

**West Whitlawburn Housing Co-operative
Minutes of Management Committee Meeting of
Monday 26th October 2020 at 6.30 pm
held via MS Teams**

Committee in Attendance:

A Anderson (AA) Chairperson	A Duffin (AD) Secretary
S Anderson (SA) Vice Chair	D Murphy (DM)
B McNicol (BM)	M Alcorn (MA)

Meeting is quorate.

Staff attending:

S Marshall, Acting Director (SM)
S Paton, Project Officer (Minutes) (SP)

Others in Attendance:

R Alexis (RA) – Member (Membership Number – 2161)

Meeting Started at 6.55pm due to unforeseen technological issues.

DM was intermittingly present at the meeting from item 15 due to technology issues.

Chairperson welcomed RA to the meeting.

1 Apologies

P Welsh - Committee Member
D Hawkes – Observing Member

2 Confidentiality

The Chairperson reminded committee members and observing member of the importance of confidentiality.

3 Declaration of Interests

No interests were declared.

4 Attitude Menu and Communications Code

Noted.

5 Previous Minutes

a) Management Committee meeting 21st Sept 2020

Proposed by AD, Seconded by MA and noted as an accurate record.

b) Management Committee meeting 29th Sept 2020

Proposed by AD, Seconded by MA and noted as an accurate record.

c) Signing of Minutes

AA will sign and pass to SP

6 Matters Arising from Previous Minutes

AD noted that minutes should have office bearers' roles and have time that meeting finished as per the minutes protocol in standing orders.
There were no other matters arising.

7 Sub Committee Minutes and Referrals

None.

8 Correspondence

The Acting Director reported that there was correspondence from EVH regarding wage negotiations. The Acting Director and the Project Officer declared an interest in this item.

Committee agreed to come back to this item under confidential items at the end of the meeting.

9 Delegates Reports and Affiliated Organisation Information

a) Employers in Voluntary Housing (EVH)

Committee noted that the Secretary will attend the EVH pensions event for Committee members on 03/11/20 and report back to committee.

b) Glasgow West of Scotland Housing Forum (GWSF)

The Secretary noted his position as a newly elected board member of GWSF. He reported that he attended his first meeting. The main topics were the replacement of the supporting communities fund with two new funds. The GWSF also discussed the challenges around rent collection during this time and the homelessness issue that is particularly facing Glasgow currently.

The Acting Director noted that a letter from Kevin Stewart (Minister for Local Government, Housing and Planning) has been issued regarding relaxing occupancy standards in an effort to increase housing for homeless people, however this was focused on Glasgow.

c) Scottish Federation of Housing Associations (SFHA)

Noted.

10 Committee Appraisals and Training Plan

a) Collective items

Details of outstanding items noted.

b) Individual training plans

The Project Officer will bring a proposal to committee regarding individual training plans following appraisal process.

c) Post AGM Paperwork (reminder to return)

Committee noted the reminder to return the various governance forms as soon as possible.

11 Committee Governance Items

a) & b) Committee and Chairperson Appraisal

The Acting Director explained that the annual committee and chairperson appraisals are due and should be completed as required for regulatory compliance. Questionnaires to be issued to committee for completion and return.

Committee agreed the recommendation to carry out the appraisal process with a December 2020 target completion date.

c) Annual Assurance Statement

WWHC requires to prepare an Annual Assurance Statement in accordance with Scottish Housing Regulator published guidance to confirm compliance with the Regulatory Standards for Governance and Financial Management.

The Scottish Housing Regulator has extended the deadline for assurance statement submission until 30th November this year.

Committee noted the requirements detailed in the paper presented.

Committee agreed to hold a specific session on the assurance review and business planning with the Mulholland Housing Consultancy.

Management Committee agreed the Business Plan as the major governance and business priority at this time.

i) SFHA Assurance Toolkit – Covid Flags – Report

The Acting Director reported that the SFHA had issued updated consideration on regulatory compliance toolkit items due to Covid impacts.

The report details an assessment of our activity relating to the compliance items. No material areas of non compliance were identified.

Committee noted the content of the report.

ii) Assurance Improvement Plan

The Acting Director said the plan presented details areas where improvements can be made identified through the self assessment process.

Management Committee agreed the revised improvement plan with a 3 year review schedule to be developed for further consideration.

d) Notifiable Events

The Acting Director reported that the Scottish Housing Regulator had closed the query asking for information about the Director's sabbatical. There have been no further notifiable events this month.

e) Regulator Monthly Returns Sept 2020

Committee noted the September return to the Regulator.

f) Review of Rules

The rule change was being delayed until next year and that the Scottish Housing Regulator has been notified of this.

12 Annual General Meeting (AGM)

a) Outcome report

The Acting Director reported that the regulator portal has been updated

b) Sub Committee membership

Committee will have a wider discussion on the structures of the sub committees and how performance monitoring information will be presented to committee. In the meantime sub-committee papers will be issued to all members. The quorum for sub-committees is 3 members.

Committee agreed to receive all sub-committee papers whilst in discussion about future committee structures.

c) Strengthening the Committee

Committee agreed to encourage more co-optees to join the management committee. RA observing and the interest of other potential committee members was noted.

13 Director Report and Targets

The Acting Director drew attention to the government job support scheme. New guidance had arrived today and will be considered further.

Smoke and heat detectors - The Scottish Government have revised compliance timescales to February 2022.

The Acting Director reported to committee that the programme will still be finished by early 2021 but the revised timescales gives room to comply if there's access problems. Committee noted the Director's target report.

14 Schedule of External Submissions

Committee noted the updated schedule.

15 Policy Reviews

a) Committee Member Code of Conduct

The Acting Director explained that a review is required to update the code of conduct to the 2017 SFHA model.

Committee approved the policy.

b) Standing Orders

This is a scheduled policy review as detailed in the Policy Review Schedule. Standing Orders provide the framework for decision making and delegated authority.

This standing orders policy incorporates the policy on authorised signatories and committee role descriptions.

Further consideration to the governance structure and sub committees to follow to include performance reporting information without over-burdening committee.

An updated contents page for the policy is required.

The standing orders policy was approved by committee with further information to follow on sub committee roles and remits.

c) Ongoing Assurance Process

Committee are required to submit an Annual Assurance Statement to the regulator confirming that the committee is assured that the Co-operative is complying with all relevant regulatory requirements and standards, or highlight any material areas of non-compliance and how we will address these, and identify non material areas for improvement.

The Acting Director presented a proposed process which aims to allow committee get the assurance required. A review programme will be developed on completion of the business plan update.

Committee approved the process as laid out in the report

d) Committee Recruitment and Induction

The Acting Director presented the draft policy. Committee are recommended to follow this induction plan and review it after feedback from new co-opted members.

Committee agreed the policy and future review proposal.

16 Internal Audit – Revised 2020/21 Programme

Updated 2020/21 internal audit programme is in the papers for committee consideration. Acting Director said that the revised programme takes in to account current priorities of covid-19 response, rent arrears and complaints. The internal auditor will carry out these audits remotely and the reports will be brought to committee.

Committee approved the revised 20/21 Internal audit programme.

17 East Whitlawburn

a) Fibre relocation work

The Acting Director confirmed that work had been completed successfully.

b) Land transfer

Acting Director is awaiting confirmation of cost charged by SLC to CCG

The district valuer's report has a value of £35,000 for the two small areas to be transferred.

c) Subsidy increase request

The request approved by Committee has been submitted to the Scottish Government and South Lanarkshire Council. A response is awaited.

A letter of in principle support for additional subsidy has been issued by South Lanarkshire Council.

Acting Director confirmed that the subsidy requested covers the additional costs for concierge and CCTV.

18 Capital Works Programme

Committee noted the report.

The smoke, heat and carbon monoxide alarm works will be on site in the new build properties at the end of November 2020 and finished by mid December. The works for the multi storey flats are on site now with 4 flats being completed per day which is expected to increase to 8 flats per day as the programme goes on.

The office works are near complete. The works needed to the office to ensure they are a safe environment are in place and working well

The HEEPS insulation work will restart on the 2nd November 2020.

19 Health and Safety - Health and Safety Committee meeting

A health and safety committee meeting would normally have been held around August.

The Acting Director will organise a committee meeting with staff and committee taking into account that Thursday and Friday work best for the health and safety committee.

The Acting Director will propose a date and time for a health and safety committee meeting.

20 Risk Management

Risk Register Review

Updated Covid item for risk register detailing risk and control measures in place.

Committee agreed update.

Landlord Safety – Fire Risk review

Fire safety – the MSF risk review update is included in the committee papers for information.

Scottish Fire and Rescue have recommenced their quarterly MSF fire inspections from September. Actions identified are being progressed by concierge and there is a newsletter article reminder about keeping landings clear. Committee were reminded of their decision to support Scottish Fire and rescue in their recommendation that doormats should be removed and no items should be on landings. The Acting Director informed committee that South Lanarkshire Council bulk uplift had now recommenced.

Committee asked the Acting Director to have more building checks conducted to make sure landings were clear.

21 Complaints and Compliments – Quarter 2

Committee noted these reports.

22 Annual Audit

The auditor will present to the next management committee meeting in November. They are currently conducting the audit remotely, which is a slower process than in previous years of being based in the office with finance staff able to provide information more readily. This still meets current timescales with the submission deadline in December.

23 Any Other Competent Business

No other business was raised.

24 Date and Time of Next Meeting

23rd November 2020, at 6.30 p.m

Closed Session - Confidential Items

Meeting closed at 7.50 pm