

**West Whitlawburn Housing Co-operative
Management Committee Meeting of
Tuesday 27th May 2025 at 6.30 p.m.
Meeting held in WWHC's Offices**

In attendance:

Committee:

S Anderson (SA) – Chairperson	A Duffin (AD) – Secretary
D Murphy (DM) – Vice Chairperson	M Alcorn (MA)
K Stubbs-Gorman (KSG)	A Anderson (AA)
P Dickson (PD)	C Patrick (CP) – Co-Optee

Other:

J McIntyre (JMcl) – Prospective Management Committee Member

WWHC Staff:

G Clayton – Director (Dir)

K Ross – Administration Assistant (AA) – Minutes

Meeting is quorate.

1. Apologies and Appointment to Fill Casual Vacancy

a) Apologies

P Welsh (PW) – Leave of Absence

D Nnam (DN), L Reynolds (LR), J Williams (JW), L Patrick (LP)

b) Appointment to Fill Casual Vacancy

Management Committee approved the appointment of J McIntyre to fill the Casual Vacancy

Proposed by AD and seconded by DM

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.

6. Previous Minutes

Management Committee meeting of 28th April 2025

There was a correction noted on page 2, item 6a, for the date of the previous meeting.

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

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

7. Matters arising from Previous Minutes

Actions arising from Previous Minutes Report

No items.

8. Sub Committee Minutes and Referrals

a) February 2025 PAR Sub Committee Minutes

The Dir presented the February 2025 PAR Sub Committee Minutes to be ratified by the Management Committee. The minutes were approved at the May 2025 PAR Sub Committee.

Committee approved the February 2025 PAR Sub Committee Minutes.

b) Policy Review – Allocations Policy

The Dir presented the reviewed Allocations Policy to be ratified by the Management Committee. This review was approved at the May PAR Sub Committee.

Committee approved the Allocations Policy Review.

9. Correspondence

a) SHAPS Employer Update May 2025

The Dir presented the SHAPS Employer Committee update on the ongoing 2024 actuarial valuation. Committee noted the only substantive change from the previous update is the proposal for a 4-year past service deficit repayment timeframe which forecast to begin from 1 April 2026. Committee further noted the valuation timeline in the update including final valuation results by summer 2025

The Dir added that the past service deficit contributions have been included in the recently submitted 5 year financial projections.

Committee noted the update.

10. Delegates Reports and Affiliated Organisation Information

a) Employers in Voluntary Housing (EVH)

DM and MA provided a verbal update on topics discussed at the EVH Annual Conference 2025 which took place between 16th and 18th May 2025.

Committee noted the update.

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

AD provided an update on key topics discussed at the GWSF's 50th Anniversary event held on 29/04/2025. Key topics discussed included the Scottish Government's net zero targets and their implications for the sector, ongoing amendments to the Housing (Scotland) Bill and anticipated changes to EPC (Energy Performance Certificates) minimum standards, with new regulatory requirements expected.

AD advised that he will be attending GWSF's Summer Regeneration Conference on 20/06/2025.

Committee noted the update.

c) Scottish Federation of Housing Associations (SFHA)

The Dir presented an update from SFHA, on the Scottish Government's Programme for Government.

Committee noted the update.

d) Social Housing Safety Network Scotland

No items.

11. Governance and Assurance

a) Schedule of External Submissions 2025/26

The Dir presented Committee with the Schedule of External Submissions. The Dir confirmed the Quarterly Management Accounts and Covenant Report was submitted to the lenders ahead of the deadline on 21st May 2025.

Committee noted the updates.

b) Management Committee Training Plan

The Dir confirmed that training plan is ongoing. The SHARE online refresher training information has been issued to Committee. CT will deliver a short training session for Committee prior to the Management Committee meeting at 6pm on Monday 30th June 2025 on the Financial Statements.

Committee noted the updates.

12. Scottish Housing Regulator (SHR)

a) Briefing Note on Grenfell Phase 2 Report

The Dir presented the above briefing note prepared for the SHR, summarising key findings from the Grenfell Phase 2 report. The report highlighted regulatory changes introduced in England and Wales and the potential future impact for Scottish regulations.

Committee noted the update.

13. Director Report and Targets

Co-operative Development

AD, MA & DM attended a joint housing co-ops training session on 14/05/2025 at Hawthorn HC. The attendees noted an overall positive experience with strong and likeminded collaboration with the fellow Co-op organisations. The Dir & Committee are keen to progress with joint co-op participation events and will explore future options.

Stage 3 Adaptations

The Dir confirmed that WWHC's bid of £66,000 for 2025/26 has been awarded from the Scottish Government. Property Services will commence with cases on the waiting list.

Internal and External Audit

The Dir confirmed that following the prestart meeting held in April 2025 with the external auditor, CT, the audit is on schedule to take place on week commencing 23rd July 2025.

Director Targets 2025/26

The Dir advised Committee that the Directors Targets have been refreshed for the 2025/26 period. Committee agreed the new set of targets for 2025/26.

Committee noted the updates.

14. Annual Return on the Charter (ARC) and Stock Return

ARC Summary Report:

The Dir presented the summary report with comparisons on previous years provided, of the ARC return for 2024-25. The Dir confirmed that all data has been externally validated by WWHC's Auditors. A copy of Wbg's audit report was included in the papers.

Staffing

The Dir highlighted staff turnover for the year. Sickness absence has decreased from the previous year, with an overall reduction of 3.89%.

Housing Quality & Maintenance

The Dir reported Performance under SHQS showed an improvement, with 97.59% of WWHC's stock meeting the standard. The Dir highlighted continued progress in repairs performance, with reduced average completion days for Emergency and Non-Emergency Repairs

and an improvement of 1.29% in the percentage of Repairs Completed RFT.

Complaints & Tenancy Services

The Dir noted all complaints were responded to in full within SPSO targets at Stage 1 and Stage 2.

Adaptations

The Dir highlighted that adaptation times significantly increased from 19 days to 79.5 days, attributed to the delay in funding received from the Scottish Government. The Dir advised that the backlog of cases on the waiting list will continue to affect performance for the 2025/26 period.

Allocations

The Dir noted a significant improvement in the average time to re-let properties, which reduced from 31.2 days to 16.2 days. The Dir advised that this correlates to the reduction of rent lost due to void properties. CP highlighted a typo in variance report on Indicator 17. The Dir acknowledged the error and confirmed the figure has been correctly reported in the ARC return portal.

Rent Collection and Arrears

The Dir reported that rent collection for the year decreased by 1.12%. However, a decrease was noted in the total percentage of gross rent arrears and a significant decrease in rent lost through void properties for the year.

Tenant Satisfaction

The Dir reported that tenant satisfaction levels remained stable across most categories. However, an increase of 3.36% was noted in the percentage of tenants satisfied with the repairs service they received in the last 12 months which was recorded at 95.77%.

Wylie & Bisset Arc Review Draft Report

The Dir presented the Internal Audit Report prepared by WBG. The Audit focused on WWHC's reporting and data management arrangements in relation to the ARC.

Committee noted the contents of the Executive Summary, which confirmed a Strong Level of Assurance. 2 Low-Grade Recommendations were identified.

Committee noted the management responses and implementation target dates.

Committee approved the 2024/25 ARC Return and Stock Return to be submitted to the SHR

Stock Return

The Dir presented the figures presented on the Stock Profile 2024-25.

Committee reviewed the stock return information and average rent figures and approved the submission for 2023-2024.

15. Five Year Financial Projections

The Dir summarised the figures and key assumptions and noted that these are in line with the Business Plan. The Dir added that an external verification of the stock condition and component life cycle replacements will be carried out in 2025/26 as noted in the Business Plan Delivery Plan and Targets.

Committee approved the Five Year Financial Projections to be submitted to the SHR

16. Temporary accommodation and Homeless Lets to South Lanarkshire Council (SLC)

The Dir presented correspondence received from SLC requesting support in providing additional properties for use as temporary homeless accommodation and for a review of the current letting quotas in the Allocations Policy. The Dir referred to the report in the papers recommending an increase from 3 to 4 temporary accommodation flats. Committee discussed both the temporary lets and the current quotas in the Allocations Policy.

Committee approved the lease of an additional property to SLC for temporary accommodation and to keep the quotas as set out currently in the Allocations Policy

17. Policy Reviews

a) Use of the Seal

The Dir presented the Use of the Seal Policy to be reviewed as part of the normal review process through the policy review schedule. Committee noted there to be no legislative changes relating to the policy and the appended equalities impact assessment.

Committee agreed to approve the Use of the Seal Policy for ongoing implementation.

b) Whistleblowing

The Dir presented the Whistleblowing Policy to be reviewed as part of the normal review process through the policy review schedule. Committee noted there to be no legislative or material changes relating to the policy and the appended equalities impact assessment.

Committee agreed to approve the Whistleblowing Policy for ongoing implementation.

18. Extension of Gas Servicing and Maintenance Contract

The Dir presented a proposal from City Technical Services (CTS) to extend WWHC's current Gas Servicing and Maintenance Contract for a further 3 years and confirmed that this contract is procured jointly with East Kilbride Housing Association. Committee noted the current and proposed contract rates outlined in the report. The Dir highlighted appended report on the analysis of the proposed rates by QS Consultant Nbm.

Committee approved extension of the Gas Servicing and Maintenance Contract with CTS

19. AOCB

Loan Portfolio Return 2024/25

The Dir presented the information contained within the Loan Portfolio Return. The Dir confirmed that all covenant requirements are being met.

Committee approved the Loan Portfolio Return for submission to the SHR.

Date and Time of Next Meeting

Monday 30th June 2025 at 6.30 p.m.

CONFIDENTIAL ITEMS

Confidential item redacted

Meeting closed at 8.10pm

Print name:

Date:

Signed: