

**West Whitlawburn Housing Co-operative
Management Committee Meeting of
Monday 23rd September 2024 at 6.30pm
Meeting held in WWHC Office**

In attendance:

Committee:

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

WWHC Staff:

G Clayton – Director (Dir)
R Hosie – Corporate Services Officer (CSO) – Minutes
K Ross – Admin Assistant (AA)

Other:

J Mulholland – Mulholland Housing Consultancy (JM)
J Williams – Prospective Management Committee Member (JW)
L Reynolds - Prospective Management Committee Member (LR)
C Patrick - Prospective Management Committee Member (CP)

Meeting is quorate.

1. Apologies

B McNicol (BMcN), P Welsh (PW) – Leave of Absence

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. Annual Assurance Statement

a) Assurance Report – John Mulholland

JM provided a verbal summary of the background of the assurance review and highlighted the following positive areas:

- All staff have received training on assurance processes
- Landlords Health & Safety
- Factual and up-to-date governing body minutes
- Smooth recruitment process of senior officer
- Equalities & Diversity action plan in place
- Work on rent affordability

Overall, JM noted good performance and compliance from WWHC and further advised that WWHC should remain vigilant and maintain high standards of assurance.

Committee approved the following recommendations:

- **Consider** and subject to any amendments, **approve** the self-assessment outcome for up to October 2024.
- **Agree** that self-assessment against the Scottish Housing Regulator's Regulatory Standards of Governance and Financial Management is conducted annually going forward.
- **Approve** the continuation of a Governance and Financial Management Improvement Plan and **note** that this will be presented for review annually as part of the business planning process.
- **Agree** that the Committee has had sufficient assurance to give it confidence to sign the 2024 Annual Assurance Statement confirming full compliance on the date of this meeting and authorise the Chairperson to sign the letter to the SHR confirming this decision.

b) Assurance Statement (Draft)

The Dir confirmed that WWHC has given due consideration to SHR guidance for drafting assurance statements and further confirmed the statement refers to the Co-operative's position on RAAC, EICR progress and other compliance items.

Committee approved the sign off of the Annual Assurance Statement. The Chairperson signed this on behalf of the Management Committee.

JM left the meeting at 6.40pm.

7. Introduction to Prospective Management Committee Members

C Patrick

CP provided a background to his professional life, including his experience working at another RSL.

L Reynolds

LR provided a background to her professional and personal life, highlighting her experience working at other RSL's and Local Authorities.

J Williams

JW provided a background to his personal and professional life. JW highlighted his experience, education, personal goals and other experience with GWSF.

Committee noted the prospective members' statements.

DN joined the meeting at 6.45pm.

**8. Previous Minutes
Management Committee meeting of**

a) 26th August 2024

The previous minutes were proposed by AD and seconded by LP and noted as an accurate record.

b) 7th September 2024

The post AGM minutes were proposed by MA and seconded by KSG and noted as an accurate record.

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

9. Matters arising from Previous Minutes

Actions arising from Previous Minutes Report

Fibre Network – The CSO confirmed that delays affecting tenants connecting to network have been resolved and site now live. Tenant notified of new termination date 27/11/2024.

Housing Perks – Information published to tenants encouraging sign-ups. Also to be featured in annual reports and newsletters. WWHC intend to use the platform when allocating Phil Welsh support fund.

Committee noted the updates.

10. Correspondence

- a) Information
- b) Decision

No items.

11. Delegates Reports and Affiliated Organisation Information

a) Employers in Voluntary Housing (EVH)

MA expected to receive induction to executive committee on 25/10/2024. More information to follow.

Committee noted the update.

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

Committee noted the AGM date of 16/10/2024.

c) Scottish Federation of Housing Associations (SFHA)

Committee noted the correspondence from SFHA.

12. Governance and Assurance

a) Schedule of External Submissions 2024/25

The Dir confirmed the submission of the Annual Financial Statements and update to SHR portal following the AGM

Committee noted the update and other upcoming submissions.

b) Management Committee Training Plan

The Dir reminded Committee to ensure active participation in e-learning training. Next training topic on governance topics due on 14/10/2024.

Committee noted the upcoming training requirements.

c) Governance, Recruitment and Succession Planning

Committee noted the prospective members' attendance at the meeting with outcome to follow.

13. Director Report and Targets

Staffing

Senior Concierge Officer – I Saville commenced work on 10/09/2024 – settling in well.

Housing Officer/Assistant – Recruitment ongoing, closing date 01/10/2024.

Modern Apprentice – A Junner commenced work on 16/09/2024 – expected to observe a Committee meeting. The Dir confirmed funding had been secured for the post.

The overall staffing structure remains under review with notable efficiencies offered by HomeMaster being accounted for – review of budget ongoing.

Committee noted the staffing updates.

Property Services

The Dir confirmed that work on meeting EICR and Smoke and heat detector targets are ongoing. Properties are expected to become void and work can commence.

Ground Maintenance

The Dir noted teething issues from the contractor at the start of the project. Staff continue to monitor contractor standards.

Business Plan Review

Periodic review expected Nov 2024 with tenant and committee involvement to be considered as per JM's self-assessment recommendations.

Committee noted the updates.

14. Scottish Housing Regulator

a) WWHC Landlord Report

Overall, good performance noted with rent increase below Scottish average.

The Dir confirmed a Tenant Satisfaction Survey will be conducted in 2025.

Committee discussed *Right First Time* as an indicator noting it is not used internally when monitoring contractor performance.

The Dir confirmed that WWHC are already on track to meet re-let targets, to date figure is 16 days – more information to follow at PA&R subcommittee meeting in November 2024.

DM requested further information on refusals – information to be sent prior to November subcommittee.

Committee noted the content of the report.

b) Consultation: Annual Return on the Scottish Social Housing Charter

Committee noted the content of the consultation and expect *Right First Time* indicator to be simplified. Committee agreed to submit their response to GWSF.

Committee noted the other proposed changes.

15. Management Accounts

a) Quarter 1 2024/25

The Dir presented the accounts for Q1, highlighting:

- Overall, positive variances
- A write back occurred from rent accounts in credit creating a positive variance
- A negative variance for Energy Centre income, charges to be reviewed following Q2
- Positive variance noted in other income, relating to aerial income

- Underspend in overheads as a result of IT system implementation
- Interest received from savings accounts.

Committee noted the Q1 Management Accounts.

b) Cash Flow Monitoring 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.

The Dir further advised that due to changes in the Communications Code, mobile network suppliers may be able to renegotiate their rent charges. Topic to be kept under review with solicitors and consultants working to ensure WWHC penalties are minimised.

Committee noted a healthy cash position for the period ended 30th June 2024.

16. Assurance Review

a) Action Plan Update

The CSO presented the action plan following a review of the evidence bank and SFHA guidance and confirmed that no items are in relation to non-compliance.

Committee approved the action plan for implementation.

17. Policy Review

a) Equality and Diversity Policy, Strategy & Action Plan

Policy reviewed as part of the normal review cycle. Proposed updates include recommendations made in good practice and have been implemented in Strategy and Action Plan.

Committee approved the updated policy, strategy and action plan for ongoing implementation.

b) SFHA Governance Model Documents

Policies below are scheduled for review however, awaiting updated guidance from SFHA:

- Model code of conduct for governing body members (to conclude in Sept 2024)
- Model code of conduct for staff (to conclude in Sept 2024)

- Governing body member succession planning and recruitment (to begin Oct 2024)
- Governing body member annual review (to begin Oct 2024)
- Senior staff succession planning and recruitment (to begin Oct 2024)
- Model Entitlements, Payments and Benefits (EPB) Policy (to begin Jan 2025)

It is proposed that the reviews are postponed until updated guidance is available.

Committee agreed to postpone the policy reviews.

18. Any Other Competent Business

Equality and Diversity Survey 2024 – published to existing and ‘new’ tenants in September 2024 with high response rates noted. Information to be presented to PA&R subcommittee in November 2024.

Landlords electricity supply – The Dir explained that electricity supply contracts are up for renewal in 2025 with significant increases expected. The Dir requested Committee to grant delegated authority to the Director to negotiate up to an increase of 50% due to the volatile market. Proposals above this will be passed to Management Committee for consideration.

Committee agreed to delegate authority to the Director to negotiate electricity supply renewal up to 50%.

Community Initiatives – LP proposed that WWHC considers implemented community initiatives to look at bulk waste and disposal costs. The Dir highlighted areas for Committee to consider such as insurance implications and will ask the Community Development Co-ordinator to investigate funding. Committee agreed to allocate a working group (DM, KSG and LP) - more to follow.

19. Date and Time of Next Meeting

Monday 28th October 2024 at 6.30pm

CONFIDENTIAL ITEMS

The CSO, AA and all prospective members left the room.

The Dir provided Committee with updates on two separate confidential staffing matters.

Committee noted the updates.

Meeting closed at 8:20 pm

Print name:

Date:

Signed: