

West Whitlawburn Housing Co-operative
Management Committee Meeting of
Monday 29th January 2024 at 6.30pm
Meeting held in Whitlawburn Community Resource Centre

In attendance:

Committee:

S Anderson – Chairperson (SA)

A Anderson (AA)

M Alcorn (MA)

L Patrick (LP)

B McNicol (BMcN)

K Stubbs-Gorman (KSG)

P Dickson (PD)

WWHC Staff:

S Marshall – Director (Dir)

G Clayton – Deputy Director (DD)

R Hosie – Corporate Services Officer (CSO) – Minutes

Meeting is quorate.

1. Apologies

P Welsh (PW) – Vice Chairperson, A Duffin (AD) – Secretary, D Murphy (DM), E Kerr (EK) LOA.

2. Confidentiality

The Chairperson reminded all present about the importance of confidentiality.

3. Declaration of Interests

The Dir, DD and CSO declared an interest under agenda item 10.a) Employers in Voluntary Housing. Staff will leave the room during discussions.

4. Equalities and Human Rights

No items raised at this meeting.

5. Health and Safety

No items raised at this meeting.

6. Previous Minutes

a) Management Committee meeting of 5th December 2023

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

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

b) Management Committee meeting of 16th January 2024

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

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

7. Matters arising from Previous Minutes

Actions arising from Previous Minutes Report

The DD advised that CityFibre are finalising network completion at Jura Terrace, Morven Road, Tiree Way and Iona Place. Expected go live date of February 2024 – tenant notification drafted and pending distribution following network completion. The DD further confirmed that discussions with Hyperoptic have ceased due to no agreement being reached regarding an electricity supply.

Homemaster implementation and end-user training ongoing. Staff on track for a go-live on 5th February 2024.

Committee noted the updates.

Insurance information progressing and MSF rebuild evaluations received and reports forwarded to insurance broker. Rebuild evaluations confirmed at £20m per MSF and 40% uplift in insurance budget for 2024/25 deemed as sufficient.

The DD sought an in principle agreement from committee to allow the insurance broker to proceed discussions with a second potential provider in the market. Committee approved the agreement in principle.

The DD confirmed that maintenance procurement is progressing well and tenders issued close on 05/02/2024 and 12/02/2024 for maintenance and ground maintenance respectively.

The DD requested delegated authority from committee to proceed with opening and reviewing tender documents. This will be done alongside EKDHA and RCHA out with WWHC offices. The returns are received through an online portal and will be verified accordingly.

Committee agreed to delegate authority to the Deputy Director.

8. Sub Committee Minutes and Referrals

No items.

9. Correspondence

a) Information

EVH Annual Conference scheduled 17 – 19 May 2024. MA agreed to attend and information to be distributed post-meeting to all committee members.

b) Decision

None required.

10. Delegates Reports an Affiliated Organisation Information

a) Employers in Voluntary Housing (EVH)

The Dir, DD and CSO left the room for Committee to discuss the employer proposals in wage negotiation for 2024/25.

The Chairperson passed the committee decision for submission to EVH.

No further updates from EVH.

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

The Dir summarised the information contained within the papers regarding Social Housing Net Zero Standard (SHNZS) with more information expected related to funding.

Committee noted the update.

c) Scottish Federation of Housing Associations (SFHA) – Response to SHR Consultation: Regulation of Social Housing

Committee noted SFHA's response to the consultation with the outcome to be confirmed when the consultation closes.

Committee noted the update.

11. Governance and Assurance

a) Schedule of External Submissions 2023/24

The Dir confirmed all items are up to date. One item pending submission of Management Accounts at the end of February 2024.

b) Notifiable Events Register

The Dir confirmed that notifiable event 30779 regarding Director Resignation was submitted and additional information provided as requested. SHR have advised they require to be kept informed of progress on recruitment.

Committee noted the update.

c) Committee Performance Reviews

Reviews ongoing. CSO to review information and compile a report and update training plan.

d) Management Committee Training Plan

To be further developed following appraisals. Training to be held out with meeting schedule with programme for the year arranged.

e) Governance, Recruitment and Succession Planning

Following the rent consultation 2024/25, 10 members indicated an interest in joining the Management Committee and have been contacted by the Dir accordingly. It is expected that 2 members will observe the February 2024 meeting.

The Dir confirmed that EK has indicated intentions to resign which will be confirmed at a future meeting.

The Dir further recommended that committee consider co-opting 1-2 non-members to provide additional support.

Committee noted the change in the number of committee members and other updates.

12. Regulation

a) SHR Risk Focus

The Dir summarised information contained within the report regarding the SHR's risk focus for 2024/25 with topics including EICR's and committee recruitment. Committee noted the SHR's requests for updates from WWHC.

The DD attended a H&S event recently where SHR representatives reported that data accuracy is also an important focus. Committee noted that WWHC's new IT system will give further assurance on this.

13. Director Report and Targets

The Dir advised the 2024/25 meeting schedule will be presented at February 2024 meeting with Committee training dates included.

The Acting Concierge Manager is in post until 31/03/2024 and recruitment will be progressed.

The Director's resignation is progressing with EVH appointed as the HR consultant. The first meeting is expected 14/02/2024.

Internal Audit to commence in February 2024 and will focus on void management and the annual assurance process.

14. Budget and Rent Setting 2024/25

The DD presented the Budget and rent setting report and informed committee that January 2024's CPI figure remains at 4%. Committee previously agreed to consult on a 5% rent increase and response rates as follows:

	2023/24	2024/25
Number issued	668	704
Number returned	91	83
Percentage return	13.6%	11.8%

2024/25 consultation outcome:

	Yes	No
Taking everything into account, do you understand the need for a rent increase?	67 80.72%	16 17.6%
Taking all the enclosed information into account, do you think the 5% rent increase proposed is reasonable?	48 57.8%	35 42.2%

Committee further noted the additional questions asked in the consultation and the anonymised feedback detailed in full in Appendix 1 to the report.

The DD also highlighted the responses to questions regarding Management Committee interest and Tenant Focus Group interest. Tenants will be contacted accordingly for future topics.

Committee queried internal close painting as highlighted in Appendix 1. The DD confirmed that the project is budgeted for alongside replacement fire doors. Fire doors to be replaced first so as to not damage any close painting in the process. Timescales TBC.

Committee approved the rent increase for of all properties, excluding the 2009 built 5 apartments, by 5% for 2024/2025. Formal notification to follow for all tenants.

15. Asset Management Strategy

The DD summarised the review process as supported by Mulholland Housing Consultancy and reviewed according to the current SHR statutory guidance.

A SWOT, PESTLE analysis has been included to consider the current challenges and operating environment.

An amendment was noted on page 8 of the policy regarding construction dates of MSF properties – to be amended to 1965 – 1982.

Committee approved the updated Asset Management Strategy for implementation.

16. Policy Review

a) Allocations Policy

The DD presented the report and summarised the formal review process carried out by the Allocations Working Party. Consultation took place between 01/12/23 and 15/01/24 and included online participation methods and opinions from all stakeholders.

Return and responses as follows:

Number issued	914
Number returned	87
CX percentage return	9.5%

	Yes	No
Do you agree with the policy aims?	89 93.7%	6 6.3%

Committee noted the information included in appendices 1, 2 and 3 to the report.

Committee approved the Allocations Policy for implementation.

17. AOCB

District Heating Network (DHN) / Vpro – BMcN queried the expected life of Vpro2 units and the approximate number of units required to be replaced – the DD to gather information and report back.

Committee discussed parts obsolescence in relation to older Vpro models and the expected costs required to support a transition to Vpro2 models. The DD advised that this is expected given that the DHN is 10 years old.

BMcN highlighted issues when reporting faults/repairs to concierge or Vital Energi – the DD reminded committee to raise concerns when issue first arises to Property Services team.

Committee discussed if other providers are available to provide metering services at less cost. The Dir and DD confirmed that there is other providers however, changing the provider would mean changing all units and systems across the network which is a costly exercise.

MP Visit – request from Michael Shanks MP for Rutherglen and Hamilton West to visit WWHC to observe work and meet Committee. Provisional meeting date of 13/02/2024 – more information to follow.

18. Date and Time of Next Meeting

Monday 26th February 2024 at 6.30pm

CONFIDENTIAL ITEMS

No items.

Meeting closed at 7.35pm

Print name:

Date:

Signed: