

**West Whitlawburn Housing Co-operative
Management Committee Meeting of
Tuesday 30th September 2025 at 6.30pm
Meeting held in WWHC's Offices**

In attendance:

Committee:

S Anderson (SA) – Chairperson

A Duffin (AD) – Secretary

A Robertson (AR) – Co-optee

K Stubbs-Gorman (KSG)

J Williams (JW) – Co-optee

M Alcorn (MA)

P Dickson (PD)

C Patrick (CP) – Co-optee

WWHC Staff:

S Marshall – Depute Director (DD)

N Currie – Finance Assistant (FA) - Minutes

Meeting is quorate.

1. Apologies

D Nnam (DN)

L Patrick (LP)

D Murphy (DM) – Vice Chairperson

L Reynolds (LR) – Co-optee

2. Confidentiality

The Chairperson reminded all present about the importance of confidentiality.

3. Declaration of Interests

SA and AD declared an interest under Agenda Item 15e. Members will not participate in discussion or decision-making.

4. Equalities and Human Rights

No items raised at this meeting.

5. Health and Safety

No items raised at this meeting.

6. Previous Minutes

a) Management Committee meeting of 25th August 2025

One amendment was noted under agenda item 11b regarding the types of meetings attended by AD.

The previous minutes were proposed by MA and seconded by KSG. Agreed by Committee subject to above amendment.

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

b) Management Committee of 8th September 2025 (post AGM)

One typo amendment noted under agenda item 6b – proposer of Vice Chairpersons amended to PD from KPD.

The previous minutes were proposed by CP and seconded by PD. Agreed by Committee subject to the above amendment.

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

c) AGM 8th September 2025 Draft Minutes

Committee noted the draft minutes for information only.

Matters Arising from Previous Minutes

Co-operative Development

Dir to email information on meeting dates with CCH upon return from leave.

7. Correspondence

Updated SPSO Statement of Complaints Handling Principles

The DD confirmed that staff have reviewed the updated principles at staff meetings and that a quarterly review of complaints are an ongoing item on staff meeting agenda.

Committee noted the content of the SPSO's statement and the updated principles.

8. Delegates Reports and Affiliated Organisation Information

(a) Employers in Voluntary Housing (EVH)

MA confirmed that the meeting with the UNITE Union regarding approved variations was cancelled and is due to be rescheduled.

(b) Glasgow West of Scotland Forum of Housing Associations

AD provided updates on the following:

- The Housing Emergency Action Plan has been published with a commitment to invest £4.9 billion over the next 4 years.
- Awaab's Law is due to come into force in March 2026.
- Transfer of Engagements Guidance is now available through the forum.
- Annual Conference confirmed for 25th November 2025 at Radisson Blue Hotel.

(c) Scottish Federation of Housing Associations (SFHA)

No update.

(d) Social Housing Safety Network Scotland

Newsletter contained in the papers.

The DD informed Committee that the Dir has been asked to present a session on Asset Management and Managing Lift Safety at the upcoming conference.

Committee noted the updates.

9. Governance and Assurance

a) Schedule of External Submissions 2025/2026

The DD confirmed that Committee details were updated on the SHR portal following the AGM and all submissions are up to date.

b) Management Committee Training Plan

The DD reminded Committee that WBG will be in the office on 20th October 2025 to carry out in-person training on the Role of Committee.

Committee noted the update.

10. Scottish Housing Regulator

a) Scottish Social Housing Charter National Report and Landlord Reports 2024/2025

The DD advised the ARC report noted good performance for landlords across Scotland.

b) WWHC Landlord Report 2024/2025

Information contained in the WWHC Landlord Report will be included in the Annual Report to be issued in October 2025.

Committee noted the performance and updates.

11. Director Report and Targets

The DD reported on the following:

EICR's

At the August 2025 meeting 100% of certificates were completed, 15 of these were marked as unsatisfactory. Remedial works have been carried out on 9 properties with certificates awaited. Property staff to arrange access to the remaining 6 properties to carry out works.

Tenant Satisfaction Survey

Consultant appointed with questionnaire expected be finalised week ending 3rd October 2025.

Annual Assurance Statement

Mulholland Housing Consultancy will be present at the October 2025 meeting to present a review of the assurance process and statement. All Landlord H&S reports are expected prior to submission of the Assurance Statement.

Internal Audit

The DD informed Committee that the Internal Audit is scheduled to commence on 8th October 2025 regarding complaints. This also includes a follow up from the previous audit of allocations and procurement

Committee noted the updates.

12. Finance

a) Management Accounts 2025/2026 Quarter 1

The DD presented the quarter 1 management accounts.

The DD confirmed an overall positive surplus for the period.

Committee noted the content of the report.

b) Cashflow monitoring report

The DD presented the report for period quarter 1 and confirmed an overall positive cash balance.

Committee noted the content of the report.

13. Data Protection

a) Data Protection Officer Service

The DD confirmed that Information Law Solutions were appointed for an initial period of 6 months ending on 30th September 2025 and proposed to extend the contract for a 6 month period. Committee considered the service provided and work proposed in the forthcoming period.

Committee approved the extension of the appointment of Information Law Solutions for a 6-month period to 31/03/2026 with a further progress review at that time.

b) CCTV Policy

The DD confirmed that a review was carried out by Information Law Solutions following the completion of a data protection impact assessment (DPIA) as required by the UK General Data Protection Regulation (UK GDPR). The overall risk assessment is that use of the CCTV camera system by WWHC is a low risk data processing activity.

Committee discussed the physical components of the system and requested clarification on using CCTV to verify possible abandoned properties and anti-social behaviour. The DD verbally clarified areas of concern and agreed to take further advice from Information Law Solutions to provide clarification at the October 2025 meeting.

Committee approved the CCTV Systems Policy for implementation. Additional items to be clarified at the October 2025 meeting.

c) Data (Use and Access) Act – Impact Assessment

Management Committee considered the impact assessment carried out by Information Law Solutions on the Data (Use and Access) Act 2025.

Committee noted the impacts rated low to zero in the assessment and that items will be addressed where required in a review of the Privacy Policy

14. Policy Review

a) Dignity at Work Policy

A Short Life Working Group with staff and Committee representatives was formed to review the Sexual Harassment risk assessment following updates to legislation. Completion of the risk assessment completes the policy review process.

Committee approved the updated Dignity at Work Policy for ongoing implementation. The risk assessment will be reviewed on a regular basis.

b) Volunteering Policy

Policy reviewed as part of normal review cycle with no changes proposed.

Committee approved the Volunteering Policy for ongoing implementation.

c) Standing Orders

The DD presented the review of the Standing Orders (section 20) Scheme of Delegated Authority following an internal audit recommendation.

The Scheme of Delegated Authority has been reviewed with reference to the SFHA Model Scheme of Delegated Authority.

Management Committee approve revenue budgets and rent levels annually. The current levels of delegated authority to incur and instruct payment of budgeted expenditure were agreed by Management Committee in February 2024.

Changes are proposed to invoice authorisation levels as a result of the review:

Office Administration and Other General Expenses

Up to £3,000 (increase from £2,500)	Corporate Services Officer / Finance Officer
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Housing Management

Up to £3,000 (increase from £500)	Head of Housing Services
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Additional invoice authorisation levels delegated to the Director/Deputy Director for specific budgeted expenditure due to the nature of the Co-operative's stock type and services are proposed as follows:

Agenda Item 7 (a)

• Energy Project fuel supply • Landlord supplies electricity • CCTV and controlled entry contract expenditure • Insurance • Homemaster licence • Panel cleaning and maintenance	Under £30,000	Director or Deputy Director
	Over £30,000	Office Bearer of Management Committee

Committee approved the revision of Section 20: Scheme of Delegated Authority of the Standing Orders Policy for ongoing implementation.

d) Entitlements, Payments and benefits Policy (Appendix B)

Policy Appendix B reviewed as part of the annual update to the list of contractor, suppliers and service providers. Committee noted that there are no restrictions on the use of large contractors or suppliers (e.g. banks, major retailers), utilities (energy and phone/internet providers) or in respect of routine purchases (e.g. sandwich shops) highlighted in yellow in the appendix.

Committee approved the updated Entitlements, Payments and Benefits Policy (Appendix B) for ongoing implementation.

e) WCRC Minute of Agreement

The DD confirmed the Minute of Agreement reviews the apportionment of costs relating to Whitlawburn Community Resource Centre (WCRC).

Committee (excluding SA and AD) approved the WCRC Minute of Agreement for signing by the Vice Chairperson and passed to WCRC Committee thereafter.

f) Computer Use Policy

Policy reviewed as part of an action identified within the sexual harassment risk assessment within the Dignity at Work policy, specifically relating to Digital Communication risks.

Agenda Item 7 (a)

The review clarifies unacceptable actions within the current policy and includes a statement in line with the risk assessment.

Committee approved the Computer Use Policy for ongoing implementation.

15. AOCB

Nisa Car Park

PD raised concerns about the condition of Nisa car park. The DD confirmed that this land is owned by Nisa and the issue will be raised with the Local Councillor.

Co-operative Development Event

District Heating System Tour / Event on 7th October 2025 – Co-operative representatives visiting. Time to be finalised by the Dir.

AD submitted apologies for the October 2025 meeting.

16. Date and Time of Next Meeting

Monday 27th October 2025 at 6.30pm

CONFIDENTIAL ITEMS

None

Meeting closed at 7.15pm

Print name:

Date:

Signed: