

**West Whitlawburn Housing Co-operative
Management Committee Meeting of
Monday 31st March 2025 at 6.30 p.m.
Meeting held in WWHC's Offices**

In attendance:

Committee:

S Anderson (SA) – Chairperson	A Duffin (AD) – Secretary
L Patrick (LP)	D Nnam (DN)
M Alcorn (MA)	A Anderson (AA)
C Patrick (CP) – Co-Optee	K Stubbs-Gorman (KSG)
J Williams (JW) – Co-optee	

WWHC Staff:

G Clayton – Director (Dir)
R Hosie – Corporate Services Officer (CSO) - Minutes

Meeting is quorate.

1. Apologies

L Reynolds (LR), P Dickson (PD), D Murphy (DM) - Vice Chairperson

P Welsh (PW) – Leave of Absence. B McNicol (BMcN)

The Dir notified that BMcN has confirmed their intention to resign from Committee with the member to confirm in writing. The Secretary will confirm to the member in writing upon receipt of the formal resignation.

The Dir further notified Committee that PW is seeking a 3-month extension to the current leave of absence on personal grounds. PW does seek to re-join and is still within the 12-month maximum leave of

absence period. Committee approved the 3-month extension to the leave of absence. The Secretary will confirm to the member in writing.

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

a) Management Committee meeting of 24th February 2025

Committee noted an amendment required under 'Date and Time of Next Meeting' – change of date required.

The updates previous minutes were proposed by MA, seconded by LP, and noted as an accurate record.

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

7. Matters arising from Previous Minutes

Actions arising from Previous Minutes Report

Fibre Network Condition and Future Options

Good progress noted. Committee agreed to close the item.

Kintore Recycling Bins

Committee discussed the ongoing issue of recycling and bulk waste across the estate.

Community Initiatives

Committee agreed to close the item following lack of funding.

Lift Maintenance Contract

The Dir confirmed Jackson Lifts in place from 01/04/2025. Maintenance programmes have been scheduled as required. Item now closed.

Committee noted the updates.

DN entered the meeting at 6.45pm.

8. Sub Committee Minutes and Referrals

Staffing subcommittee referral to follow as confidential item.

9. Correspondence

a) Information

b) Decision

No items.

10. Delegates Reports and Affiliated Organisation Information

a) Employers in Voluntary Housing (EVH)

(i) Monthly Update

MA provided an update regarding the annual conference hosted by EVH. The CSO to check payments made for two attendees.

Committee noted the EVH monthly report.

(ii) 2025/26 Salaries – Employers Ballot Outcome

The Dir summarised the report within the papers. Committee noted the outcome and positive response rate. Payroll information has been updated accordingly.

Committee noted the updates.

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

AD summarised topics discussed at March 2025 meeting, including:

- Board/Committee working styles and use of technology
- Governance and frequency of GBM meetings.

The Dir notified Committee of the paper produced by GWSF regarding Community based HA's/Co-ops. Information to follow at April 2025 meeting.

Committee noted the updates.

c) Scottish Federation of Housing Associations (SFHA)

No items.

d) Social Housing Safety Network Scotland

No items.

11. Governance and Assurance

a) Schedule of External Submissions 2024/25

The Dir confirmed all items are now complete. Committee noted the submissions restart in 2025/26.

b) Management Committee Training Plan

Training plan ongoing – course information sent via email.

12. Scottish Housing Regulator

a) Letter to Landlords – Annual Assurance Statement (AAS) Requirements

Committee noted the SHR's requirements when producing the AAS for 2025/26.

The Dir notified Committee of the SHR's annual risk report and production of Engagement Plans for 2025/26.

13. Director Report and Targets

Staffing

Assistant Housing Officer Start date of 01/04/2025 noted.

Energy Support and Funding

The Dir confirmed that WWHC have been successful at receiving circa £52k of energy related support for both vouchers and admin costs for 2025/26. AHO to obtain City and Guilds in Energy Awareness with the funding.

Property Services

The Dir highlighted the various activities and upcoming procurement as detailed in the paper.

Committee noted the updates.

14. Insurance Renewal 2025/26

The Dir presented the renewal information received from Broker.

A 3-year deal is proposed with policies to be split across different insurers and broker fee held at previous rate. The Dir highlighted the budget savings as detailed in the report.

Committee approved the insurance renewal quote of £137,688.81 for a period of 3-years (subject to BCIS indices uplifts in years 2 and 3).

15. Finance

a) Management Accounts & Commentary – Dec 24

The Dir presented a summary of the information as presented within the papers. Overall, a positive variance and budgets positions for the quarter were noted.

Committee discussed the costs associated with bulk waste highlighted in the accounts commentary.

b) Quarterly Cash Flow Monitoring Report – Dec 24

The Dir presented the Q3 report. Committee noted the overall positive variance and other cash positions.

c) Other Fixed Assets Capitalisation Value

The Dir presented the report proposing an uplift in the capitalisation threshold from £500 to £1000 following recommendations from WWHC external auditor.

Committee approved the threshold increase to £1000.

d) Cost Centre Apportionment 2025/26

Apportionment reviewed as part of changed to staff structure and reduction in development work following property handovers and end of defects liability period.

Committee approved the apportionments effective from 1st April 2025.

16. Policy Reviews

a) Lone Working Policy

The CSO presented the policy review following EVH review of their model policy. The CSO confirmed that WWHC do implement lone working practices despite the policy being out of review of the normal cycle.

Committee approved the policy for implementation.

17. AOCB

Data Protection Consultant

The Dir proposed that WWHC instruct a Data Protection Offer (DPO) to oversee all GDPR, Freedom of Information and Environment Information Regulations information.

WWHC have been quoted by *Information Law Solutions Consultancy Ltd* £674 (ex. VAT) to have an external DPO and an additional £495 per month for the agent to handle all requests for information and other admin tasks (for a 6-month trial basis). Training is included for staff.

Committee agreed to appoint *Information Law Solutions Consultancy Ltd* as the designated DPO and subsequent administrator of all information requests for a 6-month period. Committee will review this agreement thereafter.

Concierge System (GDX) Fault

The Dir provided an update on ongoing issues with the GDX system that controls communication between properties and the Concierge station. An update is expected by 03/04/2025.

Committee noted the update.

18. Date and Time of Next Meeting

Monday 28th April 2025 at 6.30 p.m.

The CSO left the room at 7.40pm.

19 CONFIDENTIAL ITEMS

Confidential Information Redacted.

Meeting closed at 8.15pm

Print name:

Date:

Signed: