15 a) instead of 11 a). Committee noted the report contained within the papers.

X stated that she has attended the EVH meeting as the **WWHC** representative and found them useful and interesting.

b) SFHA Conference – XX

Committee noted the report contained within the papers.

xxx asked if the affiliation fee in the report was for a full twelve months or for the rest of 2019. **xx** admitted he could not be certain.

Committee approved a year's affiliation to SFHA if the £7146 fee was for a full twelve months.

c) MSF Fire Safety Consultation event – 2 members

x and **xx** both attended the event and reported that it was well attended with discussions taking place in groups. The findings will be taken back to government and then they will look at how to best promote MSF fire safety. **x** thought it highlighted how good the **WWHC** MSF fire safety procedures are, especially in comparison to other experiences shared at the event.

12. Correspondence

a) Information.

Committee acknowledged the Children with Cancer thank you letter for the £50 donation.

b) Decision.

The Children with Cancer donation request was a misprint.

Committee agreed to discuss the Glasgow West of Scotland Forum (**GWSF**) AGM under Agenda Item 32.

c) Training.

PO stated that there is an early bird offer for the EVH Annual Conference if booked by the end of June. **2 members** agreed to attend the EVH annual conference. **PO** will book before the end of June to secure the discounted price.

13. Policy Reviews.

a) Information Security Management Systems

CC asked if committee need to do anything different when sending e-mails to **WWHC**. **AD (CS)** replied that committee should carry on as normal.

Committee ratified the Information Security Management System policy.

14. Staffing:

a) Temporary IT Officer: Recruitment

AD (CS) informed committee that today was the closing date for applications. There has been 2 application forms and 6 CV's submitted, the CV submissions have been asked to convert these to application forms. **AD (CS)** stated they are disappointed by the low numbers as it was hoped the 6-month term of the contract would have made it more attractive. There are lots of vacancies in IT at any time and there was a broad range of applicants. The applications will be reviewed on Wednesday and those selected will be asked to interview on the 4th of July.

b) xxx

The Director informed committee xxx finishes at the end of this week. xxx is the longest serving member of staff and will be a big loss to **WWHC**. **The**

Director reminded committee of xxx's leaving tea is on Thursday between 3pm and 5pm.

Additionally, **The Director** told committee that yy **WWHC** Senior Concierge Officer mum's funeral is being held at South Lanarkshire Crematorium tomorrow at 1.15pm. **The Chair** will attend to represent the management committee.

15. Governance and Scottish Housing Regulator (SHR)

a) WWHC engagement plan

Committee noted the reports contained within the papers.

The Director stated that this has now been closed by **SHR** although it has still to be amended on the **SHR** website.

b) Assurance Report: Info requests closure

Committee noted the report contained within the papers.

The Director stated that this has now been closed by **SHR** although it has still to be amended on the SHR website.

c) New Regulatory Framework: Self Assurance Statement October 2019: SHR FAQ's on assurance statements

Committee noted the report contained within the papers.

The Director informed committee that John Mulholland and Foster Evans will attend the July committee meeting and the report was a pre-briefing for this.

d) The cost of regulation.....and who pays it

Nothing further to report.

e) Director appraisal, objectives and targets

Committee noted the report contained within the papers.

The Director told committee that the report had been written following discussions with the office bearers. Committee views were sought for any additional items they think should also be included.

16. WWHC 30th Anniversary Proposals 24th August Team report

xx updated committee on recent Gala Committee discussions. **xxx** informed committee that **WWHC** might need a Public Event Licence from South Lanarkshire Council. **PO** replied that it was not taken place on public property, but she would check to make sure. **PO** also stated that the Gala committee are working to an Action Plan.

17. Internal Audit

a) Action Plan: Update

Committee noted the report contained within the papers.

PO informed committee that Void Management items are now complete.

b) 2019/20 Programme: Risk Management

Committee noted the report contained within the papers.

PO stated that the programme was significant this year.

18. Health and Safety.

No issues to report.

19. East Whitlawburn.

a) Project Update.

The Director notified committee that demolition started in June and is now well underway.

b) WWHC Lock ups.

The Director informed committee that there was a meeting with the council last week where the council indicated they wanted to accelerate the demolition of the **WWHC** lock ups. **The Director** raised with the council the subject of compensation for these lock ups which belong to **WWHC**. Most of the council representatives believed **WWHC** would be the major beneficiary of this as it is in the area where the proposed **WWHC** new builds will be located, only Frank McCafferty from the council thought it would be of mutual benefit. More negotiation will be needed to resolve this. **The Director** reminded committee that it is not our project and it is likely **WWHC** will need to move quicker than anticipated on this to relocate the existing tenants and possibly compensate them. **WWHC** will need to be sensitive to the tenant in relation to ending the lease. **XX** asked why the demolition of the lock ups needed to be done so quickly as that area was the last to be built on. **The Director** replied that it was because of the demolition phasing.

c) QS Appointment

The Director stated that committee should consider hiring our Quantity Surveyor earlier than expected to safeguard our interests, even though there is no legal agreement in place yet. **AD (PS)** can appoint the Quantity Surveyor under the existing framework. Committee agreed.

