

**Minutes of West Whitlawburn Housing Co-operative
Management Committee Meeting of
28th June 2021 at 6.30 p.m.
Virtual Meeting held via MS Teams**

In attendance:

WWHC Committee:

A Anderson (AA), Chairperson	R Alexis (RA), co-opted
S Anderson (SA), Vice Chairperson	D Murphy (DM)
A Duffin (AD), Secretary	B McNicol (BMcN)
M Alcorn (MA)	P Welsh (PW)

Meeting is quorate.

Member Observer:

F Rowan (FR), Membership Number 1636

WWHC Staff:

G Clayton, Assistant Director Property, (ADPS)
S Paton, Project Officer (PO) (Minutes)

1 Apologies

E Kerr (EK)

2 Confidentiality

The Vice Chairperson reminded Committee and the Member Observer of the importance of confidentiality.

3 Declaration of Interests

There were no declarations of interests.

4 Previous Minutes

a) Management Committee meeting of 24th May 2021

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

b) Signing of Minutes

The Chairperson will pass the signed minutes of the previous meeting to the PO for filing.

5 Matters Arising from Previous Minutes

Window Cleaning – The ADPS reported that the window cleaning in the multi storey flats will commence the first week of August 2021. There may be more cleaning to do because of the dust caused by the building work carried out close to the flats.

CX Feedback – The survey software introduction is going well, with all information been provided to CX Feedback to implement the software. The first survey to be integrated in to CX Feedback will be the repairs survey.

Ground Maintenance Tender – this has been scheduled for the second half of the year.

Asset Management Software – The ADPS confirmed that as instructed by Committee, the asset management software has been purchased on a three year lease and staff training will commence as part of the package from the software providers.

Whitcomm Options Appraisal – A review is underway and will be brought to the Committee in due course.

Actions from Previous Meeting Report

The report by the Director was noted by the Committee.

6 Sub Committee Minutes and Referrals

None.

7 Correspondence

a) Information

None.

b) Decision

None.

8 Delegates Reports and Affiliated Organisation Information

a) Employers in Voluntary Housing (EVH)

MA reported that the governing body seminar on returning to work after the pandemic was useful. EVH will gather views from the seminar and draw up a plan to help members get back to office and tenant facing work.

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

AD reported that the regeneration conference was good and focused on place making and making better environments to live. AD will send out a web link of the presentations to all committee members.

c) Scottish Federation of Housing Associations (SFHA)

The Committee noted the policy update information from the SFHA which included the extension of the moratorium on evictions, lobbying for extension of the Corporate Insolvency and Governance Act to include virtual meetings for 2021 and an update on the technical guidance on equalities data collection.

The ADPS said that the newly appointed Internal Auditor will look at Equalities as part of this year's internal audit plan. The Scottish Housing Regulator has written to all RSL's advising of the requirement to confirm that plans are in

place to implement an effective approach to the collection of equalities data. This will be required as part of the annual assurance statement submission.

9 Governance and Assurance

a) Management Committee Training Plan

The Committee noted the training plan. The Freedom of Information training session will be rescheduled in due course. Equalities training will be added to the training plan in due course.

b) Notifiable Events

The Committee noted the notifiable events register report. The ADPS said that all statuses were closed except the impact of Covid 19, which is a standard item for all registered social landlords. The lock up demolition as part of the East Whitlawburn development will be added to the notifiable events register at the appropriate time.

c) Schedule of External Submissions 2021/22

The External Submissions Schedule timescales were noted by the Committee for monitoring purposes.

d) Review of Rules

The ADPS presented the report contained in the papers. The ADPS referred to the April 2021 Management Committee meeting where Committee considered the updated SFHA Charitable Model Rules (Scotland) 2020.

The ADPS confirmed that the updated draft rules prepared by TC Young included the optional rule changes agreed by Committee in April 2021.

The ADPS highlighted each rule change in the proposed draft document and referred to the legal advice sought. Committee noted the legal advice correspondence appended to the report.

Committee noted the next steps following approval of the draft rule changes. TC Young will be advised that the Rules are agreed for progressing through the rule change procedure pending an SGM when possible in line with Covid 19 restrictions.

The Committee approved the draft rules which includes the following amendments:

Reference	Rule amendment
Throughout	Industrial and Provident Societies Act 1965 updated to Co-operative and Community Benefit Societies Act 2014
Throughout	Numbering
Throughout	Tidy up of grammar and formatting
4.1 & 4.2	Additional clarification on Co-operative being not for profit and any surplus is used to further charitable objects

6	Update to reflect ending of right to buy in 2016 – not applicable due to fully mutual status
13	Additional clarification as per SFHA model rules
17	Additional rule allowing future virtual meetings if required
21	Draft model suggests reduction in quorum to 25. Proposal in covering report following further analysis – recommendation of a quorum of 30.
24.1	The Chairperson shall not be entitled to act for any other member – clarification as per SFHA model rules
34.6	Clarification as per SFHA model rules – no material change
34.8	Rule allows Committee to require that a Committee Member who is being investigated for a potential breach of the Co-operative's Code of Conduct takes leave of absence until the Committee has completed its consideration of the potential breach.
36.2	Clarification as per SFHA model rules – no material change
37.2	Clarification that nominations for election to Committee can only be made by members as per SFHA model rules – no material change
37.3	Rule allows Committee to reject a nomination for election to Committee subject to reasons detailed in 37.3.1, 2 & 3.
37.4	Confirmation that the rejection of a nomination for election to the Committee under rule 37.3 shall be notified to the Member concerned in writing.
39.1 & 2	Clarification that Committee can co-opt to Management Committee or Sub Committee as per SFHA model rules
40.1.1	Clarification as per SFHA model rules – no material change
40.1.10	Additional clarification that member is ineligible to be a committee member if their nomination for election to the Committee has been rejected in accordance with Rule 37.3
40.2	Additional clarification that member cannot be re-elected as a Committee Member if the Committee is not satisfied under Rule 34.6 of the individual's continued effectiveness as a Committee Member.
41.7	Clarification that this includes appointees to fill a casual vacancy as per SFHA model rules
42	Additional clarification that the Committee is responsible for ensuring that the Co-operative can demonstrate its governance and financial arrangements allow The Scottish Housing Regulator to regulate effectively and exercise its full regulatory powers.
56.1	Clarification that the Office Bearers, except for the Secretary, must be elected Committee Members or Committee Members appointed to fill casual vacancies in accordance with Rule 39 but cannot be co-optees.

