

**West Whitlawburn Housing Co-operative
Management Committee Meeting of
Monday 28th April 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)	A Anderson (AA)
P Dickson (PD)	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 – Administration Assistant (AA) – Minutes

Observers:

J McIntyre – Tenant Member of WWHC (JMcl)

Meeting is quorate.

1. Apologies

P Welsh (PW) – Leave of Absence
D Nnam (DN), M Alcorn (MA)

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

SA raised a safety concern regarding floor cleaning in Arran Tower. SA added that wet floor safety signs were present during the cleaning. The Dir noted that this will be raised with the Concierge Manager.

6. Previous Minutes

a) Management Committee meeting of 31st March 2025

The previous minutes were proposed by AD and 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

Concierge System (GDX) Fault

The Dir provided an update on GDX system issues. It was noted that the system was fully operational as of the 09/04/2025. The majority of tenant fobs are now reprogrammed.

The Dir will attend a meeting with the contractor on w/c 05/05/2025 to discuss preventative measures and backup solutions to avoid similar disruptions in future. Further updates to follow.

Committee noted the update.

Management Committee

The Dir informed Committee that BMcN has formally submitted their resignation from Committee. The Secretary has acknowledged and confirmed the resignation in writing to BMcN.

Recycling Bins at Kintore

Committee noted that WWHC are still awaiting an update from SLC. Updates to follow.

Concierge Staff Terms & Conditions

The Dir confirmed that staff meetings and formal notifications will be carried out in May 2025 under guidance by EVH. Updates to follow.

GDPR Consultant & Training

The Dir confirmed that Information Law Solutions Consultancy are in place as the designated Data Protection Officer (DPO) for a period of 6 months. All relevant policies and procedures will be reviewed by the consultant during this period. The appointment also includes data protection refresher training for all staff with the date for this to be confirmed.

Committee noted the updates.

8. Sub Committee Minutes and Referrals

a) No items.

9. Correspondence

a) Information

No items.

10. Delegates Reports and Affiliated Organisation Information

a) Employers in Voluntary Housing (EVH)

(i) Monthly Update

The Dir provided an update on the recent staffing benchmarking survey in which WWHC participated. The Dir confirmed that WWHC is up to date with all required Health & Safety training.

Committee noted the updates.

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

i) March Members Update

AD highlighted GWSF's 50th Anniversary event on 29/04/2025.

Committee noted the update report.

ii) GWSF Governance Report March 2025

AD discussed the GWSF Governance Report. AD summarised key topics and highlighted the case-study to note for information.

c) Scottish Federation of Housing Associations (SFHA)

No items.

d) Social Housing Safety Network Scotland

The Dir highlighted key points from the ongoing legislative developments linked to Awaab's law with the proposed changes to the Housing (Scotland) Bill. The Dir confirmed WWHC is well positioned for the anticipated changes and has integrated the new ARC indicators into HomeMaster for 2025/26.

Committee noted the updates.

11. Governance and Assurance

a) Schedule of External Submissions 2025/26

The Dir presented Committee with the External Submissions list for the period 2025/26. The Dir confirmed the Quarterly Statistics (FOISA) were submitted on 14/04/2025 and the Annual Budget and Cash Flow Forecast was submitted to the lenders on 22/04/2025.

Committee noted the updates.

b) Management Committee Training Plan

The CSO confirmed no in-person training sessions planned for May, Committee to focus on online modules.

Members AD, MA and DM are to attend a joint training session with other housing co-operatives at Hawthorn Housing Co-op on 14/05/2025.

12. Scottish Housing Regulator (SHR)

a) Annual Risk Assessment Summary

The Dir presented the SHR's Annual Risk Assessment Summary and highlighted the key strategic risks for the sector contained in the paper.

Committee noted the contents of the report.

b) WWHC Engagement Plan

The Dir presented WWHC's Engagement Plan for period 2025/26

Committee noted the update.

13. Director Report and Targets

Staffing

The Dir advised that the Assistant Housing Officer started with WWHC on 1st April 2025.

Tenant Support

The Assistant Housing Officer will complete the City and Guilds Energy Awareness course as part of the ongoing partnership working with Energy Action Scotland and Octopus Energy in 2025/26 under the Advice for Vulnerable Households: Scotland3 project, funded through the Warm Home Discount Industry Initiatives.

Stage 3 Adaptions

The Dir advised that a Stage 3 Grant funding bid for 2025/26 of £87,000 has been submitted to The Scottish Government. Updates to follow.

External Audit

The Dir advised CT will deliver a short training session for Committee on the 30/06/2025 on Understanding the Financial Statements prior to the scheduled meeting and will present WWHC's Accounts at the August 2025 meeting.

AGM

The Dir presented two proposed dates for the upcoming AGM 06/09/2025 or 08/09/2025. Committee discussed previous years' attendance and participation encouragement methods.

Committee agreed to proceed with the AGM on 08/09/2025.

14. GDPR 2024/25 Outcome Report

The Dir presented the GDPR outcome report for period 2024/25.

The report showed no data breaches, four Subject Access Requests and four FOISA requests.

Committee noted the report.

15. Policy Reviews

No items.

16. AOCB

No items.

17. Date and Time of Next Meeting

Tuesday 27th May 2025 at 6.30 p.m.

18. CONFIDENTIAL ITEMS

No items.

Agenda Item 6 (a)

Meeting closed at 7.10pm

Print name:

Date:

Signed: