

## West Whitlawburn Housing Co-operative

### Management Committee Meeting of Tuesday 16<sup>th</sup> January 2024 at 6.00 pm

#### Meeting held in Co-operative Office

#### In attendance:

#### Committee:

P Welsh (PW) Vice Chair      M Alcorn (MA)      L Patrick (LP)  
B McNicol (BMcN)      D Murphy (DM)      P Dickson (PD)  
A Anderson (AA)      K Stubbs Gorman (KSG)

#### WWHC Staff:

S Marshall – Director (Dir) - minutes

Meeting is quorate.

Meeting chaired by PW (Vice Chair)

Agenda Item	
1	<b>Apologies</b> A Duffin (AD), S Anderson (SA), E Kerr (EK) LOA
2	<b>Confidentiality</b> Director resignation to be confidential in the meantime to allow for the opportunity for tenants and other stakeholders to be notified. Required notifications will be issued in the near future.
3	<b>Declaration of Interests</b> Committee noted the potential conflict of interest declared by the Director which will be managed through Management Committee seeking independent advice when required.
4	<b>Equalities and Human Rights</b> No Issues
5	<b>Health and Safety</b> No issues
6	<b>Director Post</b> Committee noted the report detailing the Director resignation with a minimum 3 months notice. The Director has committed to

	<p>flexibility on the leaving date to support the process of a smooth transition and handover, minimising the potential for any disruption to operations.</p> <p>SHR Notifiable event has been submitted. Updates will be submitted as required.</p> <p>The Business Plan has been reviewed and updated, agreed by Committee 5<sup>th</sup> December 2023.</p> <p>Committee agreed that WWHC will continue as an independent organisation will seek to replace the senior officer by recruiting a suitably qualified and experienced candidate to the post.</p> <p>Committee agreed the recruitment panel with delegated authority to progress matters is the office bearers: Chair, Vice Chair and Secretary.</p> <p>Committee agreed to engage the services of an appropriate HR service provider to assist with recruitment to the Director's post.</p>
7	<p><b>HR Consultant Proposal</b></p> <p>Committee considered the service provision and costs of three HR support consultant proposals. Committee agreed the appointment of EVH.</p>
8	<p><b>Property Assistant Maternity Leave</b></p> <p>Committee agreed the proposal to recruit for temporary Property Assistant cover.</p>
9	<p><b>Concierge Staff Job Evaluations</b></p> <p>Independent job evaluation of Concierge post terms and conditions has commenced. Results will be reported back to Management Committee.</p>
10	<p><b>AOCB</b></p> <p>The Director request to seek pension advice from Cheine &amp; Tait Financial Planning at no cost to the Co-operative was approved.</p>
11	<p><b>Date and Time of Next Meeting</b></p> <p>Monday 29<sup>th</sup> January 2024 at 6.30 p.m.</p>