

West Whitlawburn Housing Co-operative
Management Committee Meeting of Monday 28th August 2023 at
6.30pm

Meeting held in Whitlawburn Community Resource Centre

In attendance:

Committee:

S Anderson – Chairperson (SA)

R Alexis (RA)

P Welsh – Vice Chairperson (PW)

B McNicol (BMcN)

A Duffin – Secretary (AD)

D Murphy (DM)

K Stubbs-Gorman (KSG)

M Alcorn (MA)

WWHC Staff:

S Marshall – Director (Dir)

G Clayton – Deputy Director (DD)

R Hosie – Corporate Services Officer (CSO) - Minutes

Observers:

E Dickson – Tenant member of WWHC (ED)

P Dickson – Tenant member of WWHC (PD)

Other:

S Beattie – Auditor, CT Chartered Accountants and Statutory Auditors (SB)

Meeting is quorate.

The Chairperson welcomed tenant members ED and PD to the meeting.

1. Apologies

I Mykhailenko (IM), A Anderson (AA)

2. Confidentiality

The Chairperson reminded all present about the importance of confidentiality.

3. Declaration of Interests

SA and MA declared an interest under agenda item 19. AGM Planning. Members will not take part in discussion or decision making.

4. Equalities and Human Rights

No items raised at this meeting.

5. Health and Safety

No items raised at this meeting.

6. Auditor Report

a) Annual Report and Financial Statements

SB gave a brief introduction about himself and CT.

Committee noted the content of the report.

Committee approved the sign off of the Annual Financial Statements.

b) Letter of Representation

Committee approved the sign off of the Letter of Representation.

c) Audit Summary Report and Response

SB confirmed an overall clean audit report highlighted the following:

- Budget forecasts, loan covenant calculations and the cash position was reviewed and confirmed as satisfactory.
- The governance framework including internal audit reports and minutes and the risk assessment structure was reviewed and confirmed as adequate and well managed.
- The rent recovery and tenant arrears position is consistent with no further provisions required.
- No indications of impairment within the housing stock, following sampling.
- Income has not been materially misstated and allocated appropriately, following a review of procedures and controls.
- There are significant controls and procedures in place to identify and mitigate the risk of fraud. No cases of fraud found during the reporting year.
- A review of related party disclosures were confirmed as accurate and complete and compliant with the ISAs.

SB further advised that the pension's movement has been accurately accounted for and Treasury Management should remain under review. SB also noted that WWHC has included narrative in the accounts on social and environmental impact.

Committee noted the Audit Summary Report and approved the Audit Summary Response.

d) RSL Technical update

Committee noted the content of the report.

SB thanked WWHC Staff and Committee for their assistance throughout the audit. The Dir and DD reciprocated this. The letters were passed to SB.

SB left the meeting at 18.48pm.

7. Management Committee Co-option

Item did not go ahead as co-optee was not in attendance at the meeting.

8. Previous Minutes

a) Management Committee meeting of 31st July 2023

The previous minutes were proposed by KSG and seconded by RA and noted as an accurate record.

b) Signing of Minutes

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

9. Matters arising from Previous Minutes

Actions arising from Previous Minutes Report

AD sought further information regarding ground maintenance under agenda item 13 Director Report and Targets. The DD clarified that there would be additional costs (employment, equipment and maintenance) associated with dedicated in house grounds staff which could outweigh the cost of the current maintenance contract.

Committee discussed ground maintenance in further detail. The Dir and DD agreed to look at further costings of staff resources for an in house service, including surveying of GWSF members, and report back to Committee. Committee agreed that the procurement work on a new contract should not be postponed whilst information is gathered on this.

Committee noted the actions agreed.

10. Sub Committee Minutes and Referrals

a) Performance, Assurance and Risk (PAR) Sub Committee of 14th August 2023 – Draft minutes

Presented for information only. Minutes to be presented for approval at the November 2023 PAR meeting.

b) Tenant Satisfaction Survey Action Plan

Item approved at August 2023 PAR meeting. Progress to be reported to November 2023 PAR meeting.

Committee discussed the Police Drop-in session arranged for 25th August 2023. Committee noted good attendance from the community and Police Officers.

11. Correspondence

a) Information

b) Decision

No items.

12. Delegates Reports an Affiliated Organisation Information

a) Employers in Voluntary Housing (EVH)

MA advised that EVH are to change their meeting frequency to quarterly.

Committee noted other updates contained within the papers.

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

AD provided verbal updates as reported within the papers.

c) Scottish Federation of Housing Associations (SFHA) – Draft Statement on Temporary Accommodation

Information received regarding council temporary accommodation. Committee noted that South Lanarkshire Council (SLC) have contacted WWHC requesting to increase the nomination rate from 50% to 60%. Committee discussed the support measures offered by councils where temporary accommodation is in place and a feeling of increased responsibilities on RSL's.

The Dir expects further media to be published on this topic.

13. Governance and Assurance

a) Schedule of External Submissions

Committee noted that submissions are up to date following submission of Management Accounts.

b) Management Committee Training Plan

Committee agreed to host another session on financial information due to low attendance at previous meeting.

Committee further agreed to schedule future training out with meeting dates to enhance engagement.

c) Governance, Recruitment and Succession Planning

Committee noted information provided in the papers detailing recruitment of skilled persons with a view to be co-opted.

Committee further noted two members observing the meeting with a view to be nominated at upcoming Annual General Meeting (AGM).

14. Regulation

a) GWSF Response to SHR discussion Paper on Regulation of Social Housing

Committee noted GWSF response to the SHR and agreed that some of the issues present in England are not present in Scotland.

Committee discussed the SHR's engagement with Reidvale HA and their intervention in other HA/Co-ops circumstances.

Committee noted the update.

b) GWSF Letter to SHR Chair

Committee noted the content of the letter.

15. Director Report and Targets

The DD advised WWHC has been successful in receiving funding to support distribution of vouchers from Energy Action Scotland. £25k received in vouchers as well as £20k in admin/staff support costs.

Committee noted the update and other items contained in the report.

16. Property services

a) Procurement – Appointment of QS Consultant

Committee recalled their decision to proceed with procurement of a reactive maintenance contract framework with East Kilbride Housing Association (EKHA). The DD requested that committee do not proceed with the recommended consultant as proposed as a quote of better value was received prior to the meeting.

The new quotation was received from Gold Consultancy Ltd for the value of £10,500 + VAT. This proposal presents both WWHC and EKHA with better value for money.

Committee agreed to disregard the initial proposal and instead approved the appointment of Gold Consultancy Ltd as the QS Consultant.

b) Asset Management Strategy Review

WWHC are to review their Asset Management Strategy in line with SHR guidance to support integrated asset management. It is proposed for Mulholland Housing Consultancy to carry out this review at a cost of £4,200 + VAT. The DD confirmed that this review will happen after the submission of the Annual Assurance Statement.

Committee approved the appointment of Mulholland Housing Consultancy.

17. Tenancy services

No items.

18. Corporate services

No items.

19. AGM Planning

a) Committee Member Elections Rule 34.6

SA and MA declared an interest under this item. Members will not take part in discussion or decision making.

As required by the Rules of the Co-operative, members with over 9 years of service are required to demonstrate their continued effectiveness prior to re-election. Committee discussed SA, MA and EK's contributions. The Dir confirmed that EK has agreed to stand for re-election with the leave of absence noted.

Committee resolved that members SA, MA and EK are eligible to stand for re-election.

b) Secretary's Report on Rules

Letter from WWHC Secretary confirming that rules 59 to 64 have been followed as per the requirement of rule 65.

Committee noted the Secretary's statement.

20. Business Plan Review

Business Plan Review Update

The Dir confirmed the review of the Business Plan is ongoing. Delays noted due to other audit priorities from FMD Financial Services Ltd. WWHC are awaiting sensitivity analysis findings and final report.

Committee noted the update.

21. AOCB

Bute Tower Maintenance – BMcN expressed dissatisfaction at slow reactive maintenance to the glass door panels in the tower. The DD will instruct property services to investigate and reminded Committee to report repairs when required to Concierge / Office.

22. Date and Time of Next Meeting

Tuesday 26th September 2023 at 6.30pm

ED and PD left the meeting at 19.50pm.

CONFIDENTIAL ITEMS

23. Staffing

a) Head of Housing Services

Following interviews on 21st August 2023, the Dir confirmed that Nicola Carrigan is appointed as Head of Housing Services. Members of the Staffing and Recruitment panel agreed that the pool of candidates was strong. Post start date agreed as 16th October 2023 and references received.

The Dir confirmed that the AD(TS) is flexible towards a leaving date and is happy to support implementation of Homemaster beyond end of contract.

Committee noted the update.

Meeting closed at 19.55pm.

Print name:

Date:

Signed: