

West Whitlawburn Housing Co-Operative Limited
Minutes Of Management Committee Meeting
Held In The Co-Operative Offices At 57 Belmont Road
Monday 22nd July 2019 At 7.00 P.M.

Committee In Attendance:

9 Committee members and 2 co-optees

Meeting is quorate.

Staff In Attendance:

Director (PF) Depute Director (SM)

Project Officer (SP)

Presentation to Committee by John Mulholland and Foster Evans on Assurance Statement and progress to date.

1. Apologies – signing in book

None.

2. Confidentiality

The Chairperson reminded committee about confidentiality.

3. Declaration of Interests

No Declarations of Interests.

4. WWHC Attitude Menu

Committee noted the report contained within the papers.

5. WWHC Communication Code

Committee noted the report contained within the papers.

6. Previous Minutes

a) Management Committee 23rd July 2019:

Amendment: Item 31 second paragraph reviews to be inserted after impairment review. Item 33 title should read A.O.C.B – Any Other Competent Business

b) Signing of minutes

Minutes proposed by **CB**.

Minutes seconded by **SA**.

The minutes were approved by committee as a true record and signed by the chair.

c) Publishing of minutes. Complete for April and May 2019 minutes

PF informed committee that the redacted April and May 2019 minutes have been published on the **WWHC** website.

7. Matters Arising from Previous Minutes

Item 7 The cost of EK & D HA support has been agreed at £35 per hour which **PF** stated he thought to be reasonable, committee agreed and this would initially be for 20 hours.

It was suggested by **PF** that the proposed Sheila Jamieson Trophy could be given to the committee member that attended the most meetings annually. **PF** commented that this would be an added incentive for committee to attend meetings.

In relation to the landscaping contract a memo was circulated to committee at the meeting which **PF** had received from the Assistant Director (Property Services) (**GC**). After reading the memo committee discussed its contents.

PF informed committee that **GC** had established that Nurture the landscape contractor was 95% compliant with the contract and of concern is dog fouling issues which are not always caused by our tenants. Committee agreed to deal with this issue at the next Property Sub Committee meeting in 3 weeks' time.

Additionally, Scottish Power are willing to talk about us taking ownership of the old sub-station site. **GC** is following this up.

Item 8 b)(3) **SP** has sent the invite for Hawthorn Housing Co-operative to observe our August committee meeting. No response has been received yet.

Item 11b) **PF** confirmed that the SFHA affiliation fee was for a full 12 months and **WWHC** had paid pro rata for the remainder of this year's affiliation.

Item 12 c) **SP** confirmed that **MA** and **PW** places at the EVH Annual Conference had been booked and she had also booked their transport to the event.

Item 28 a) **PF** updated committee that the Scottish Government had established its loan position in relation to the heat and smoke detector installation. The loan resources are interest free and payable back over 5 years. **WWHC** will apply for a loan in the region of £150,000 and **GC** is hopeful of hearing back soon.

Item 32 **AD** has submitted his nomination form and supporting statement for the Glasgow and West of Scotland Forum Board (**GWSF**). **PF** stated that there are more nominations than places on the board which means there is likely to be an election.

Item 33 **PF** confirmed that email and contact details for the East Whitlawburn Project Liaison Team were included in the summer newsletter

8. Committee training plan and integration

a) Future Training Plan: priorities.

1) Working with Interpreters

SP is still waiting for a response from Happy to Translate about providing future training.

2) Understanding Reports

Nothing further to report.

3) New Regulatory Framework

Nothing further to report.

4) Freedom of Information

Nothing further to report.

b) Other Governance items to be progressed

1) Committee Appraisals (1 outstanding from last year) 2018/19 progress report : Chair.

AA reported that the outstanding appraisal from last year has now been completed and this year's appraisals are well in hand. **SP** has reissued the paperwork to **PW** and **DM**.

2) Shadowing of new Committee members: Update from CB, AD, SA: feedback from PW, BM, DM

No issues to report.

3) Visit from Hawthorn HC

Awaiting response from Hawthorn Housing Co-operative to invite to observe **WWHC** August committee meeting.

4) AGM Planning 2019:

Committee noted the report contained within the papers.

a) 9 Year Rule

This applies to **CB**.

b) Committee members standing down

Committee members standing down are **SA, CB, AD** and **MA**. **BM** will also need to stand for election as she is filling a casual vacancy.

c) Co-optees

DM and **PW** (subject to obtaining membership) will both need to stand for election.

5) Committee Role Descriptions

PF reminded committee of the Scottish Federation of Housing Associations (**SFHA**) model role description. **SP** will progress this

6) Membership Request.

Committee noted the report contained within the papers.

PW left the room to allow the remaining committee members to discuss the membership request.

Committee unanimously approved **PW**'s request to become a **WWHC** member.

9. Sub Committee Minutes:

a) Finance

Committee noted the Finance Sub-Committee minutes from the 28th May 2019.

10. Referrals from Sub Committee:

None.

11. Delegates Reports

a) EHV Members Report

No EVH members report this month

12. Correspondence

a) Information

None.

b) Decision.

Committee decided not to make a nomination for the EVH Helen Mc Gregor Award 2019.

c) Training.

Committee noted the Glasgow West of Scotland Forum (**GWSF**) Annual Conference date on Friday the 15th November 2019 at the Radisson Blu Hotel, Glasgow.

AD agreed to attend the **GWSF** AGM on the 15th August 2019.

13. Policy Reviews.

a) Computer Use Policy

Committee ratified the Computer Use Policy.

b) Privacy Policy

Committee ratified the GDPR – Privacy Policy Review 2019.

c) Job Description Review Policy

Committee ratified the Job Descriptions Reviews Policy.

d) Sustainability Policy

Committee ratified the Sustainability Policy.

e) Volunteer Policy

Committee ratified the Volunteer Policy and Agreement.

14. Staffing:

a) Temporary IT Officer: Recruitment

PF informed committee that **PF**, **AD**, **SA**, **AA** and (**MG**) Acting Director of Corporate Services had interviewed 2 candidates for the position but neither candidate was of sufficient quality to fill the position. **MG** has since contacted a recruitment agency and 2 possible candidates were identified; one is coming into the office tomorrow for an informal chat about a 3-

month contract with the possibility of extending it for a further 3 months. **PF** highlighted that we are still currently without an IT officer but is hopeful one of the two agency candidates will be suitable and the position would be filled soon.

b) Grievance

Confidential item: redacted

Additionally, a report was circulated to committee from Roz Haughey Assistant Director Tenancy Services about Concierge Staffing. Committee agreed to the recommendation in the report.

15. Governance and Scottish Housing Regulator (SHR)

a) New Regulatory Framework: Self Assurance Statement October 2019

Committee had a presentation tonight from John Mulholland and Foster Evans.

b) The cost of regulation.....and who pays it

Nothing further to report.

c) Director appraisal Date/Time TBC

AA told committee that this is planned for after the AGM.

16. WWHC 30th Anniversary Proposals 24th August Team report

AD informed committee that in addition to the Gala day there will be the official opening and ribbon cutting of the renovated Community Centre. **AA** will be doing the ribbon cutting on the day. The preparations for the event are going well. Committee had some questions about there being enough ground space available for everything and who was volunteering and the jobs needing done. **AD** replied that the Gala Committee are comfortable there will be space for everything and are currently working on what jobs need filled and which volunteers could fill these.

17. Internal Audit

a) Action Plan: Update

Committee noted the report contained within the papers.

b) 2019/20 Programme: Risk Management: Draft report still awaited

PF informed committee that Alex Cameron was e-mailed for a report and **PF** was told he would receive it the next day but is still waiting for it over 6 weeks later.

18. Health and Safety

a) Policy Statement for signing

The Safety Policy Statement included in the papers was last years. This years was circulated to committee. **PF** and **AA** both signed this year's Safety Policy Statement.

b) Committee responsibilities

The Committee responsibilities for Health & Safety included in the papers was last years. This year's Committee responsibilities for Health & Safety was circulated to committee and was signed by all committee members present.

c) H and S Audits

Nothing further to report.

d) Next H and S Committee Meeting: Thursday 13th August at 11:00am

PF told committee that the agenda had wrongly stated the date which should be Tuesday the 13th August at 11am after the inspections at 10am.

19. East Whitlawburn.

a) Project Update.

BM asked if the council had yet received planning permission. **PF** replied that the council had not yet received formal planning permission and had to revise the number of properties for sale from 100 to 91 due to planning issues relating to parking. **HA** asked if the rents for the new council houses had been set. **PF** replied that they hadn't, but it was usual for the council to charge ten pounds per week extra for a new build property. **BM** asked who accommodates the decanted tenants accommodated by **WWHC**. **PF** stated that they can choose to stay with **WWHC** if there are no issues with their tenancy or take up their offer of a new house in East Whitlawburn from the council.

b) WWHC Lock ups.

Committee noted the report contained within the papers.

PF notified committee that there was a meeting with the council on the 24th July and following discussions with the council they have suspended their position subject to further discussions. The council have taken on board some issues from **WWHC** but have also ignored some. A walk round is planned for the 30th July. All lock up tenants affected have been notified.

c) QS Appointment

SM informed committee that **GC** is progressing the appointment of the Quantity Surveyor under the existing framework. **PF** added that **WWHC** are still waiting on the first draft of the legal agreement.

20. Springhall and Whitlawburn Neighbourhood Plan. Update on WWHC 5 asks

SP let committee know that there are no updates, but there is a meeting planned with Ann Hopkins-Simpson in the next few weeks.

21. Risk Management

No issues to report.

22. Energy Project

a) Progress report and Retention figures.

SM advised committee that Npower now have all the information needed to progress the retention release. **GC** is meeting with Brian Roberts from Npower. Manuals for the energy centre are still outstanding, **WWHC** has asked for electronic copies and this is moving forward.

23. Audit 2018/19

a) Progress

PF reported that the audit is now finished, and the verbal report indicates all is well. Some stuff needs tidied up over the next couple of weeks.

b) Tendering for Audit Services

PF reminded committee that Armstrongs our current auditor is retiring their services and we will not have an auditor suggestion for the AGM. **WWHC** will tender for a new auditor and will advise tenants of the situation at the AGM.

24. Freedom of Information

Committee noted the report contained within the papers.

SM is moving things forward to ensure compliance with the Freedom of Information Regulations.

25. Complaints and Compliments Quarterly Report

Committee noted the report contained within the papers.

PF highlighted that the third complaint had wrongly been listed as upheld when it was not upheld thus the total number of complaints upheld was zero and the percentage upheld was zero percent. Once again there was a good ratio of more compliments than complaints.

26. Tenant Participation / Co-operative Development: Consultation

SP told committee that KMCL **WWHC** Housing Assistant will be putting out a consultation in the next week or two.

27. GDPR: Breach

Committee noted the report contained within the papers.

A report was circulated to committee to bring the committee up to date of all incidents to July.

28. Capital Programme

a) Update

Committee noted the report contained within the papers.

PF reported to committee that the Scottish Government may now provide interest free loans for the heat and smoke detector installations.

29. SHAPS Update on Actuarial Valuation

Committee noted the report contained within the papers.

PF informed committee that it is better than anticipated and we await the actual position in September.

30. MSF Cage Break ins Report

Committee noted the report contained within the papers.

31. GWSF – AGM and Board Nominations 6.30pm to 7.00pm on Thursday the 15th August 2019 at Govanhill Housing Association, Samaritan House, 79 Coplaw Street, G42 7JG.

AD will attend the AGM and it is likely there will be an election for the places on the board as the nominations outnumber the vacancies.

32. A.O.C.B. – Any Other Competent Business

PF informed committee that the situation regarding the Moorepay dispute is looking more favourable for **WWHC** and our lawyer is more positive and will ask Moorepay if they would like to settle. The legal debate is to be heard on the 1st August 2019. There is still a chance the sheriff could throw out our case.

33. Date and time of next meeting: Monday 26th August 2019 at 7:15 p.m.