20. Springhall and Whitlawburn Neighbourhood Plan. Update on WWHC 5 asks.

PO let committee know that there are still two pots of money available, £300 to make the area look nicer and a ten-thousand-pound fund to improve the area. Ann Hodgkin-Simpson needs to seek clarification about improvements to signage in the area. **xx** suggested tree planting with the help of Community Orchards. **PO** replied that we would need to consider where we could plant

trees. **xxx** again suggested community planting for local children which would brighten up the neighbourhood.

21. Risk Management

No issues to report.

22. Energy Project

a) Progress report and Retention figures.

The Director advised committee that there was not much to report and that the retention figures are still under discussion.

23. Audit 2018/19

a) Progress

The Director reported that the audit is progressing well, and Armstrongs should conclude soon. All indications are that it is going very well.

b) Letter of Support from WWHC

Committee noted the report contained within the papers.

4 members declared an interest as members of the **WCRC** committee and did not take part in the discussions. All remaining committee members approved the Letter in Support of Whitlawburn Community Resource Centre.

c) Tendering for Audit Services

The Director informed committee that our current auditors Armstrongs are no longer auditing RSL's and will not be able to provide us audit services from next year. **WWHC** will need to tender for a new auditor. East Kilbride and District Housing Association had tendered for an auditor a few months ago and will be able to provide some guidance.

24. Freedom of Information.

AD (CS) advised committee that there has been a lot of discussions internally and that the Information Security Management System Policy approved at Agenda item 13 a) would help us comply with the Freedom of Information Legislation.

25. Business Planning

a) Consultants

Committee noted the report contained within the papers.

Committee approved the appointment of The Mulholland Consultancy.

b) Stock Condition Survey Requirement

Committee noted the report contained within the papers.

The stock condition survey needs to be carried out by a quantity surveyor. Committee approved.

c) Succession Planning

To meet the succession planning requirements an options appraisal of **WWHC**'s future and succession planning for staff will be included in the consultation.

26. Tenant Participation / Co-operative Development.

PO told committee that the consultation should be completed by the end of the month. The next stage will be to compile a template Tenant Participation Strategy. One aim will be working toward making the AGM quorate which will be measurable against last year's AGM .

27. Service Level Agreements

a) WCRC

Committee noted the report contained within the papers.

4 members declared an interest as members of the **WCRC** committee and did not take part in the discussions. All remaining committee members approved the Service Level Agreement for the Provision of Services between **WWHC** and **WCRC**.

b) Whitcomm

Committee noted the report contained within the papers.

3 members declared an interest as members of the Whitcomm committee and did not take part in the discussions. All remaining committee members approved the Service Level Agreement for the Provision of Services between **WWHC** and Whitcomm Co-operative Ltd.

28. Capital Programme

a) Update

Committee noted the report contained within the papers.

The Director reported to committee that the Scottish Government will provide interest free loans for the heat and smoke detector installations. Once the mechanisms are in place, **The Director** is confident **WWHC** will be able to utilise these loans. All works are on target inline with previously agreed priorities.

29. SHAPS Update on Actuarial Valuation

Committee noted the report contained within the papers.

The Director informed committee that the actuarial valuation for the pension scheme is delayed until September. This will mean there is no actuarial figures for the audit.

30. Tenant Satisfaction Survey: October 2019

The Director stated that this is being done inhouse **WWHC** Assistant Director Tenancy Services who is confident that it will be achieved.

31. Impairment Review

Committee noted the report contained within the papers.

Committee approved the recommendation that there be no further impairment for the period ended 31st March 2019 and for this position to be reviewed at the end of financial year 2019/2020.

32. GWSF – AGM and Board Nominations

Committee noted the report contained within the papers.

The Director informed committee that WWHC have recently affiliated to the **GWSF** and a place on the GWSF Board could be influential.

Xx agreed to submit a member nomination form for the **GWSF** Board along with a supporting statement and attend the AGM on the 15th August 2019.

33. A.O.C.B. – Any Other Competent Nominations

XXX highlighted to committee recent difficulties at Morven Road related to the demolition works in East Whitlawburn. The road has been blocked by construction restrictions causing extreme inconvenience to residents in Jura Terrace, preventing access to the emergency services if needed and bins not being emptied as a result. This is the only vehicle access to Jura Terrace. The road has also at times not been swept, which is an issue with the high levels of dust. **XXX** has seen the local councillor Margaret Walker about it. **XXXX** agreed and highlighted it also affects the three towers accessed via Morven Road and feels road safety is also an issue. **The Director** replied that the development is in the early stages. **The Director** commented that he has been significantly unimpressed with some matters but unfortunately it is not our project and **WWHC** has little to no influence. There are liaison numbers to contact the council which will be included in the next newsletter.

X asked what can be done about the recent incidents of the cages in the MSFs being broken into. **The Chair** added that often the door which leads to the cage area is not shut properly. **The Director** will seek details on any reported break ins to the cages to gauge the scale of the problem and how it can be tackled.

34. Date and time of next meeting: Monday 22nd July 2019 at 7:15 p.m.