

**West Whitlawburn Housing Co-operative  
Management Committee Meeting of  
Monday 28<sup>th</sup> July 2025 at 6.30pm  
Meeting held in WWHC's Offices**

**In attendance:**

**Committee:**

S Anderson (SA) – Chairperson

A Duffin (AD) – Secretary

D Murphy (DM) – Vice Chairperson

P Dickson (PD)

K Stubbs-Gorman (KSG)

J Williams (JW) – Co-optee

D Nnam (DN)

L Reynolds (LR) – Co-optee

L Patrick (LP)

C Patrick (CP) – Co-optee

J McIntyre (JMcl)

A Robertson (AR) – Co-optee

**WWHC Staff:**

G Clayton – Director (Dir)

R Hosie – Corporate Services Officer (CSO)

K Ross – Administration Assistant (AA) - Minutes

Meeting is quorate.

**1. Apologies**

Muriel Alcorn (MA)

A Anderson (AA) – Leave of Absence

P Welsh (PW) was not in attendance

**2. Confidentiality**

The Chairperson reminded all present about the importance of confidentiality.

**3. Declaration of Interests**

No items raised at this meeting.

#### **4. Equalities and Human Rights**

No items raised at this meeting.

#### **5. Health and Safety**

##### **Health and Safety Committee – Representative from Management Committee**

The Dir referred to the upcoming Health and Safety Committee meeting and requested additional representation from Management Committee with AA being on a leave of absence

Committee noted that AR and KSG agreed to attend future Health and Safety Committee meetings.

#### **6. Previous Minutes**

##### **Management Committee meeting of 30<sup>th</sup> June 2025**

The previous minutes were proposed by LP and seconded by JW 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**

###### Stock Condition Survey

The Dir confirmed that the appointment has been made with John Martin Partnership.

###### Tenant Satisfaction Survey (TSS)

The Dir confirmed that procurement for the TSS will be actioned using Quick Quote as agreed by Committee.

###### Director's Appraisal

The Director's appraisal took place as scheduled on 28<sup>th</sup> July 2025.

Committee noted the updates.

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

No items.

## **9. Correspondence**

SHAPS Employer Committee Update – July 2025

The Dir presented the SHAPS Employer Committee Update. The update confirmed the past service deficit contribution total to re-start from 1<sup>st</sup> April 2026. The Dir noted that the total past service deficit contribution was less than forecast in the recent 5-year projections but would require to be updated in the next set of projections to reflect the 4-year payment period. The Dir added that the outcome of the court case referred to in the paper is awaited which may result in an extension of the payment period as detailed.

Committee noted the update.

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

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

No items.

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

No items.

### **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 2025/26**

The Dir advised that the assurance review work with Mulholland Housing Consultancy ahead of the Annual Assurance Statement is nearing completion. The landlord's health and safety audit will be carried out by Housing H&S Compliance UK in conjunction with the assurance review. The landlord's health and safety audit will focus on Lift Safety, Asbestos Management, Electrical Safety, Legionella / Water Hygiene, Fire Safety, Gas Safety and Mould & Damp.

All other external submission items are up to date.

Committee noted the content of the report.

**b) Management Committee Training Plan**

The Dir confirmed that the training plan is ongoing with the online SHARE modules available for Committee to complete.

Committee noted the update.

**12. Scottish Housing Regulator (SHR)**

**Updated ARC Guidance**

The Dir presented the updated ARC Guidance recently published by the SHR.

Committee noted the update.

**13. Director Report and Targets**

Staffing

The Dir confirmed that a new Concierge Officer started on 9<sup>th</sup> July 2025 for a 3-month temporary contract.

Co-operative Development

The Dir confirmed work is continuing with other Housing Co-operatives and WWHC will host the next event to give a presentation and tour of the District Heating Network. Committee to consider proposed dates via a poll following the meeting.

The Dir advised that the Confederation of Co-operative Housing is seeking to have a meeting with WWHC and the fellow Co-operatives to discuss the benefits of membership with the organisation.

Committee noted the updates.

**14. Finance**

**a) Bad Debt Provision**

The Dir presented the review of the Bad Debt Provision. The Dir highlighted the current provision and calculations for current tenant rent arrears, former rent tenant and rechargeable repairs.

Committee approved the recommendation that the current bad debt provision of £80,000 be increased to £98,000
--

**b) BACS Payment Limit Review**

The Dir presented the review of BACS payment limit with Royal Bank of Scotland. WWHC's current spending limit is £55,000 over a 2-day rolling period.

Committee approved the recommendation to increase WWHC's BACS limit to £70,000 as detailed in the report.

**c) CAF Bank Loan – Security Stock Valuation Update**

The Dir provided a verbal update on WWHC's security stock valuation carried out by JLL on behalf of CAF Bank. Committee noted an increase in the Existing Use Value (EUV-SH) from £5.9m in July 2022 to £6.2m in July 2025. The Dir confirmed that this is a positive indicator for the asset cover loan covenant with CAF Bank.

Committee noted the update.

**15. Energy Centre – Electricity Supply Contract Renewal**

The Dir sought Management Committee to ratify the decision approved by the Office Bearers on 3<sup>rd</sup> July 2025 who accepted the quote for the 3-year Energy Centre Electricity Supply Contract. Approval was sought from the Office Bearers due to the quick turnaround time to secure the offer procured by WWHC's energy broker, Utility Aid. The Dir highlighted the comparison calculations in the paper for the current and future charges and confirmed we have effectively agreed a freeze on the electricity rates for the Energy Centre from now until October 2029.

Committee ratified the Office Bearers' decision as detailed in the report.

**16. Policy Reviews**

No items.

**17. AOCB**

No items.

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

Monday 25<sup>th</sup> August 2025 at 6.30pm

**CONFIDENTIAL ITEMS**

None

Meeting closed at 7.30pm

Print name:

Date:

Signed: