

West Whitlawburn Housing Co-operative
Management Committee Meeting of Monday 28th February 2022 at 6.30pm
Meeting held in Whitlawburn Community Resource Centre

In attendance:

Committee:

A Anderson (AA), Chairperson	E Kerr (EK)	Phil Welsh (PW)
S Anderson (SA), Vice Chairperson	M Alcorn (MA)	
A Duffin (AD), Secretary	B McNicol (BMcN)	

WWHC Staff:

S Marshall (Dir)
G Clayton (Deputy Dir)
R Hosie (Corporate Services Assistant) - Minutes

The meeting is quorate.

1. Apologies

D Murphy (DM), R Alexis (RA)

2. Confidentiality

The Chairperson reminded the Committee of confidentiality.

3. Declaration of Interests

AA, SA and AD agenda item 19 AOCB – will not participate in decision making.

GC confidential agenda item 21 (b) – will leave the meeting.

4. Equalities and Human Rights

No issues raised at this meeting.

5. Previous Minutes

a) Management Committee meeting of 24th January 2022

The Dir advised of amendments to be made prior to publishing regarding spelling and grammar errors.

Amendments:

- 3. declarations of interest
- 9. Delegates Reports and Affiliated Organisation Information
- 15. (b) working group
- 21. Following the issue raised at the AGM

The previous minutes were proposed by SA and seconded by EK and with these amendments, noted as an accurate record.

b) Signing of Minutes

The Chairperson will pass the signed minutes to the Dir for filing.

6. Matters arising from Previous Minutes

The Dir confirmed that the WWHC website and SHR portal have been updated to notify of the 2 Committee resignations confirmed at the January 2022 meeting.

The Pension Review Short Life Working Group has been established with members from Committee, WWHC staff and Concierge all participating. The first meeting will be held on Wednesday 2nd March 2022 at 11.00 am.

The Police Scotland Drop in session was held on 16th February 2022. The Dir advised that there was poor attendance from tenants/members. It was noted that reports of anti-social behaviour incidents have decreased since the last AGM.

Committee noted the Actions arising from Previous Minutes Report.

7. Sub Committee Minutes and Referrals

a) Performance, Assurance and Risk (PAR) Sub Committee of 21st February 2022

The next meeting is scheduled for May 2022. Committee noted the update.

b) Minutes Property Sub Committee 18th October 2021

The minutes were noted by Management Committee.

i) Lift Safety Policy

The Policy has been updated to reflect guidance and H&S audit requirements and was approved by the sub committee. The H&S Auditor is satisfied with the updated policy.

ii) Asbestos Management Policy and Plan

The Policy has been updated to reflect guidance and H&S audit requirements and was approved by the sub committee. The H&S Auditor is satisfied with the updated policy.

Committee approved the Lift Safety Policy and Asbestos Management Policy and Action Plan.

8. Correspondence

a) Information

No items.

b) Decision

No items.

9. Delegates Reports and Affiliated Organisation Information

a) Employers in Voluntary Housing (EVH)

Committee noted the content of the EVH report.

EVH AGM will be held 29th April 2022. Nominations for the executive committee are open. No candidates from WWHC at present.

MA provided a verbal update on pay negotiations. Discussions are still ongoing and more information is due in March 2022.

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

AD provided a verbal update on the information highlighted in the papers.

GWSF briefing note on the Scottish Government consultation on its Rented Sector Strategy was considered by Committee. Committee agreed that WWHC would wish to retain the current stance on dogs in the Multi-Storey Flats (MSFs) as the stock type is not suitable.

The link to the GWSF membership research report on current make-up of committees/boards will be circulated to all committee members.

The frequently asked questions on collecting equality information produced by GWSF, SFHA and SHR has been issued.

Briefing from GWSF on the legislative proposals for new homelessness prevention duties has been issued.

AD will attend GWSF Summer Regeneration Conference.

c) Scottish Federation of Housing Associations (SFHA)

No items.

10. Governance and Assurance

a) Schedule of External Submissions 2021/22

The Dir confirmed that all items are complete for this financial year with the exception of the Quarter 4 Covid return to the SHR which is due for submission in April 2022.

b) Schedule of External Submissions 2022/23

The Dir referred to the schedule provided within the papers for 2022/23 monitoring.

Committee agreed the proposed 2022/23 external submission schedule.

c) Management Committee Training Plan

The Dir reminded Committee to complete the Equalities and Human Rights training available on the *iHasco* portal. Once this is complete, in-house training is to follow on equality policy, strategy and action plan.

Governance, committee recruitment and succession planning – session arranged for 7th March 2022 at 6.30 pm with Linda Ewart.

d) Review of Rules

The Rules are now registered with the Financial Conduct Authority (28th January 2022) and OSCR.

The notifiable event with the Regulator has now been closed.

e) Management Committee Annual Appraisals

The Dir referred to the report provided in the papers. In-person training is to follow as well as induction training for one committee member which has been postponed due to Covid. This training will be open to other committee members who wish to attend.

f) Meeting Schedule 2022/23

Committee agreed the Meeting Schedule 2022/23 for implementation.

11. Regulation

a) Notifiable Events

The Dir confirmed that the rules have been registered with the FCA and OSCR with the notifiable event now closed as above.

b) SHR Annual Risk Assessment

Risk assessments are ongoing and Engagement Plans will be published by the Regulator for 2022/23.

12. Director Report and Targets

Committee noted the Director report.

The Dir referred to item 6 within the report:

There is an ongoing issue with Scottish Power where engineers cannot attend a void due to Covid backlogs. The property cannot be let until further notice. The Dir and Deputy Dir assured Committee that WWHC staff are working on this and that the case may impact the ARC submission in May 2022.

As a result of Covid, there is a shortage of microchips that are used in tenant handsets that relay alarm calls to Concierge. The shortage occurs worldwide and there is no update as to when these will be made readily available again. Tenants will still be able to hear alarms within the property.

Committee biographies are due to be updated as required by the lender – information to be passed to the Director.

An update was given for information on the East Whitlawburn New Build properties and the most recent correspondence with the Regulator is provided in the report.

13. Property services

a) Fire detection system update

Committee noted that 21 properties in the MSFs and 2 in the New Build's remain to be updated. The legislation is not being enforced as of yet however, the information will be reported to the SHR through the ARC. WWHC have a plan in place to deliver these works.

b) ESCO Budget Report

The Deputy Dir summarised the information in the report. A tariff freeze is proposed by WWHC with a small loss projected for 2022/23. An increase will be proposed for 2023/24 which will cover increasing costs. Tariffs are significantly lower than electricity costs.

Various committee members raised concerns over rising living expenses and tenants' abilities to manage monthly costs. The Dir and Deputy Dir confirmed that WWHC acknowledge this and further explained the motivations behind the tariff freeze and that losses are covered by future surpluses.

Committee approved the proposed budget with a tariff freeze for 2022/23 and agreed to continue to review the budget position for the remainder of the year at the end of Quarter 2.

c) Bad Debt Write off – Rechargeable Repairs

Committee noted the content of the report.

The bad debt write off figure of £23,125.85 is higher than would normally be expected as a result of the pandemic and no write offs occurring since 2019. The bad debt allocation for this financial year is £110,000 and the total write off will be within the allocated amount.

Committee agreed the figure of bad debt write off for rechargeable repairs.

14. Tenancy services

a) Arrears monitoring report

The Dir advised of good performance within the report and re-assured committee that WWHC are still pursuing rent arrears.

b) Bad Debt Write off - Arrears

The FT write off process will be carried out as normal this year with an interim write off of £15,385.67 approved in August 2021 and a final write off for the year end now due.

A further write-off sum of £23,427.98 has been identified for former tenant write-off at the year end which brings the total for the year to £38,813.65.

The bad debt allocation for this financial year is £110,000 and the total write off will be within the allocated amount.

Committee agreed the figure of bad debt write off for Arrears.
--

15. Corporate services

a) Pension Options Review

The first meeting of the short life working party is scheduled for Wednesday 2nd March 2022 at 11am in the resource centre. The meeting will include a presentation by Chiene & Tait on the scheme and issues to be considered. The working group will be supported by Employers in Voluntary Housing.

b) Management Accounts – Q3

Committee noted the figures reported.

A small deficit has been reported for the year and pg.3 highlights major deficits however, items are to be capitalised further in the year. Dir explained there are no areas of concern and all covenants are covered and that the figures have been submitted to the Co-op bank.

c) Internal Cash Flow Monitoring Report

Committee noted the figures reported.

The Deputy Dir confirmed that the grant for insulation works has been received.

16. Health & Safety

Meeting to be held on 3rd March 2022 which has been rescheduled from 24th February 2022 due to bad weather affecting staff attendance in the office.

This meeting will be preceded by H&S Audits and inspections of the WWHC office and concierge station.

17. Policy Review

a) External Audit

Carried out as part of the normal review cycle.

Committee agreed to implement the updated policy.

18. East Whitlawburn

a) Legal Agreement

The Co-operative's senior staff and solicitor, TC Young, have been in discussions with SLC to finalise the legal agreement for the 60 units.

TC Young have provided a summary of the key areas of the legal agreement for Committee information under appendix 1 of the report. Committee noted that the Scottish Government have been provided with copy of the full legal agreement, a version of the summary document and a sample payment certificate from SLC. SG have advised that they will review and approve the legal agreement and the proposed payment schedule for the first valuation and funding draw down.

South Lanarkshire Council remain on programme for the property handovers which are expected to commence from September 2022 and be completed before end of December 2022.

Committee approved proceeding with the legal agreement with South Lanarkshire Council subject to final approval from the Scottish Government on the payment and funding drawdown schedule as detailed in the report.

b) Loan Finance

In November 2021, Management Committee approved the tender report for CAF Bank as the preferred lender for the project. As previously confirmed, the loan finance will be drawn down in line with the handover tranches.

c) Road Construction

Work is ongoing and site visit to be arranged.

19. AOCB

AA, SA and AD did not participate in this discussion.

The Dir sought approval from Committee to issue a letter confirming the extension of the WCRC lease from 2024 to 2034 to support a lottery funding application.

Committee agreed to issue the letter of support.

20. Date and Time of Next Meeting

28th March 2022 at 6.30pm

Closed Session – Confidential Items

Meeting closed at 7.40pm.