56.5	Clarification that all office bearers will be appointed following each AGM
85.3	The Co-operative must notify The Scottish Housing Regulator within 28 days of a rule change or amendment being made.
85.5	The Co-operative must notify The Scottish Housing Regulator within 28 days of a name change.
85.6.1	The Co-operative must notify The Scottish Housing Regulator within 28 days and the Financial Conduct Authority as soon as possible of a change in registered office

10 Regulation

a) Scottish Social Housing Charter Review

The Committee will let the PO know if they wish to attend the free consultation event with TIS or TPAS.

b) Covid Data Returns

The Committee noted the notification from the Scottish Housing Regulator. The ADPS reported that the returns were now expected quarterly rather than monthly. However, there is more information needed, especially from tenancy services.

11 Director Report and Targets

The Committee noted the report, targets and the timescales.

Office/Concierge Operations – The ADPS said that around 50% of staff are now operational in the office but that remains flexible. Guidance and advice is being closely followed.

The concierge mid shift has been reintroduced to clean additional common areas and back stair cleaning.

Tenant support – WWHC/WCRC has secured over £217,000 in funding for tenant support activities. Committee expressed their appreciation for the work that has went into this.

Planned works – MSF heat alarms and window inspections will restart at the beginning of July.

12 Property Services

a) Electricity Supply Contracts

The landlord electricity supply is due for renewal in April 2022.

The Committee ratified the decision made by the Chairperson on the 16th June 2021 to approve a 3 year SSE contract based on expert advice by Utility Aid. It was noted that the decision had to be made quickly to ensure a favourable quotation was acted upon.

b) Landlord Health and Safety

The report updated the Committee on the ongoing Landlords Safety compliance. The Committee noted the content of the monitoring report.

c) Fire Safety Review

The Committee noted the review and progress being made. The ADPS advised that the Fire Service had completed their quarterly inspections and very few issues were reported on landings. There were no repairs issues identified across all 6 towers.

13 Tenancy Services

a) Arrears Monitoring Report

The Committee noted the good performance of the tenancy services team in collecting rent during the pandemic. The Committee noted the report for monitoring purposes.

b) SVPR Let

The ADPS reported that the SVPR let had been agreed by Management Committee and progressed with SLC. The SVPR lets had been successful in the past.

14 Corporate Services

a) Gas Supply Contracts

The Committee agreed to ratify the decision made by the office bearers to instruct Glasgow People's Energy to secure a new contract with National Gas for a duration of three years. This decision was made on behalf of the Management Committee due to the volatility of the market and the timely quote that needed to be acted on.

b) Bank Signatories and Authorised Contacts

The Committee agreed to update signatories and authorised users as per the recommendations in the report across all bank accounts:

[REDACTED]

c) Policy Review – Insurance Policy

The Committee approved the amended Insurance policy. The Committee agreed to review this every three years instead of the current one year.

d) Policy Review – Bad Debt Write Off Provision

The Committee approved the Bad Debt Provision Policy and review it in three years.

15 Policy Review

a) Risk Management Policy and Strategy

The ADPS reported that the senior staff team had reviewed the risk analysis appended to the Risk Management Policy. The updated impact scores, likelihood score, risk rating were all included in appendix 2 of the report for the Committee to review and monitor.

The Committee approved the Risk Management Policy and it will be reviewed in three years. The Risk Strategy will be reviewed and updated in line with the policy with new risks being identified and added as needed to the dynamic risk management strategy.

16 East Whitlawburn

a) Legal agreement

The legal agreement is in progress. The programme of works and other information which was requested for the private finance tender is still awaited from South Lanarkshire Council.

b) Loan Finance

The valuations for security is in progress.

17 Internal Audit Appointment

The Committee approved and ratified the appointment of Wylie & Bisset to provide internal audit services as detailed by email to Committee following the cancellation of the 15th June 2021 meeting.

18 Any Other Competent Business

AD – The SHAPS pension meeting by EVH was held on the 1st June 2021. The current pension's position is good however they may be deferrals needed in the future.

AD - At the GWSF regeneration conference there was discussion about cycle storage grants available and this may help the issues with bikes in closes. The ADPS said that this may be the same grant that the Community Development Officer was looking into. AD will pass details of the grant to the Community Development Officer and ADPS to investigate.

GC – The assurance statements deadline has been confirmed by the Scottish Housing Regulator as the end of October 2021. John Mulholland Consultancy has been instructed and started to work on providing verification evidence report for the Committee.

PW – Asked staff to look into providing a defibrillator for the estate. It was noted that there was some fundraising done to get a defibrillator at RS McColl shop but that had been denied despite raising enough money. The ADPS said

that some work had been carried out by the Concierge Manager in the past on the possibility of getting one located in the Concierge station. The ADPS will gather thoughts and information on a defibrillator being installed on site and report back to Committee.

19 Date and Time of Next Meeting

26th July 2021 at 6.30 p.m.

The PO and FR left the meeting.

Confidential Items

20

[Redacted]

21

[Redacted]