

West Whitlawburn Housing Co-operative
Management Committee Meeting of
Monday 25th March 2024 at 6.30pm
Meeting held in Whitlawburn Community Resource Centre

In attendance:

Committee:

S Anderson – Chairperson (SA)	A Duffin (AD) – Secretary
D Murphy (DM)	K Stubbs-Gorman (KSG)
M Alcorn (MA)	P Dickson (PD)

Observing:

Daniel Nnam (DN) – tenant member of WWHC.

WWHC Staff:

S Marshall – Director (Dir)

R Hosie – Corporate Services Officer (CSO) – Minutes

Meeting is quorate.

1. Apologies

L Patrick (LP), A Anderson (AA), B McNicol (BMcN)

P Welsh (PW) – Vice Chairperson was not in attendance.

2. Confidentiality

The Chairperson reminded all present about the importance of confidentiality.

3. Declaration of Interests

The Dir and CSO declared an interest under agenda item 10.a) EVH Employers Ballot March 2024. Staff will leave the room during discussions.

SA and AD declared interests under agenda item 16. d) and e) and will not participate.

4. Equalities and Human Rights

No items raised at this meeting.

5. Health and Safety

No items raised at this meeting.

6. Previous Minutes

a) Management Committee meeting of 29th February 2024

One amendment noted under meeting attendees – LP was not in attendance with apologies submitted. CSO to update.

The updated previous minutes were proposed by AD and seconded by MA and noted as an accurate record.

The Chairperson will pass the updated signed minutes to the CSO for filing.

7. Matters arising from Previous Minutes

Actions arising from Previous Minutes Report

The Dir provided a verbal update on City Fibre network progress. The CSO confirmed City Fibre have delayed the go live date to end of April 2024. The CSO and DD have requested that the date be brought forward in line with original proposed deadline. Further updates and tenant notification pending.

Maintenance contract (ground & reactive) tender returns being reviewed by consultants as reported at PA&R Sub Committee. Outcome to be reported when known. Proposed start date of 01/04/2024 delayed due to high volume of returns.

AD queried the location of the defibrillator. The Dir confirmed the device has been located at the Concierge Station – information published in winter 2023 newsletter and on website.

Committee noted the updates.

8. Sub Committee Minutes and Referrals

No items.

9. Correspondence

a) Information

b) Decision

No items.

10. Delegates Reports an Affiliated Organisation Information

a) Employers in Voluntary Housing (EVH)

Monthly Update Report

MA provided an update to the new style of meetings held by EVH where members are encouraged to network.

Committee noted the further updates as reported in the papers.

Employers Ballot March 2024

The Dir and CSO left the room during the discussion. The Chairperson passed Committee's decision to agree proposed salary increase to the Dir for submission to EVH.

Elections to EVH Executive

MA indicated an interest in being put forward for the Executive Committee. MA will request further information and consider.

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

Response Consultation on a new Social Housing Net Zero Standard (SHNZS)

The Dir summarised the information contained within the consultation.

AD highlighted topics discussed at GWSF board meeting on 20/03/2024. Members agreed that SHNZS targets will be expensive and further guidance / funding is required.

Committee noted the update.

Summer Regeneration Conference

Correspondence included. AD and SMcP to attend.

c) Scottish Federation of Housing Associations (SFHA) – Response Consultation on a new Social Housing Net Zero Standard

SFHA response to SHNZS consultation noted. Points for consideration are similar to that of GWSF. Additional queries relate to re-let conditions and innovation.

11. Governance and Assurance

a) Schedule of External Submissions 2024/25

Committee noted the schedule included for information.

b) Management Committee Training Plan

Training plan included for information. Next session on Risk Management to be held on 15/04/2024 with Wylie & Bisset – reminder will be sent.

The CSO confirmed that SHARE's e-learning platform is up and running and members received login information – first topic pending May 2024.

c) Governance, Recruitment and Succession Planning

The Dir confirmed that Daniel Nnam (Membership number 3072) is seeking to join the Management Committee.

Committee agreed to appoint Daniel Nnam to fill a casual vacancy. Governance forms to be sent to member by CSO for completion. Induction training to follow.

Committee discussed co-opting an external member further and the challenges associated with previous internal recruitment methods. Internal and External adverts provided in papers for committee consideration. Internal advert agreed to be placed in spring 2024 newsletter.

Committee agreed to review co-opting an external member after publication of the newsletter to determine WWHC member interest.

12. Regulation

a) Notifiable Events

The Dir provided an update to the Director's Resignation notifiable event. Portal updated as required. Recruitment meeting with EVH scheduled 27/03/2024.

The SHR have also requested updates to EICR progress and committee recruitment. Information provided as requested.

Committee noted the updates.

13. Director Report and Targets

Staffing Update

The Dir confirmed that C Crawford has been appointed as the Concierge Manager following the recruitment exercise. Further recruitment to follow for Senior Officer and Officer Posts.

Concierge job evaluations are ongoing. EVH to provide a report following further discussions with Concierge staff.

The Dir confirmed that L Miller left WWHC on 22/03/2024 to join another HA. Temporary staffing in place with F Heeps as Housing Officer and K Semaan as Housing Assistant.

T Burns is to retire on 05/04/2024. HoHS considering resource requirements.

J Pawlukowska commenced maternity leave on 22/03/2024.

JMcGrory has submitted her resignation with an intended leave date of 31/05/2024. Recruitment to follow.

Committee discussed staff turnover and retirement of long serving members of staff.

Committee noted the staffing updates.

The Dir reported positive feedback following a visit from Michael Shanks MP on 13/02/2024 and Strathclyde University on 13/03/2024.

Committee noted the external visits.

14. Insurance Renewals

The Dir confirmed that insurance for 2024/25 is in place following the update to stock rebuild cost evaluation with an increase of 37% from the previous year. Committee noted the budget figure which allowed for a 40% uplift.

Committee discussed an increase to insurance renewal challenges across the sector.

15. Finance

a) Cost Centre Apportionment 2024/25

Information reviewed according to current staff structure and a reduction in development.

Committee approved the apportionments for 2024/25.

16. Policy Review

a) Complaint Handling Procedure

Policy reviewed as part of the normal review cycle. The review considers guidance published by the Scottish Public Services Ombudsman (SPSO) and the Scottish Social Housing Charter. No changes are proposed.

Committee approved the policy for ongoing implementation.

b) Unacceptable Actions Policy

Policy reviewed as part of the normal review cycle and as part of the Complaint Handling Procedure policy review. No changes are proposed.

Committee approved the policy for ongoing implementation.

c) Financial Regulations

Policy reviewed as part of approved changes to Standing Orders policy in February 2024. The recent changes have been included and it is proposed that WWHC’s separate Insurance Policy is retired as this has been included as part of the review and incorporated into the Regulations.

Procedures and job roles have been updated to reflect current staff structure. The approved equalities statement has also been included.

Committee approved the updated policy for implementation.

d) WCRC Minute of Agreement

Agreement reviewed as part of annual requirements. No changes are proposed.

Committee approved the Minute of Agreement for 2024/25 for sign off.

Committee discussed WCRC’s activity/facility uptake and noted positive engagement.

e) Whitcomm Minute of Agreement

Agreement reviewed as part of annual requirements. No changes are proposed.

Committee approved the Minute of Agreement for 2024/25 for sign off.

17. AOCB

Sheila Jamieson Funeral – Committee reflected on the news of a previous tenant and committee member’s recent passing. The Dir will attend the funeral as a representative for WWHC.

18. Date and Time of Next Meeting

Monday 29th April 2024 at 6.30pm

CONFIDENTIAL ITEMS

No items.

Meeting closed at 7.35pm