

**West Whitlawburn Housing Co-operative
Minutes of Management Committee Meeting of
Monday 21st September 2020 at 6.30 p.m at 3 p.m. held via MS Teams**

Committee in Attendance

A Anderson (AA) Chair	A Duffin (AD)	S Anderson (SA)
D Murphy (DM)	B McNicol (BM)	E Kerr (EK)
P Welsh (PW)	M Alcorn (MA)	

Meeting is quorate.

Staff attending:

S Marshall, Acting Director (SM)
M Gladstone, Assistant Director (Corporate Services) (MG)
S Paton, Project Officer (Minutes) (SP)

1. Apologies

None

2. Confidentiality

Chairperson reminded committee members of the importance of confidentiality.

3. Declaration of Interests

BM declared an interest under item 8.
AA, EK and SA declared an interest under item 29.

4. Attitude Menu and Communications Code

Noted

5. Finance

a) Five Year Financial Projections

Committee noted the cover report detailing the background and methodology use in the projections.

Committee noted that the projections do not take into account the effects of the pandemic, nor do they include any development activity as they did last year.

Committee noted the Additional Information and Assumptions that were used including: Assumed steady inflation of 2%. Rent increase of inflation + 0.5%. Pension deficit clear by Year 4 (2023/2024).

The AD(CS) explained the benefit of ratios and as a way to assess our viability and efficiency “at a glance” without worrying too much about the number details. Ratios can be used to compare the performance of WWHC against much larger organisations.

Committee also noted the following:

Financial Capacity – is good. Compared with last year’s projections the position has improved because we haven’t included any debt for new builds.

Efficiency

Voids - improved turnaround time so have reduced from 1.5% to 1%

Arrears – last year our projections were average of 7%. Now reduced to 6.2%
- removed cushion for effects of UC.

Responsive repairs to planned maintenance – increase in year 1 for work listed in cover memo

Profitability – variance Years 1 and Years 5 due to additional works

Financing – debt burden is low and stable

Revised figures have been agreed with FMD this afternoon.

The Secretary asked why there was a projected reduction in staff numbers.

AD(CS) explained that this was a natural reduction based on the age profile of staff and an assumption that not all vacancies would be filled.

Committee approved the submission of the revised figures to the SHR.

b) Management Accounts Quarter 1 and Covenant Report

Management Accounts

The AD(CS) highlighted that the Statement of Comprehensive Income shows an operating surplus of £469,467 which is better than budgeted for. Rent loss from voids is slightly higher this quarter due to letting delays caused by the pandemic. Energy Centre revenue income is on target, and other income includes a backdated payment owed for roof space rental space.

Operating costs are lower than expected in most areas the exceptions being Energy Centre expenditure which is on target, and other expenditure Wider Action Costs.

Reduced income and expenditure is as a result of government restrictions put in place during the pandemic and are likely to continue through the next quarter. DM asked if this could cause problems next year with a large overspend. The AD(CS) advised that this wouldn't happen as the current conditions would be considered as part of the budget and rent setting process due to start in November / December this year. The Acting Director advised that although we are not carrying out routine repairs, we are still recording them and there have been very few reported. It was noted that tenants could be under-reporting because they know the work can't be carried out just now.

Detailed variances are noted in the Operating Cost Groupings on pages 3 – 5. In the Office Overheads section on page 4 there is a new budget specifically for Covid 19 related spend. Around £13,000 has been spent so far mostly on PPE, laptops and technology to enable staff to work from home. It is unlikely spend will continue past quarter 3 on this item.

The Statement of Financial position shows a cash balance of £ 2,078,561 and notes to the SOFP are on page 7.

Committee noted the position and had no further questions or comments about the Management Accounts.

Covenant Report

All covenants were met and the paperwork was submitted to the bank on the deadline of 25th August 2020. The next deadline is Wednesday, 25th November 2020. The AD(CS) will present the covenant report for quarter 2 to Management Committee on 23rd November for their approval.

d) Financial Audit

Chiene and Tait have indicated that they can carry out and complete the audit without the need to visit the office, in line with current guidelines.

Additional Finance Item

The AD(CS) updated Committee on the Finance Officer post.

The job is expected to be advertised by the end of this week, with interviews to be held at the beginning of November.

As per policy, there are usually 3 people on a recruitment panel. Whether the interviews are live or virtual there's a need to keep numbers small. The AD (CS) asked if any member of the staffing sub-committee wanted to the panel.

Committee confirmed that they were satisfied with the Acting Director and AD (CS) progressing the recruitment of the Finance Officer.

MG left meeting.

6. Previous Minutes

- a) Management Committee meeting 22nd July 2020
Proposed by EK Seconded by SA and noted as an accurate record.
- b) Management Committee meeting 27th July 2020
Proposed by AD Seconded by EK and noted as an accurate record.
- c) Signing of Minutes
AA will sign and pass to SP

7. Matters Arising from Previous Minutes

No matters arising

8. Sub Committee Minutes and Referrals

Housing Sub Committee Referral

Offer of property to Committee Member relative for ratification. BM interest noted.

Committee ratified decision.

9. Correspondence

- a) Information – None
- b) Decision
Happy to Translate affiliation renewal

Committee agreed to renew affiliation.

10. Delegates Reports and Affiliated Organisation Inform

- a) EVH
Monthly report in papers. Acting Director highlighted letter from EVH advising Unite have not agree the proposal to defer the 2021/22 pay award.
- b) GWSF
AD reported that the AGM for GWSF will be held on 23rd September 20 and that he is likely to be elected to the Board.
- c) SFHA
Nothing to report

11. Committee Training Plan

- a) Collective items to recommence following AGM
- b) Acting Director said that individual training plans (that were recommended during the strategic control internal audit) will be progressed.

12. Committee Governance Items

- a) Chairperson Appraisal – following AGM
- b) Committee member appraisal – following AGM
- c) Standing Orders
Committee considered the paper detailing decision making arrangements and meeting dates agreed in response to the pandemic.

Committee agreed to revert to agreed decision making and to hold sub committee meetings before the end of the calendar year with the meeting schedule recommencing from Jan 21.

Cheque Signatories

It was resolved that PF, Director, be removed as an authorised signatory from the RBS accounts for the period of his sabbatical.

It was resolved that R Haughey, Assistant Director (Tenancy Services) and G Clayton Assistant Director (Property Services) be added as authorised signatories to the RBS accounts.

It was resolved that the Acting Director, Chairperson, Vice Chairperson, and Secretary all remain on the mandate as authorised signatories.

- d) Annual Assurance Statement
Acting Director reported that the Scottish Housing Regulator has given an extension until the end of November to submit assurance statements. Senior staff will reinstate the improvement plan and will report progress to committee. There are a number of scheduled policy reviews which have been delayed which will be progressed over the coming months.
- e) Notifiable Events
Director sabbatical notified to Regulator – further information required.

No new Notifiable Events

- f) Regulator Monthly Returns Jul and Aug 2020
Committee noted the returns in the papers
- g) Review of Rules
Acting Director confirmed that SHR notified that the rules will be updated by the next AGM.

13. AGM

- a) Secretary's statement
The Committee noted the statement by the Secretary
- b) Stand downs and re-elections
Acting Director reminded committee that AD, EK and AA are due to stand for re-election.
- c) Office bearer positions for 20/21
Acting Director advised a short meeting will be held after the AGM via Microsoft teams to elect the office bearers.
- d) Strengthening the Committee
Acting Director suggested that the Committee should recruit co-optees after the AGM as no new member nominations received.

14. Director Report and Targets

Acting Director will provide committee with a mid-month report on activities and targets to be updated at monthly Committee meetings.

Update from Committee report of 4th September 2020

Office reopening will be slower than anticipated in the Director's last report due to new Scottish Government guidance.

Furlough is reducing both in the amount of hours covered and the number of staff on furlough. This scheme will end in October.

We have provided 900 energy vouchers to a value of £35,000 to tenants and referrals from other partners. The programme has been granted an extension to 14th October 2020 to issue the remaining vouchers

SLC has reinstated bulk uplift Services

Housing alarm checks – One is still outstanding but progressing

Muriel's commemoration – The committee, with family support have agreed to rename the committee room in her honour as she rarely missed a meeting over 30 years. A tree will be considered but there have been problems with the plaque and planting would have to be done in Spring. This will be discussed with Assistant Director (Property Services) in due course

15. Schedule of External Submissions

Committee noted that all submissions have been made on time following appropriate approvals.

16. Policy Reviews

None

17. Internal Audit - 2020/21 Programme

The Internal Audit programme has slipped because of the pandemic. Acting Director is discussing ways to safely carry out the programme remotely with the Internal Auditor.

18. East Whitlawburn

a) Fibre relocation work

The work was postponed due to the weather. The work has been rearranged for 22nd September 20 and will involve 24 properties, 12 more than were originally planned. 4 housing alarm properties will be affected and support will be in place to ensure that all internet services are back up and running. The notifications have been sent out.

b) Land transfer

The Quantity Surveyor is looking at the District Valuer's report to measure and clarify our position. The Acting Director reported to Committee that there are some points of clarification and we await a response.

c) Subsidy increase request

Following Committee agreement to seek additional subsidy per unit, it has been agreed that a submission with indicative costs can be made to the Scottish Government as opposed to a full tender return. SLC have to agree to the increase if SG approve. When an outcome of the submission is known the information requires to be input to long term projections to enable a decision.

19. Capital Works Programme

Committee noted the update report from the Assistant Director (Property Services) in the papers.

20. Health and Safety

a) Risk assessments and office reopening

The Acting Director advised Committee that comprehensive risk assessments for re-opening have been carried out which identify building and behavior adjustments required. The physical work has been carried out and staff are confident that these measures will be in place and working well when it's time for staff and the public to return to the office. A health and safety consultant has carried out the more complicated risk assessment for the Resource Centre.

b) Health and Safety Committee meeting – to be scheduled

21. Risk Management

This item was noted by committee.

22. Complaints and Compliments – Quarter 1

The two reports were noted by Committee.

23. Business Plan

a) Recommencement

The Acting Director advised the Business Plan review and update has recommenced with input from Mulholland Housing Consultancy and FMD

Finance Services. Committee will be kept up to date on progress with a target completion of December 2020.

b) **Committee biographies**

Some committee have still to provide a short biography for the business plan and website. The project officer will reissue the template as it has been a number of months since this was last discussed.

c) **Committee Strategy Day**

Committee input is essential to the process. The Acting Director will speak to Mulholland Housing Consultancy about how best to get the committee input that is needed to move the business plan forward.

24. [REDACTED] – moved to confidential items

25. Winter Gritting Service

Committee considered the report from the Assistant Director (Property) recommending the extension of landscape contractors contract to provide winter gritting service. The cost has increased by £10 per visit.

Committee approved a 1-year extension for the winter gritting contract as detailed in the report.

26. Any Other Competent Business

AA reported to committee that HA (committee member) had requested a further 3 month leave of absence.

Committee approved the request.

27. Date and Time of Next meeting

26th October 2020 at 6.30 pm

SP left meeting

Confidential Items

Redacted as Confidential