

**West Whitlawburn Housing Co-operative
Management Committee Meeting of
Monday 27th January 2025 at 6.30 p.m.
Meeting held in WWHC's Offices**

In attendance:

Committee:

S Anderson (SA) – Chairperson	A Duffin (AD) – Secretary
D Murphy (DM) - Vice Chairperson	L Patrick (LP)
K Stubbs-Gorman (KSG)	M Alcorn (MA)
P Dickson (PD)	A Anderson (AA)
J Williams (JW) - Co-Optee	L Reynolds (LR) – Co-Optee
C Patrick (CP) – Co-Optee	

WWHC Staff:

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

Meeting is quorate.

1. Apologies

D Nnam (DN)
B McNicol (BMcN), P Welsh (PW) – Leave of Absence.

2. Confidentiality

The Chairperson reminded all present about the importance of confidentiality.

3. Declaration of Interests

JW, LR and CP declared an interest under agenda item 10 a (ii) Verbal update on 25/26 Pay Negotiations. The members and staff will not participate in discussions. The Dir confirmed that this item is an update only with no decisions to be taken.

SA and AA declared an interest under agenda item 16. a). SA and AA will not participate in the discussions.

4. Equalities and Human Rights

No items raised at this meeting.

5. Health and Safety

a) External Audit Report December 2024

The CSO presented the report completed remotely by ACS. There was only one minor area for improvement across the entire audit under Occupational driving which 'part conforms'. The CSO and Dir assured Committee that a plan is in place to address the item.

The External Audit Report will be presented to the H&S Committee in February 2025.

Committee noted the content of the audit report and commended the findings.

6. Previous Minutes

a) Management Committee meeting of 3rd December 2024

The previous minutes were proposed by DM and seconded by AD 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 Condition and Future Options

Committee noted that all customers have now transferred from Whitcomm. The Whitcomm Committee are now to consider winding up of the company.

Updates to follow.

Implement Concierge Staff Terms Amendments

Committee noted work is still ongoing. A Staffing Sub Committee is to be convened.

Updates to follow.

Community Initiatives

Committee noted discussions are still ongoing between The Dir and Community Development Co-ordinator (CDC). Funding channels continue to be a challenge as waste may go to landfill.

Committee discussed costs for unplanned/unexpected bulk uplifts paid by WWHC year to date. The Dir and CSO agreed to continue promotion of appropriate waste disposal in future newsletters.

Committee noted the update.

8. Sub Committee Minutes and Referrals

No items

9. Correspondence

a) Information – SHAPS Employer Update

The Dir presented Committee with the SHAPS EC Committee Update.

Committee noted the estimated past service deficit contributions as contained in the paper. The Dir confirmed that WWHC have planned for the projected past service deficit contributions in the 5-year financial projections and that our projections are in line with the latest update figures in the paper.

Committee noted the updates.

10. Delegates Reports and Affiliated Organisation Information

a) Employers in Voluntary Housing (EVH)

(i) December Members Update

MA updated Committee of her interest in sub-committee participation. Updates to follow.

Committee noted the EVH monthly report.

(ii) Verbal update on 25/26 Pay Negotiations

The Dir provided Committee with a verbal update on the ongoing 25/26 Pay Negotiations. Committee noted the update

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

AD provided committee with a verbal update of items discussed at the recent GWSF meeting.

Committee noted the update.

c) Scottish Federation of Housing Associations (SFHA)

The Dir presented the SFHA's Scottish Budget 2025/26 briefing paper and highlighted the lobbying efforts of the SFHA, particularly in addressing the AHSP cut and the proposed budget increase for 25/26 for aids and adaptations funding.

Committee noted the update.

d) Social Housing Safety Network Scotland

Committee noted the content of the paper and discussed the benefits of training sessions and webinars for staff.

11. Governance and Assurance

a) Schedule of External Submissions 2024/25

The Dir confirmed all items are up to date. The final submission for 2024/25 is the Management Accounts due at the end of February 2025.

b) Management Committee Training Plan

Management Committee appraisals are currently underway. Training Plan to be further developed for 2025/26 following appraisals.

Updates to follow.

12. Scottish Housing Regulator

(a) Scottish Housing Risk Assessment

The Dir presented committee with the annual SHR Risk Assessment and highlighted the SHR's areas of focus for 2025/26 following their risk assessment.

Committee noted the update.

(b) Annual Report on Notifiable Events

The Dir presented Committee with a new type of report published by the SHR on Notifiable Events submitted.

Committee noted the update.

(c) ARC Consultation – verbal update

The Dir provided an update following the recent consultation and that the new ARC technical guidance for 2025/26 had been published.

Committee noted the update.

13. Director Report and Targets

Tenant Support

Committee noted fuel and energy advice is ongoing. The Dir confirmed WWHC have received additional funding as noted in the paper.

Property Services

Committee noted that all properties now meet compliance for EICR's

Committee noted that the Reactive Repairs and Voids Framework progress and new contractors are performing well. The Dir advised that void performance for re-let days [as at 21/01/2025] was 14.4 days.

Committee noted that Property Services are close to full spend of the £20,000 adaptations funding award. This leaves 8 cases remaining on the waiting list. Committee noted that all critical cases have been completed in line with WWHC policy. The Dir advised that a detailed report will be presented to the PA&R Sub Committee in February 2025.

Internal Audit

Committee noted that all Internal Audits for 2024/25 were completed in December 2024. The Dir informed Committee that the Allocations Audit received a strong level of Assurance and the Procurement Audit received a substantial level of assurance. The follow up audit also received a strong level of assurance. The Dir advised that the audit reports will be presented by WBG at the PA&R Committee in February 2025.

Insurance Tender

Committee noted that insurance renewal is ongoing. Information and costs to be presented when known.

Committee noted the updates.

14. Budget and Rent Setting 2025/26

a) Rent Increase Consultation Report

The Dir presented the Budget and Rent Setting report and informed committee that January 2025's CPI figure remains at 2%. Committee previously agreed to consult on a 4.3% rent increase and response rates as follows:

	2024/25	2025/26
Number issued	704	768
Number returned	83	95
Percentage return	11.8%	14%

2025/26 consultation outcome:

	Yes	No
Taking everything into account, do you understand the need for a rent increase?	71 (74.7%)	24 (25.3%)
Taking all the enclosed information into account, do you think the 4.3% rent increase proposed is reasonable?	46 (48.4%)	49 (51.6%)

Committee noted the additional questions asked in the consultation and the anonymised feedback detailed in full in Appendix 1 to the report.

Committee further noted the responses to questions regarding Management Committee interest and Tenant Focus Group interest, which was held on 9th January 2025 with low turnout/engagement.

Committee approved the rent increase for of all properties by 4.3% for 2025/26. Formal notification to follow for all tenants.

15. Treasury Management Report

a) Update Report

The Dir presented Committee with the updated treasury management report, following approval at the Management Committee Meeting of 3rd December 2024.

Committee noted the update.

16. Whitcomm

a) Service Level Agreement and Minute of Agreement

The CSO presented the report and confirmed the Service Level Agreement and Minute of Agreement are required to be extended whilst the Whitcomm matters are ongoing as per the previous updates.

Committee approved the sign-off of the Service Level Agreement and Minute of Agreement. The Vice-Chairperson signed the documents on behalf of WWHC.

17. Policy Reviews

a) Internal Audit Policy

The CSO presented Committee with the updated Internal Audit Policy as part of the normal review cycle. Committee noted that there were no proposed material changes to the policy and the updated Equality Impact Assessment.

Committee approved the updated policy for ongoing implementation.

b) Disciplinary and Grievance Policy

The Dir presented the updated Disciplinary and Grievance Policy as part of the normal review cycle. Committee noted that there were no proposed material changes to the policy and the updated Equality Impact Assessment.

Committee approved the updated policy for ongoing implementation.

c) Declarations of Interest for Committee Members

The Dir presented Committee with the updated Declaration of Interest for Committee Members Policy as part of the normal review cycle. Committee noted that there were no proposed material changes to the policy and the updated Equality Impact Assessment.

Committee approved the updated policy for ongoing implementation.

18. Procurement. Tender Report - External Audit Services

The Dir presented the procurement Tender Report for External Audit Services. Committee noted the use of the Quick Quote facility on Public Contract Scotland (PCS). 4 firms were contacted prior to the contract going live on PCS. Only 1 firm, CT (Chiene and Tait), submitted a tender return. Committee also noted that CT are WWHC's current External Auditor and have provided a good level of service since the start of the contract in April 2020.

Committee approved the appointment of CT for the External Audit Service for 3 years as detailed in the report.

19. Energy Budget

The Dir presented the Energy Budget and Tariff 2025/26 Report. Committee recalled the increase in tariffs implemented in February 2023 and the decision to review the financial position following Q2 2024/25.

Committee reviewed the Q2 Management Accounts. The Q2 position shows a deficit of £35, 668 and an overall budget head deficit is projected for the year due to rising running costs.

Committee noted without a tariff increase, the 5-year financial projections (2025-2030) show annual deficits.

Committee reviewed the proposal outlined in the report:

- A tariff increase from 12p/kWh to 16.5p/kWh is proposed, effective from 01/04/2025.
- No increase to the daily standing charge (remaining at 41.2p/day inc. VAT).

Committee further reviewed Appendix 5 – Tenant Notification for tenant communication ahead of the tariff increase.

Committee approved the tariff increase as detailed in the report. Tenant notification to follow.

20. AOCB

Lifts in MSF

KSG reported mechanical problems with both of the lifts at Roslin Tower. The Dir assured KSG Property Services are aware of the issues and the lift contractor is expected to complete the repairs in the next few days

Committee noted the update.

AA (A Anderson) left meeting at 7.30 p.m.

Storm Eowyn

The Dir provided a verbal update of damage caused by Storm Eowyn across the estate. Damage includes broken roof tiles, collapsed fences and damage to the roofs of 2 x MSF Towers. Following an estate-wide inspection by the Property Officer on Monday 27/01/2025, Property Services have created a list of required works. The Dir will confirm if works will be claimed through insurance when known.

Updates to follow.

AA (Admin Assistant) and CSO left the meeting at 7.35 p.m .

21. Date and Time of Next Meeting

Monday 24th February 2025 at 6.30 p.m.

CONFIDENTIAL ITEMS

22. Staffing Update

Confidential information redacted.

Meeting closed at 8 p.m

Print name:

Date:

Signed: