

**West Whitlawburn Housing Co-operative  
Management Committee Meeting of  
Monday 28<sup>th</sup> October 2024 at 6.30pm  
Meeting held in WWHC Office**

**In attendance:**

**Committee:**

S Anderson – Chairperson (SA)	A Duffin (AD) – Secretary
D Murphy – Vice Chairperson (DM)	L Patrick (LP)
M Alcorn (MA)	P Dickson (PD)
A Anderson (AA)	

**WWHC Staff:**

G Clayton – Director (Dir)  
R Hosie – Corporate Services Officer (CSO)  
K Ross – Admin Assistant (AdA) - Minutes

**Other:**

J Williams – Prospective Management Committee Member (JW)  
L Reynolds - Prospective Management Committee Member (LR)  
C Patrick - Prospective Management Committee Member (CP)

Meeting is quorate.

**1. Apologies**

B McNicol (BMcN), P Welsh (PW) – Leave of Absence.  
K. Stubbs-Gorman (KSG)  
Daniel Nnam (DN)

**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**

**H&S Policy Statement**

The Dir referred to the policy statement contained in the papers for Committee to sign off and for continued implementation. The employers and employees duties along with WWHC's responsibilities as an organisation under the Health & Safety At Work Etc. Act 1974 as stated on the policy statement were noted by Committee.

Committee approved the adoption and sign off of the policy statement. Copy passed to the Chairperson, SA and the Dir for signing.

**6. Management Committee Member Co-options**

Management Committee approved the co-options for the new Committee members following the recruitment process as discussed at previous meetings.

C Patrick

Proposed by AD and seconded by PD

L Reynolds

Proposed by LP and seconded by MA.

J Williams

Proposed by SA and seconded by AA.

**7. Previous Minutes**

**Management Committee meeting of 23<sup>rd</sup> September 2024**

Previous minutes were proposed by MA and seconded by LP and noted as an accurate record.

**8. Matters arising from Previous Minutes**

**Actions arising from Previous Minutes Report**

Fibre Network Condition and Future Options

The CSO confirmed that the Fibre Network transfer is nearing completion with 19 tenants remaining on the Whitcomm network. Update to be provided at the next meeting.

### Staff, Committee Recruitment and Succession Planning

The Dir notified committee that recruitment for the Housing Officer, Assistant Housing Officer and Management Committee positions are closed. The Dir welcomed CP, LR and JW to Committee and confirms FH and KS were successful in their respective posts.

### Recycling Bins at Kintore

The Dir advised that there have been no further updates from the local authority with regards to the recycling bins at Kintore Tower. The Dir also noted issues at Arkle Terrace since the local authority refuse collection was reduced from weekly to fortnightly. The Concierge Manager will continue to liaise with SLC and SFRS.

### My Housing Perks App

The Dir noted over 150 tenants have signed up and benefiting from the My Housing Perks App. WWHC will continue to promote the app and encourage uptake.

### Landlords Electricity Contract

The Dir confirmed WWHC's new 3-year contract with Scottish Gas - with an increase of 44.5%. The Dir had delegated authority at the previous meeting on 23/09/2024 tariff increase of up to 50%. The current contract is ends on 31/03/2025.

### Community Initiatives – Bulk Collection

The Dir highlighted that bulk refuse is an ongoing problem across the estate. The CDO has investigated funding with challenges noted as refuse intended for landfill and not a recycling/reuse project. Updates to follow.

Committee noted the updates

## **9. Correspondence**

### **a) Information**

#### **Donation Request**

The CSO notified committee of WWHC's donation spending for the year. DM proposed a new proactive approach to WWHC's donations and suggested spreading donations across local charities to increase support

for local organisations. The CSO agreed to look at local charities and information to be presented at next meeting.

**b) Decision**

No items.

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

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

MA attended an induction for EHV's Executive Committee on 25/10/2024. MA is considering 3 sub-committee options. More information to follow after the Executive Committee's first meeting on 18/11/2024.

Committee noted the update report.

