

**West Whitlawburn Housing Co-operative
Management Committee Meeting of
Monday 24th June 2024 at 6.30pm
Meeting held in WWHC Office**

In attendance:

Committee:

S Anderson – Chairperson (SA)	A Duffin (AD) – Secretary
L Patrick (LP)	D Nnam (DN)
A Anderson (AA)	K Stubbs-Gorman (KSG)
M Alcorn (MA)	P Dickson (PD)
D Murphy (DM)	

WWHC Staff:

G Clayton – Director (Dir)
R Hosie – Corporate Services Officer (CSO) – Minutes

Meeting is quorate.

The Chairperson welcomed G Clayton to the meeting as Director and congratulated him on his appointment.

1. Apologies

P Welsh (PW) – Vice Chairperson
B McNicol (BMcN) was not in attendance.

2. Confidentiality

The Chairperson reminded all present about the importance of confidentiality.

3. Declaration of Interests

None declared.

4. Equalities and Human Rights

No items raised at this meeting.

5. Health and Safety

No items raised at this meeting.

6. Previous Minutes

Management Committee meeting of

a) 28th May 2024

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

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

7. Matters arising from Previous Minutes

Actions arising from Previous Minutes Report

Fibre Network – delays noted due to issues with capacity on City Fibre’s end. Information issued to tenants confirming that services will be extended beyond 15/06/2024 to accommodate delays. The CSO and Dir are liaising with City Fibre.

Committee discussed City Fibre’s plan to extend their network across the wider WWHC estate.

Committee Recruitment – external recruitment to be progressed. The Dir advised of a competitive market as many RSLs are recruiting for board members.

Committee noted the updates.

8. Sub Committee Minutes and Referrals

No items.

9. Correspondence

a) Information

b) Decision

No items.

10. Delegates Reports and Affiliated Organisation Information

a) Employers in Voluntary Housing (EVH)

Charity Cycle to Germany for CHAS

Committee agreed a £50 donation to EVH on behalf of CHAS.

MA reported on topics discussed at the June 2024 meeting. Committee noted updated to Employment Law as advised by EVH.

Committee discussed the elections to the Executive at EVH. It is proposed to nominate MA pending clarification of attendance requirements at the AGM. The CSO to clarify and complete nomination as required.

Committee noted the update.

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

AD and the Dir provided a verbal summary on topics discussed at the Summer Regeneration Conference including net zero, housing and funding shortages and future proofing renewable energy measures.

Committee noted the outcomes of topics discussed.

The Dir presented GWSF correspondence seeking views on Community based/controlled housing organisations. Committee discussed the topic further with consultation information to follow.

LP shared his previous committee experience at another RSL and highlighted the advantages of having tenants on governing bodies.

Committee noted the discussion.

c) Scottish Federation of Housing Associations (SFHA)

No items.

11. Governance and Assurance

a) Schedule of External Submissions 2024/25

The Dir confirmed that items are up-to-date with Loan Portfolio Return information to be reviewed at the meeting for submission before 30/06/2024.

Committee noted the update.

b) Management Committee Training Plan

The Dir highlighted previous topics presented and the CSO confirmed EVH will attend on 23/07/2024 to present '*Governing Body as the Employer*'.

Committee noted the updates to the training plan and upcoming training topics.

c) Governance, Recruitment and Succession Planning

Updates as above.

d) AGM Planning

Committee discussed previous years' attendance rates and proxy representation. The Dir confirmed that proposed Saturday dates have been accepted by auditors who intend to be present.

Committee agreed the AGM will be held on Saturday 7th September 2024 at 10 am (reconvened to 14th September if required).

Standing for re-election (Rule 36) agreed DM, BMcN and AD who is subject to Rule 34.6.

DN will stand for election having been appointed to fill a casual vacancy during the year.

Secretary's statement on the rules and notifications to members to follow.

12. Regulation

a) Notifiable Event Register

Director resignation notifiable event ongoing. SHR updated with G Clayton's appointment as Director. The SHR have indicated they wish to be kept up to date with senior staff recruitment that follows.

Committee noted the update.

13. Director Report and Targets

Co-op Development

Committee discussed the SHR's visit to a co-op within the Co-ops group. The RSL was well prepared which meant that the visit went smoothly. Any areas of best practice will be highlighted in the SHR's Annual Assurance Statement Thematic Review.

My Housing Perks discount scheme ongoing. Delay noted due to information awaited on the provider's side. Notification to tenants pending with PR support offered by the provider.

External Audit

The Dir confirmed that the External Audit fieldwork will commence on 26/06/2024. Outcome to be reported to Committee when known.

Committee noted the updates.

14. Loan Portfolio Return

The Dir presented the information contained within the return and confirmed that WWHC have no current plans for additional loans that would require the information to be updated and re-submitted at a later date. The Dir further confirmed that all covenant requirements are covered.

Committee reviewed the Loan Portfolio Return 2023-2024 and approved it for submission to the SHR prior to 30/06/2024.

15. Finance

a) Management Accounts

The Dir presented the information contained with the management accounts to year end 31st March 2024, highlighting:

- An overall positive variance for the period
- A write back exercise for additional rent creating a positive variance
- Backdated mobile mast income received in Q4
- A negative variance relating to non-housing legal fees

The Dir further highlighted the Energy Centre Revenue Expenditure negative variance and proposed that committee revisit the topic in the near future to address shortfalls. Committee agreed to revisit the topic with a review of district heating charges pending.

Committee noted the content of the Summary of performance report.

The Dir presented the cash flow monitoring report and statement, highlighting a positive variance for the period. Committee noted the position regarding the District Heating Network and ongoing Whitcomm provision.

Overall, Committee noted a health cash position for the year end 31st March 2024.

b) Impairment Review

Impairment review carried out as part of the annual audit and Statement of Recommended Practice requirements. Following tests, the review found that there are no indicators of impairment shown and no basis to support a full impairment review.

Committee agreed that no further impairment review is to be carried out for the period ended 31st March 2024. Committee agreed to review the position at the end of financial year 2024/25.

16. Policy Review

a) Assurance Review

The CSO presented the report. Updated in line with the SHR's changes to their regulatory framework. Further updates according to current business activities with no material changes proposed.

Committee approved the updated Assurance Review Policy for ongoing implementation.

17. Ground Maintenance Tender Report

The Dir advised that the final report from the consultant has been delayed due to pricing queries. The consultant wishes to review pricing information provided by supplier to ensure that it is economically sustainable and deliverable.

Committee noted the update with a final report to follow.

The Dir proposed that the current temporary arrangements with Nurture Landscapes are extended for a 1-month period.

Committee agreed to extend the temporary arrangements with Nurture Landscapes for a 1-month period.

18. Any Other Competent Business

Leave of Absence PW

The Dir confirmed that PW (Vice Chairperson) is seeking approval for a 3-month leave of absence due to personal reasons.

Committee approved the Leave of Absence request. The Secretary will confirm this in writing to the member.

Waste and Bulk Disposal

Committee highlighted concerns that tenants are disposing of bulk waste inappropriately across the estate. Committee further discussed WWHC's responsibilities in fire stopping and prevention and the charges introduced by SLC for bulk uplifts.

Committee noted that costs are increasing for WWHC to dispose of waste discarded by tenants.

The Dir is to highlight estate inspection procedures to Concierge Staff.

Homeless Persons Unit (HPU)

Committee recalled the Performance, Assurance and Risk sub-committee's decision to convert HPU lease's to permanent tenancies at WWHC where the occupier has had a positive experience in the temporary accommodation.

Staff liaised with South Lanarkshire Council (SLC) who confirmed they wished to keep only 1 out of the current 8 HPU leases. SLC have also requested an additional 2 properties from WWHC for these purposes (Total 3).

The Dir confirmed that properties will be allocated to SLC only after a review of WWHC's demand requirements.

Committee agreed to lease a further 2 properties to SLC.

Committee noted that the properties offered will be different addresses to ones previously provided.

19. Date and Time of Next Meeting

Monday 29th July 2024 at 6.30pm

CONFIDENTIAL ITEMS

20. Staffing

Head of Property Services (HPS) / Deputy Director (DD)

Following an unsuccessful recruitment exercise for the post of HPS, the post was re-advertised in June 2024 with previous candidates to be considered.

It is proposed that recruitment of a Deputy Director is paused until post of HPS is filled. If unsuccessful again, the Dir will consider the structure of the organisation in consultation with Committee.

Agenda Item 6 (a)

Committee agreed to prioritise recruitment of HPS and then proceed with recruitment of a DD if required.

Committee agreed S Marshall, former Director, to continue as interim Deputy Director to continue to support a smooth transition to new arrangements.

Further updates and information to follow.

Modern Apprentice

The Dir confirmed that S Desmond has submitted her resignation and provided a leave date of 12/07/2024. Staff member has decided to pursue a career in a different sector. The CSO has contacted EVH to fill a temporary vacancy.

Committee discussed recruitment methods to encourage young people into the housing sector. It is proposed for the HHS to take on a modern apprentice and focus on front-line service provision. The HHS is to contact local high schools for suitable candidates. More to follow.

Committee agreed to proceed with the recruitment of a Modern Apprentice.

Meeting closed at 7.45pm

Print name:

Date:

Signed: