**West Whitlawburn Housing Co-operative**

**Management Committee Meeting of**

**Monday 25th August 2025 at 6.30pm**

**Meeting held in WWHC's Offices**

**In attendance:**

**Committee:**

S Anderson (SA) – Chairperson

D Murphy (DM) – Vice Chairperson

K Stubbs-Gorman (KSG)

P Dickson (PD)

L Patrick (LP)

M Alcorn (MA)

A Duffin (AD) – Secretary

A Robertson (AR) – Co-optee

J Williams (JW) – Co-optee

L Reynolds (LR) – Co-optee

C Patrick (CP) – Co-optee

**WWHC Staff:**

G Clayton – Director (Dir)

R Hosie – Corporate Services Officer (CSO)

K Ross – Administration Assistant (AA) – Minutes

**Other:**

J Singh Arora (JSA) – Audit Manager, CT Chartered Accountants and Statutory Auditor (CT)

Meeting is quorate.

1. **Apologies**

D Nnam (DN)

2. **Confidentiality**

The Chairperson reminded all present about the importance of confidentiality.

## 3. Declaration of Interests

LR declared an interest under Agenda Item 6 – Auditor Report.

## 4. Equalities and Human Rights

No items raised at this meeting.

## 5. Health and Safety

No items raised at this meeting.

## 6. Auditor Report
## a) Annual Report and Financial Statements

JSA presented the Annual Report and Financial Statements, confirming a clean set of accounts with no issues identified. Committee noted key elements including the business summary, auditors' opinion, financial position and statement of cash flow.

JSA discussed the past service deficit for the SHAPS pension scheme from 1st April 2026. There were no concerns highlighted.

| |
|---|
| Committee approved the sign off of the Annual Financial Statements |

## b) Letter Of Representation

| |
|---|
| Committee approved the sign off of the Letter of Representation. |

## c) Audit Summary Report & Response

JSA presented the Audit Summary Report & Response, summarising CT's findings following completion of the external audit:

- Budget forecasts, loan covenant calculations and the cash position was reviewed and confirmed as adequate.
- The governance framework including internal audit reports and minutes and the risk assessment structure was reviewed and confirmed as comprehensive and well managed.

- The rent recovery and tenant arrears position is consistent with the previous years with no issued identified.
- No indications of impairment within the housing stock were found.
- Income has not been materially misstated and allocated appropriately following a review of procedures and controls.
- All loan covenants were complied with during the year.
- There are significant controls and procedures in place to identify and mitigate the risk of fraud. No cases of fraud were found during the reporting year.
- A review of related party disclosures were confirmed as accurate and complete and compliant with ISA260.

JSA asked the Chairperson to confirm if they were aware of any fraud within WWHC and that no major incidents had come to light within the financial year. JSA also asked the Chairperson to confirm that they were satisfied with the competency of the Management Committee. Both were confirmed by SA.

The Dir thanked JSA for presenting the Financial Statements and report. JSA thanked WWHC Staff and Committee for their assistance throughout the audit.

JSA left the meeting at 7pm.

## 7. Previous Minutes

### Management Committee meeting of 28th July 2025

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

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

## 8. Matters arising from Previous Minutes

### Actions arising from Previous Minutes Report

<u>Update on the recycling bins at Kintore Tower</u>

Committee agreed to close the item. The Dir confirmed that the Concierge Manager is continuing to liaise with SLC. The Dir also confirmed that they will monitor this item alongside bulk waste across the general estate within the Directors Report and Targets.

Committee noted the update.

## 9. Sub Committee Minutes and Referrals
### a) PA&R Minutes 12th May 2025

The Dir presented the previous PA&R Minutes for the meeting of 12th May 2025.

Committee ratified the PA&R sub-committee's decision to approve the previous minutes.

### b) Policy Reviews

The CSO presented 3 policy reviews to Committee as approved at the PA&R sub-committee on 11th August 2025.

Committee ratified the PA&R sub-committee's decision to approve the following policies for ongoing implementation:

- Repairs and Maintenance
- Alterations and Improvements
- Lock up Management

Furthermore, Committee ratified the PA&R sub-committees' decision to retire the following policies:

- Satellite Dish Policy
- Right to Repair Policy

## 10. Correspondence

No items.

## 11. Delegates Reports and Affiliated Organisation Information
### a) Employers in Voluntary Housing (EVH)

The Dir presented the monthly update from EVH. MA confirmed they attended the EVH's sub-committee meeting and gave an update on topics discussed at the meeting, including proposals for the next Annual Conference.

Committee noted the update.

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

The Dir presented the bi-monthly update from GWSF. AD confirmed they attended the AGM and board meeting gave an update on topics discussed.

Committee noted the update.

### c) Scottish Federation of Housing Associations (SFHA)

The Dir presented the correspondence from SFHA, discussing the future of medical adaptations programmes. JW proposed that WWHC gather feedback from tenants who have recently received medical adaptions to showcase the positive impact these changes have made. Committee and The Dir endorsed JW's suggestion, which WWHC will look to feature in future publications.

Committee noted the update.

### d) Social Housing Safety Network Scotland (SHSN)

The Dir presented the correspondence from SHSN and confirmed that WWHC Property Staff have recently completed some of the Landlords health & safety training courses highlighted in the paper.

Committee noted the update.

## 12. Governance and Assurance

### a) Schedule of External Submissions 2025/26

The Dir confirmed that all external submission items are up to date.

Committee noted the content of the report.

### b) Management Committee Training Plan

The Dir confirmed that the Committee training plan is ongoing, with appraisals to commence following the AGM. SA issued a reminder to Committee to be pro-active in completing the SHARE e-learning Committee training modules to ensure the training plan is kept up to date.

Committee noted the update.

## 13. Scottish Housing Regulator (SHR)

### a) Preparing AAS Thematic Review 2025

The Dir presented the thematic review on preparing for annual assurance statements, recently published by the SHR.

Committee noted the update.

### b) Notifiable Events – Annual Report 2024/25

The Dir presented the second annual report on Notifiable Events, recently published by the SHR.

Committee noted the update.

## 14. Director Report and Targets

<u>Staffing</u>

The Dir confirmed that the temporary Concierge Officer has had their contract extended for an additional 3-months. The Dir sought approval to offer a permanent contract to the staff member following this period. The Dir confirmed good performance overall by the employee and that the staff member was recruited through the last permanent post advertisement.

| |
|---|
| Committee approved the recommendation to proceed with a permanent contract as noted during the discussion. |

<u>Co-operative Development</u>

The Dir confirmed the preferred date for the next Co-operative Development group Committee networking event to be 7th October 2025, hosted at WWHC's Office. The Dir will deliver a presentation on WWHC's district heating system.

<u>Property Services</u>

The Dir confirmed that an electrical component fault with the odd lift at Ailsa Tower is being investigated by the lift maintenance contractor. Tenant's in the block have been kept updated on progress with the repair.

<u>Internal/External Audit</u>

The Dir confirmed that the External Audit is now complete.

Committee noted the updates.

## 15. Secretary's AGM Statement on Rules

The Dir referred to the report in the papers on the Secretary's AGM Statement on Rules. The Secretary confirmed that Rules 59 to 64 have been followed.

Committee noted the content of the report.

## 16. Policy Reviews

No items.

## 17. AOCB

Confederation of Co-operative Housing (CCH) Membership

The Dir presented an outline membership proposal from CCH, which highlighted the range of services, training, development opportunities and advisory support available. Committee noted the potential benefits of membership with CCH. Committee further noted proposed membership costs.

The Dir confirmed that the next step for consideration by Committee would be to arrange a meeting with CCH to discuss the membership proposal in more detail. LR agreed that it would beneficial to discuss the proposal in more detail with CCH to ensure transparency on costs ahead of any decision by Committee.

Committee noted that the next step will be to invite CCH to a future Committee meeting and agreed to carry the item forward.

## 18. Date and Time of Next Meeting

Tuesday 30th September 2025 at 6.30pm

## CONFIDENTIAL ITEMS

None

Meeting closed at 7.45pm

Print name: Date:

Signed: