

West Whitlawburn Housing Co-operative
Management Committee Meeting of Monday 27th June 2022
Meeting held in Whitlawburn Community Resource Centre

In attendance:

Committee:

A Anderson – Chairperson (AA)	M Alcorn (MA)	B McNicol (BMcN)
S Anderson – Vice Chairperson (SA)	R Alexis (RA)	D Murphy (DM)
A Duffin – Secretary (AD)	P Welsh (PW)	

WWHC Staff:

S Marshall – Director (Dir)

G Clayton – Deputy Director (DD)

R Hosie – Corporate Services Assistant (CSA) – Minutes

Member:

K Stubbs Gorman (KSG) (membership number 1209) was co-opted to the Management Committee at this meeting. The co-option was proposed by MA and seconded by PW.

Meeting is quorate.

1. Apologies

E Kerr (EK)

2. Confidentiality

The Chairperson reminded committee of importance of confidentiality

3. Declaration of Interests

The Dir, DD and CSA declared an interest at agenda item 15. c) Pension Deficit (consultation) and will not take part in discussion or decision making.

4. Equalities and Human Rights

No issues raised at this meeting.

5. Previous Minutes

Adjustments to be made re spelling error on item 12. Director report and targets - A window will be installed in interview room 2 to improve ventilation and allow it to be used for tenant appointments.

AD queried the percentage of nominations granted to South Lanarkshire Council (SLC) for new build. The DD confirmed that the nominations agreement has been checked and 50% is correct and confirmed with SLC.

a) Management Committee meeting of 30th May 2022

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

b) Signing of Minutes

The Chairperson will pass the signed minutes to the Dir filing.

6. Matters arising from Previous Minutes

Actions arising from Previous Minutes Report

All open items are progressing and updates to be provided further on in this meeting at the appropriate agenda item.

7. Sub Committee Minutes and Referrals

a) Performance, Assurance and Risk (PAR) Sub Committee of 9th May 2022.

Committee noted the draft minutes provided to for information with the next meeting scheduled for 22nd August 2022.

8. Correspondence

a) Information

No items.

b) Decision

No items.

9. Delegates Reports an Affiliated Organisation Information

a) Employers in Voluntary Housing (EVH)

MA informed Committee that in-person meetings have recommenced. There is potential for EVH in person training to restart when ventilation improvements are complete.

The Dir advised the EVH Conference scheduled for August 2022. Information will be circulated once received. Also adding that the 25 year service awards are on the horizon.

Committee noted the update.

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

AD provided feedback on the summer regeneration conference attended by AD and PW who presented the plenary session and received positive feedback. Topics discussed at the conference included community wealth generation and co-operatives.

Committee noted the update.

c) Scottish Federation of Housing Associations (SFHA)

The Dir advised that SFHA are to host a Zoom Cyber Security Awareness session on 27th July available to WWHC staff and Committee. KSG advised he will attend with place to be booked.

10. Governance and Assurance

a) Schedule of External Submissions 2022/23

Work on open items is progressing with the Loan Portfolio Return to be submitted at end of June 2022.

b) Management Committee Training Plan

Committee confirmed the training plan which will be updated when appraisals are carried out following the AGM.

Committee confirmed that they are happy with the current report structure and presentation.

c) Governance, Recruitment and Succession Planning

The updated report included information on experiences of Easthall Park HC and Rosehill HC regarding co-options.

Easthall Park HC's Chair has offered to attend WWHC to chat to committee.

A discussion took place on recruitment advertising. The Dir / DD explained that other HA's advertise for Committee members on EVH / SFHA websites and co-optees can be professionals, stakeholders in the community or housing professionals who can offer skills committee require identified through appraisals.

1 WWHC member has been co-opted to Committee at this meeting and a further member has advised they wish to observe the August committee meeting with a view to joining.

Committee noted the update and agreed ongoing consideration of Committee recruitment and strengthening.

d) AGM Briefing Paper

The AGM requires to be held within 6 months of the financial year end with provisional date set for Monday 12th September 2022 at 7.00 pm in Whitlawburn Community Resource Centre. Committee discussed the possibility of changing the date and time to a Saturday morning to encourage member attendance as previous issues have come up such as childcare and work commitments.

Management Committee agreed to a Saturday morning meeting.
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The AGM requires a quorum of 30 members attending or represented (previously 45 members). Committee agreed that proxy representation should be maximised where members are unable to achieve a quorum. The Chairperson can no longer act as a representative for any other Member at the AGM.

The Dir confirmed re-elections / stand down requirements. Committee agreed SA, PW and AD will stand down for re-election along with KSG as a Co-optee.

Committee noted that the Chairperson must not hold office continuously for more than five years and will reach the end of term this year. Committee discussed succession planning and the uptake of new roles.

DM suggested that WWHC look to advertise the AGM using leaflets emphasising tenants' choice and influence.

The Vice Chairperson took over chairing the meeting at this point.

11. Regulation

a) Loan portfolio return

The Dir explained the updated Loan Portfolio Return for 2021/22 which requires to be submitted to SHR by 30th June 2022. An in year return and notifiable event will require to be submitted to the Regulator when the CAF Bank loan is finalised.

Committee approved the LPR for submission to the Scottish Housing Regulator.
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12. Director Report and Targets

WWHC office has re-opened to visitors and tenants. Senior Staff are consulting with staff on the use of face masks in the office. The clear screens that separated desks are in office storage if required at any point.

