

**West Whitlawburn Housing Co-operative**  
**Management Committee Meeting of**  
**Tuesday 28<sup>th</sup> May 2024 at 6.30pm**  
**Meeting held in Whitlawburn Community Resource Centre**

**In attendance:**

**Committee:**

S Anderson – Chairperson (SA)	A Duffin (AD) – Secretary
B McNicol (BMcN)	L Patrick (LP)
A Anderson (AA)	K Stubbs-Gorman (KSG)
M Alcorn (MA)	P Dickson (PD)
D Murphy (DM)	

**WWHC Staff:**

S Marshall – Director (Dir)  
G Clayton – Deputy Director (DD)  
R Hosie – Corporate Services Officer (CSO) – Minutes

Meeting is quorate.

**1. Apologies**

D Nnam (DN), P Welsh (PW) – Vice Chairperson

**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 raised at this meeting.

## **6. Previous Minutes**

### **Management Committee meeting of**

#### **a) 29<sup>th</sup> April 2024**

The previous minutes were proposed by MA and seconded by AD and noted as an accurate record.

#### **b) 13<sup>th</sup> May 2024**

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

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

## **7. Matters arising from Previous Minutes**

### **Actions arising from Previous Minutes Report**

Fibre Network – delays noted due to City Fibre installation issues. Information issued to tenants advising that current deadline may be extended beyond 15/06/2024 to accommodate delays. The CSO and DD are liaising with City Fibre.

Committee Recruitment – external recruitment to be progressed. The Dir will present information specific to interview/discussion questions for any potential co-optee.

Reactive Maintenance Tender – The DD reminded committee of the tender outcome decision taken on 13/05/2024. Start meeting held with OOH and void contractor 'Timetra Ltd' with an expected start date of 10/06/2024. The DD highlighted positive steps taken by the contractor regarding access.

Ground Maintenance Tender – closing date noted of 31/05/2024. Outcome awaited with more information to follow.

Concierge Job Evaluations – meeting scheduled on 31/05/2024 between EVH and Concierge representatives to implement committee decision.

Committee noted the updates.

## **8. Sub Committee Minutes and Referrals**

### **a) Draft PA&R Minutes 13<sup>th</sup> May 2024**

Committee noted the minutes for information only.

- b) Policy Reviews**
  - No Access Policy**
  - Dampness, Mould and Condensation Policy**
  - Stage 3 Adaptations Policy**
  - Rent Arrears Policy**

Committee noted the content of the report.

Committee ratified the sub committee's decision and approved the above policies for implementation.

## **9. Correspondence**

- a) Information**
- b) Decision**

No items.

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

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

#### **EVH Conference 17-19<sup>th</sup> May 2024**

MA reported a positive experience at the conference and provided a verbal update on topics discussed.

Committee noted the update.

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

AD provided a verbal update on topics discussed at the most recent meeting.

#### **Housing (Scotland) Bill 2024 – GWSF briefing**

Committee discussed the information contained within the report. Committee discussed conditions of tenancy at WWHC regarding pets in MSFs noting that the bill may affect future court cases.

Committee noted the updates.

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

No items.

## **11. Governance and Assurance**

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

The Dir confirmed that items are up-to-date with ARC submission to be reviewed at the meeting for submission before 31/05/2024.

Committee noted the update.

#### **b) Management Committee Training Plan**

The CSO reminded committee members to complete training on the SHARE platform. Committee discussed the future topics and noted upcoming internal training on 10/06/2024.

#### **c) Governance, Recruitment and Succession Planning**

Updates as above.

### **12. Regulation**

#### **a) SHR 2024/25 Workplan**

Committee reviewed and noted the SHR workplan for 2024/25.

#### **b) Charter Performance Indicators Review**

The Dir reported the SHR intend to review all Charter performance indicators with more information and formal consultation to take place later this year.

Committee noted the updates.

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

#### Head of Property Services Recruitment

The Dir confirmed a closing date of 28/05/2024 and reported a very low number of applications received. It is proposed that senior staff consider further and could re-advertise the post.

Committee agreed to keep recruitment for the post under review with more information to follow.
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#### External Audit

External Audit prestart meeting scheduled for 31/05/2024 prior to audit date in June 2024. Staff to liaise with external auditor as required and a final report expected upon completion of audit.

Committee noted the update.

## **14. Annual Return on the Chart (ARC) and Stock Return**

### ARC

The Dir presented the summary report, with comparisons on previous years provided, of the ARC return for 2023-2024.

The Dir confirmed that no material items were to be reported with comments provided throughout the report.

AD noted a grammar error on page 12 of the full ARC return report. Item to be amended before submission.

Committee reviewed the data as reported within the summary report and full ARC return and approved the submission for 2023-2024.

### Stock Return

The Dir confirmed 18 additions to the stock profile as a result of the East Whitlawburn project completed in April 2023.

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

## **15. Five Year Financial Projections**

The DD summarised the figures for the year as reported, highlighting the assumptions made regarding inflation, rent and salary increases and interest rates.

Overall, a healthy cash balance is reported over the 5 years with significant stock investment. All loan covenants covered as required.

The DD confirmed that FMD have reviewed the sensitivity analysis for the 30 year projections and are satisfied with the figures reported.

Committee reviewed the five year financial projections and approved the submission to the SHR.

## **16. AOCB**

No items.

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

Monday 24<sup>th</sup> June 2024 at 6.30pm

**CONFIDENTIAL ITEMS**

None.

Meeting closed at 7.10pm