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

AD and The Dir provided updates on the items included in the paper and items discussed at the GWSF AGM. Topics discussed included landlord charter performance and Stage 3 Adaptations Funding. The Dir informed committee that WWHC's funding for 2024/25 is received. The amount for 2024/25 is £20,000 which is a 50% reduction from last year's funding allocation.

Committee noted the update report.

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

No report from SFHA.

**11. Governance and Assurance**

**a) Schedule of External Submissions 2024/25**

Committee noted the update and other upcoming submissions.

**b) Management Committee Training Plan**

The Dir reminded Committee to ensure active participation in the SHARE e-learning training modules. The CSO will investigate and resolve technical issues across iHasco and Share training platforms.

CSO confirmed that an internal Committee appraisal will take place in 2024/25 with an external process expected in 2025/26.

Committee noted the timeline for process with outcome report expected in January 2025.

## **12. Scottish Housing Regulator**

### **a) SFHA Briefing Note - Consultation on proposed changes to the Annual return on the Charter**

The Dir highlighted SFHA's ARC Consultation Briefing Note contained the papers for information. The Dir noted the deadline for responses to the consultation is Friday 8 November 2024.

Committee noted the update.

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

### Staffing

Updates as above.

### Co-operative Development

The Dir highlighted the rollout of My Housing Perks as noted above.

Joint meeting with Co-op's group, SFHA and TC Young held to discuss future update of the Model Rules and some of the unique rules in relation to membership and allocations that apply to co-op's.

### Property Services

Stage 3 Adaptions: Award of £20,000 received from Scottish Government. The Dir noted that the award for 2025/26 is significantly less than previous and highlighted that WWHC will not be in a position to complete all cases currently on the waiting list before the half year point. The Dir added that a further update will be provided at the November Performance, Assurance and Risk Sub Committee.

### Tenant Support

Octopus Fund 2024: Funding received. Planning for energy vouchers is underway.

#### 14. Office Christmas Closure

The Dir highlighted the proposals contained in the report with the office close to office from Friday 24<sup>th</sup> December and re-open on Friday 3<sup>rd</sup> January 2025 with staff using annual leave as required for the non-public holidays. The Concierge service will run as normal and emergency / out of hours plans for repairs etc. are in place.

Committee approved the Office Christmas Closure dates.

#### 15. Policy Reviews

##### a) Code of Conduct for Committee Members

The Model Code of Conduct for Governing Body Members Policy was updated by SFHA. The Code, updated in October 2024 remains largely unchanged, with revisions focused more on the accompanying guidance.

Committee approved the updated policy for ongoing implementation.

##### b) Protocol on Dealing with an Alleged Breach of the Code of Conduct for Management Committee Members

In October 2024, the SFHA Model Protocol on Dealing with an Alleged Breach of the Code of Conduct for Management Committee Members was updated. The Code remains largely unchanged. SFHA commissioned Linda Ewart to draft the revisions.

Committee approved the updated policy for ongoing implementation.

##### c) Code of Conduct for Staff Members

In October 2024, the SFHA Model Code of Conduct Governing Body Members was updated. The update is relatively minor, with changes more around tidying up aspects of the code and accompanying guidance following feedback. SFHA commissioned Linda Ewart to draft the revisions.

Committee approved the updated policy for ongoing implementation.

**16. Any Other Competent Business**

Committee Leave of Absence

BMcN has requested an extension to the leave of absence for a further 3 month period.

Committee approved the extended leave of absence. The Secretary AD will write to the member to confirm.
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Lift in Arran Tower

The Dir informed committee that one of the lifts at Arran Tower is out of use. The Dir reassured committee that alternative arrangements and emergency procedures are in place for vulnerable tenants whilst the lift maintenance contractor works to fix the fault.

WCRC

DM highlighted floodlights being left on overnight at WCRC's football pitches. The Dir stated that he would raise the issue with WCRC and UTD Sports.

**17. Date and Time of Next Meeting**

Monday 25<sup>th</sup> November 2024 at 6.30pm

**CONFIDENTIAL ITEMS**

**Confidential Information Redacted**

The meeting closed at 7:55pm

**Print name:**

**Date:**

**Signed:**