The Dir provided an update on Property Services as follows:

1 property still cannot be re-let due to Scottish Power meter issue. WWHC are not alone on this issue, other RSLs are experiencing the same. The DD attended the developer's forum where this issue was discussed.

There are now 7 properties where smoke alarm calls do not relay back to Concierge station. These will be changed when handsets with connection become available.

Smoke detector upgrades are progressing.

PA&R meeting has been rescheduled to 22nd August 2022 at 6.30pm.

13. Property services

No items.

14. Tenancy services

a) Arrears Monitoring Report

Report tabled at the start of the meeting and Committee noted the figures reported.

15. Corporate services

a) Financial Audit 2021/22

The audit commenced on 20th June 2022 and the auditor is aware of Committee's reporting requirements. Office attendance to carry out walk through tests will be organised.

Committee noted the update.

b) Impairment Review

As part of the annual audit and under SORP (Statement of Recommended Practice) regulations, The Co-operative is required to consider on an annual basis whether a full impairment review is required in relation to our assets.

In order to assess whether there is likely to be impairment, the Co-operative conducts an impairment test which would show if there is an indication of impairment.

Committee considered the Impairment check list report showing no indicators of impairment and therefore no basis to support a full impairment review being carried out at this stage.

Committee agreed to proceed with the recommendation that no further impairment review is to be carried out for the period end 31st March 2022 and for this position to be reviewed at the end of the financial year 2022/23.

c) Pension Deficit

The Dir advised of the notification from The Pension Trust advising that the deficit contributions for the current recovery plan made by WWHC will cease from 30th September 2022 to 31st March 2023. The notification highlights the risk of future deficits and will depend on future valuations.

The reduction in the deficit has been accounted for in the updated 30-year financial projections.

The draft Pension Working Group Committee report has been circulated for some further staff feedback which will be considered and used to finalise the recommendations from the working group to Management Committee, which will then be issued for formal consultation. One further meeting of the working group is to be arranged.

Consultation on SHAPS scheme benefits

Interest declared by The Dir, DD and CSA who did not take part in discussion or decision making.

Consultation on future defined benefits request received 17th June with a submission date of 22nd July. The estimated future contribution rates with significant increases were shown together with scheme proposals on reducing the costs and future benefits and risks.

A discussion took place between Committee members regarding payment timescales, investment security and the financial burden to WWHC.

BMcN highlighted concerns relating to the current cost of living crisis and people's ability to afford pension contributions.

Committee agreed that that their overall aim is to minimise the level of risk WWHC is exposed to while maintaining affordable pension options for staff.

16. East Whitlawburn

a) Legal Agreement

Complete as previously reported.

b) Loan Finance

Management Committee considered the loan facility tender report at the meeting on 29th November 2021 and agreed CAF Bank is selected as the funder on the project. Work to put in place the loan documentation is ongoing with the agreed terms highlighted in the report.

The project costs and spend to date are summarised and the DD highlighted amendments which do not change the overall agreed project costs for approval.

Committee agreed the redistribution of costs within the project budget.

CAF Bank required updated 30-year projections for the loan approval, which have been updated with support from FMD. Committee noted the updated summary cash flow with update report for Management Committee for inclusion in the Business Plan to follow.

The valuation for asset cover agreed by committee in order to provide security for the loan, will be updated from October 2021.

The report submitted to the CAF Bank Credit Committee on 23rd June 2022 has been confirmed as approved.

Property handovers were expected to commence from September 2022. We have received an updated programme from SLC with Block 40 (24 flats) now scheduled to be handed over mid-August 2022 with an anticipated project completion by February 2023. Committee noted the updated schedule.

We have received the addresses and postcodes from SLC for the 60 units.

When the loan is finalised, there is a requirement to submit an in-year update of the loan portfolio return and to submit a notifiable event in line with policy and SHR guidance on disposals by way of granting security over social and non-social housing dwellings land or other assets.

Committee noted the updated risk management details and overall report.

c) Road Construction

Management Committee site visit was carried out on 30th May 2022.

17. Business Plan

a) Delivery Plan Update

Work to deliver the Business Plan objectives is ongoing. Committee noted the updated delivery plan progress report.

b) 30 Year Financial Projections

The Dir advised the projections were updated for CAF Bank loan with further report to follow at the July 2022 meeting.

Committee noted the updated cash flow within the papers.

18. AOCB

a) Re-branding

The DD presented the proposed logos which were issued by email the week prior to the meeting.

There was detailed discussion with varying opinions on the options with a consensus that members liked the modern-look and bright colours used.

Committee agreed to proceed with logo option 3.

b) Website

The DD advised that the Tenant Scrutiny Panel (TSP) is being re-introduced with the first topic being website testing and feedback.

This is scheduled for 12th July 2022 in WCRC. Information on TSP membership has been published in the newsletter. Committee are also welcome to attend and their views on the new website are also sought.

c) Ground Maintenance

The DD brought up Committee's previous concerns regarding ground maintenance. The issue has been raised with the contractor who advised that issues arose due to heavy rainfall.

Two committee members also drew the DD's attention to contractors carrying out ground maintenance work on a Saturday morning which was not agreed prior. The DD will investigate this.

d) Office Ventilation

The DD requested approval for spend on ventilation improvements in the interview room and DD office. Committee considered the quote from the Contractor who carried out office refurbishment works.

Committee agreed to proceed with the installation of windows to improve ventilation based on the quotation received.
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19. Date and Time of Next Meeting

Monday 25th July 2022 at 6.30pm.

CONFIDENTIAL ITEMS

The CSA left the meeting at 8.02 pm.