

**West Whitlawburn Housing Co-operative  
Management Committee Meeting of  
Monday 27<sup>th</sup> October 2025 at 6.30pm  
Meeting held in WWHC's Offices**

**In attendance:**

**Committee:**

S Anderson (SA) – Chairperson	D Nnam (DN)
D Murphy (DM) – Vice Chairperson	L Patrick (LP)
K Stubbs-Gorman (KSG)	L Reynolds (LR) – Co-optee
J Williams (JW) – Co-optee	M Alcorn (MA)
P Dickson (PD)	C Patrick (CP) – Co-optee

**Other:**

J Mulholland – Mullholland Housing Consultancy (JM)

**WWHC Staff:**

G Clayton –Director (Dir)

R Hosie Corporate Services Officer (CSO) – Minutes

Meeting is quorate.

**1.**

**a) Apologies**

A Duffin – Secretary (AD)

A Robertson (AR) – Co-optee

**b) Request for Leave of Absence**

The Dir informed Committee MA is seeking a 3-month leave of absence commencing in January 2026.

Committee approved the leave of absence. The CSO will request that the Secretary confirms this in writing to MA.

## **2. Confidentiality**

The Chairperson reminded all present about the importance of confidentiality.

## **3. Declaration of Interests**

DN declared an interest under confidential item 20 (b). The member will not participate in the discussion or decision making.

## **4. Equalities and Human Rights**

No items raised at this meeting.

## **5. Health and Safety**

The Dir referred to the policy statement that describes employers and employees' duties along with WWHC's responsibilities as an organisation under the Health & Safety At Work Act 1974.

Committee approved the adoption and signoff of the policy statement.  
The document was signed by the Chairperson and Director.

## **6. Annual Assurance Statement**

### **a) Assurance Report – John Mulholland**

JM introduced himself and provided a background to his role and experience.

JM commended WWHC for their overall approach to assessments, adding the information was well-prepared and transparent.

JM further summarised the information in the report, confirming the assessment outcome that WWHC are fully compliant with the Regulatory Standards and Standards of Governance and Financial Management.

JM highlighted areas of good practice, the recent landlord's health and safety audits and overall good performance by WWHC.

The following recommendations were agreed by Committee:

- Consider and subject to any amendments, approve the self-assessment outcome for up to October 2025.
- 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

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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 2025 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.

Committee noted the content and outcome of the report.

### **b) Assurance Statement**

Committee reviewed the draft Annual Assurance Statement (AAS). The Dir referred to JM's report and confirmed the key elements throughout the AAS document.

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

The Chairperson and Dir thanked JM for his services, wishing him a happy retirement. JM thanked WWHC for their support.

JM left the meeting at 7pm

## **7. Previous Minutes**

### **a) Management Committee meeting of 30<sup>th</sup> September 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 Dir for filing.

## **8. Matters Arising from Previous Minutes**

### CCH

The Dir confirmed the CEO of CCH will attend the next Committee meeting remotely to present the membership offering. The next step will be to establish a smaller group between each of the 7 Co-op's to review further membership proposals and benefits against value for money.

The Dir confirmed that questions will be considered and prepared in advance of the meeting.

CCTV Policy Clarification

Item to be considered under 15. Policy Review.

Correspondence regarding Nisa Car Park

Item to be considered under 9. Correspondence.

Committee noted the updates

**9. Correspondence**

**a) Thank you, card and email**

The Dir presented the card and email received from attendees at the Co-operative's development event on 7<sup>th</sup> October 2025.

Committee noted the positive feedback received.

**b) SHAPS Employer Committee Update October 2025**

Committee reviewed the letter from SHAPS that confirms a consultation has been issued on scheme management costs. WWHC's scheme costs were noted in the correspondence. The Dir has reviewed this alongside the Finance Officer (FO).

Committee noted the updates.

**c) Reply Email from Cllr Norman Rae**

Committee acknowledged the response email from the Councillor, who confirmed that the Nisa Car Park land is privately owned, and attempts have been made to resolve issues without success.

Committee noted the updates.

**10. Delegates Reports and Affiliated Organisation Information**

**(a) Employers in Voluntary Housing (EVH)**

MA provided a verbal update on the 3-year pay deal in relation to inflation figures.

Committee noted the content of the report.

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

The Dir highlighted the introduction of Awaab's Law in England in 2025 and the amendment of the Housing Bill in Scotland. The Dir confirmed that WWHC continue to treat all mould and damp cases as urgent and are expected to be monitored through the HomeMaster case management module.

Committee noted the content of the written report.

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

The Dir presented the report regarding lobbying for investment in housing across Scotland.

Committee noted the content of the report.

**(d) Social Housing Safety Network Scotland**

The Dir highlighted the Networks updates on Awaab's Law as above.

Committee noted the other information within the update report. The Dir is to co-present at the conference on a session on Lift Safety in November 2025.

**11. Governance and Assurance**

**a) Schedule of External Submissions 2025/2026**

The Dir confirmed that items are ongoing with the Annual Assurance Statement accepted at the meeting and the annual report being finalised for publishing by 31/10/2025.

Committee noted the updates.

**b) Management Committee Training Plan**

The CSO advised that dates are to be finalised for training on GDPR with Information Law Solutions. Information to follow when known.

Committee noted the update.

**12. Scottish Housing Regulator**

**a) Determination of Accounting Requirements – Consultation**

The Dir confirmed that the information was circulated via email w/c 20<sup>th</sup> October 2025.

The FO has reviewed the information and expects no major changes to current requirements.

Committee noted the consultation information.

### **13. Director Report and Targets**

#### Staffing

The Dir confirmed J McKissock has been appointment as Senior Concierge Officer following a recruitment process. The Dir noted that there will be a review of personnel changes between the Concierge Teams following the appointment.

An applicant has been identified to fill the vacant Concierge Officer post on a 3-month contract with a view to making the post permanent based on interest in the previous posts that were advertised.

Committee approved the recommendation to offer the post on a permanent basis subject to satisfactory performance during the initial 3-month period.

#### Property Services

The Dir confirmed that 100% of WWHC stock has a current EICR – 3 properties recently tested are unsatisfactory with remedial works appointments arranged with the tenants.

#### Internal Audit

The Dir confirmed the complaints and follow up internal audit took place during October 2025 with positive outcomes from both. The Internal Auditor is to present their reports at the November 2025 Performance, Assurance and Risk sub-committee.

Committee noted the updates.

### **14. Office Christmas Closure**

The Dir presented the proposed office closure dates and confirmed that Concierge staff will be available 24/7 and that tenants on the District Heating Network will have access to Friendly Credit.

Committee agreed to close the office on 24/12/2025 and re-open on 05/01/2025 with staff using annual leave as appropriate.

Committee further delegated authority to the Director to close the office early on 24/12/2025.

### **15. Policy Review**

#### **a) CCTV Systems Policy Clarification**

The Dir presented the report providing clarity on the items Committee raised at the September 2025 meeting. The information was confirmed

by the Data Protection Officer (DPO) as detailed in the report and no further amendments are proposed.

Committee agreed not to amend the policy.

**b) Entitlements, Payments and Benefits**

The Dir recalled Committee's decision to approve the policy at the September 2025 meeting. A further change has been identified due to several inactive suppliers being removed from the list in Appendix B.

Committee approved the Entitlements, Payments and Benefits Appendix B for inclusion in the policy.

**c) Standing Orders**

The Dir recalled Committee's decision to approve the policy at the September 2025 meeting. A further change has been identified to align with the policy with the IT system HomeMaster as detailed in the report.

The Dir proposed that the section on 'Housing Management – Legal Fees' is removed with staff permitted to approve spend according to their pre-agreed limits within the policy.

Committee approved the revised Section 20 delegated authority of Standing Orders for ongoing implementation.

**d) Committee Performance Reviews**

The policy was reviewed as part of the normal review cycle. No material changes are proposed to the policy and appraisal process. The appraisal form template has been reformatted and includes separate forms for a review of the Chairperson.

It was proposed to change the review timeline to January 2028 (every 3-years thereafter) in line with the Management Committee Recruitment and Induction Policy and SFHA Guidance.

Committee approved the Committee Performance Reviews Policy for ongoing implementation.

**16. External Appraisal Consultant Appointment**

The CSO presented the report to appoint an external assessor to conduct the annual performance review as per the policy. The CSO confirmed that

no quote from EVH was received, and the options remain as Share and GK Housing Services.

Committee reviewed the comparative information for the two organisations.

The CSO confirmed that 2 references for GK Housing Services had been requested.

Committee agreed to appoint GK Housing Services to conduct the annual performance review, subject to satisfactory references.

### **17. Whitcomm Written Resolution**

The CSO reminded Committee of the ongoing wind-up procedure of Whitcomm Co-operative Limited and confirmed the purpose to consider the written resolution to confirm the wind-up of the company, as per the Articles of Association where WWHC hold a 'golden share' in relation to wind-up matters only.

The CSO confirmed that three Whitcomm Director's had approved the wind-up, and an application has been made to close Whitcomm's bank account.

The Dir confirmed the resolution has been reviewed and prepared by TC Young Solicitors. The CSO confirmed the notes information on the reverse of the resolution to Committee.

Committee agreed the signoff of the written resolution and the Vice Chairperson signed this on behalf of the Management Committee.

The CSO confirmed that the document will be passed to TC Young Solicitors to be submitted to Companies House.

### **18. Request for Temporary Accommodation Lease – Afghan Resettlement Programme**

The Dir notified Committee that South Lanarkshire Council (SLC) Asylum and Resettlement Team (ART) have asked for 4 x 2-bedroom MSF properties to be leased to assist with the Afghan Resettlement Programme (ARP).

The Dir summarised the letting proposal and confirmed that SLC would be responsible for decoration, furnishing and rent costs during the 'matching' process. Further that the 'matching' process timescale is approximately 3-months and when a family is identified the lease will end and the family be issued with a Scottish Secure Tenancy for the property.

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The Dir further informed Committee that a 3-bedroom property has been identified as a potential lease due to no applicants currently meeting the criteria. Committee requested that WWHC re-visit all lists and determine if the property can be let through the homeless route.

Following SHR advice, WWHC would be required to submit a notifiable event should the leases be confirmed.

Committee discussed the resettlement programme and the positive impact on the community in support of similar previous projects with SLC.

Committee agreed to lease the 4 x 2-bedroom MSF properties to the SLC ART.

### 19. AOCB

#### AR Resignation

The Dir notified Committee that AR has submitted their resignation due to personal reasons.

Committee accepted the resignation. The CSO will request that the Secretary confirms this in writing to AR.

### Date and Time of Next Meeting

Committee discussed the next meeting date in accordance with the budget and rent setting process and the available ability of CPI figures.

Committee agreed the next meeting to be **Monday 24<sup>th</sup> November 2025 at 6.30pm.**

### 20. CONFIDENTIAL ITEMS

**Confidential items redacted.**

Meeting closed at 8:00pm

Print name:

Date:

Signed: