

**West Whitlawburn Housing Co-operative
Management Committee Meeting of
Monday 31st August 2026 at 6.30 p.m.
Meeting held in WWHC's Offices**

In attendance:

Committee:

S Anderson (SA) – Chairperson	A Duffin (AD) – Secretary
C Patrick (CP) – Co-optee	D Nnam (DN)
J Sankus (JS)	L Patrick (LP)
M Alcorn (MA)	P Dickson (PD)

WWHC Staff:

G Clayton – Director (Dir)
N Carrigan – Head of Housing Services (HHS)
R Hosie – Corporate Services Officer (CSO)
K Ross – Administration Assistant (AA) – Minutes

Other:

S Beattie (SB) – Director and Head of RSL's at CT Accountants (Presenting)
– via MS Teams
O Solesi (OS) – Prospective Management Committee Member (Observing)

Meeting is quorate.

1. (a) Committee Member Resignation

The Dir notified that Lisa Reynolds submitted their resignation from Management Committee for personal reasons in writing on 10th August 2026. The Secretary will confirm acceptance of the resignation in writing to the member.

(b) Apologies

D Murphy – Vice Chairperson (DM)

J Williams– Co-optee (JW)

2. Confidentiality

The Chairperson reminded all present about the importance of confidentiality.

3. Declaration of Interests

AD and MA declared an interest under Agenda Item 16) a. Members will not participate in the discussion or decision making.

4. Equalities and Human Rights

No items raised at this meeting.

14. Auditor Report

a) Annual Report and Financial Statement

SB presented the Annual Report and Financial Statements, confirming that the accounts had been completed without issue and that no matters of concern had been identified. SB confirmed that the accounts were unqualified, confirming they accurately represented WWHC's financial position. Committee noted key elements including the business summary, auditors' opinion, financial position and statement of cash flows.

Committee approved the sign-off of the Annual Report and Financial Statements.
--

b) Letter of Representation

Committee noted the points and approved the sign-off of the Letter of Representation. The letter was signed by the Chair.

c) Audit Summary and Report Response

SB presented the Audit Summary and Report Response, confirming the audit had been completed satisfactory with no significant issues identified. SB summarised:

- Strategic business plans and financial projections were reviewed, with the key assumptions assessed as reasonable and consistent with expectations.
- CT confirmed the going concern basis of accounting remains appropriate, with no matters identified that would affect the Co-op's going concern.
- The governance framework and minutes were reviewed, with no material non-compliance or regulatory breaches identified.
- Ownership of a sample of properties was verified through third-party conformation of title deeds, with no discrepancies identified.
- Depreciation and property valuations were reviewed and confirmed to be in-line with accounting policies. No impairment, ownership or valuation issues were identified.
- Testing of material income streams confirmed that controls and systems were operating effectively as documented.
- Testing of the rent accounting system confirmed that rental income had been accurately recorded.
- Other income streams including grants were subject to analytical and substantive testing, with no issues identified.
- The Co-ops fraud controls were reviewed, with no instances of fraud or mismanagement identified.
- Audit data analytics (including Artificial Intelligence) were used to analyse journal entries, with no issues identified.
- Cash held in long term deposits with maturities exceeding 3 months have been reclassified as current asset investments, in accordance with FRS 102. These changes have also been updated to the prior year's accounts.

The Dir thanked SB for presenting the Financial Statements and report. SB thanked WWHC Staff and Committee for their assistance throughout the audit.

SB left the meeting at 6.50pm.

5. Health and Safety

a) Health and Safety Meeting of 13th August 2026

The Dir presented the draft minutes from the previous Health and Safety meeting of 13th August 2026 highlighting the various action points.

The Dir requested an additional Committee member to join the Health and Safety Committee following KSG's resignation. LP expressed an interest in joining, subject to meetings being held on Mondays. The Dir confirmed staff will review the meeting schedule to accommodate.

Committee noted the minutes.

6. Previous Minutes

a) Management Committee meeting of 27th July 2026

The previous minutes were proposed by MA and seconded by AD and noted as an accurate record. AD noted an error under "Date of Next Meeting", and the Dir confirmed this will be corrected.

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

7. Matters Arising from Previous Minutes

Scottish Secure Tenancy Agreement

The approved tenancy agreement was subject to a final review by WWHC's Solicitor's TC Young (TCY). The Dir confirmed following TCYs review, minor wording adjustments to the final draft were made. The Dir advised that all tenants were notified via letter ahead of the implementation date of 1st August 2026.

Tribute to former WWHC staff member

The Dir confirmed that staff have discussed the tribute with the family members of the former staff members and the idea has been well received. All parties are in discussion to identify an appropriate memorial to commemorate their service and contribution to WWHC. The Dir suggested that the planting of commemorative trees would provide a fitting and lasting tribute.

Committee noted the Matters Arising from Previous Minutes.

8. Sub Committee Minutes and Referrals

a) PAR Sub Committee Minutes May 2026

The Dir confirmed that the Minutes from the PA&R Sub-Committee Meeting of 11th May 2026 will be presented at the next meeting.

b) i) Policy Reviews: Gas Safety, Electrical Safety, Lift Safety

The CSO presented 3 policy reviews to Committee as approved at the PA&R Sub-Committee on 11th May 2026.

Committee ratified the PA&R Sub-Committee's decision to approve the following policies for ongoing implementation:

- Gas Safety Policy
- Electrical Safety Policy
- Lift Safety Policy

c) ii) Assurance Self-Assessment (AAS)

The CSO confirmed the outcomes from self-assessment workshop held prior to the meeting, working through Standards 1 and 2. The CSO added that AAS discussions are planned for the AGM.

The Dir referred to the discussion at the August PA&R Sub Committee meeting and sought feedback from Management Committee on the format on the self-assessment process. MA proposed that Assurance Workshops are held ahead of Committee and PA&R Sub Committee Meetings. Committee agreed with MA's proposal.

Updates to follow.

9. Correspondence

a) WCRC 30th Anniversary Parliamentary Motion

The Dir presented a Letter of Parliamentary Motion from Claire Haughey MSP, recognising WCRC's 30th Anniversary and key achievements.

Committee noted the update.

10. Delegates Reports and Affiliated Organisation Information

a) Employers in Voluntary Housing (EVH)

MA gave a verbal update on the upcoming EVH Annual Conference, confirming it is a 2-day event held at Glasgow Westerwood Hotel. The

Dir will circulate information to Committee and WWHC Staff to gauge appetite for attendance.

Committee noted the update.

b) Glasgow West of Scotland Forum (GWSF)

AD gave a verbal update on topics discussed at the last meeting, including GWSF's Strategic Priorities and Objectives, Member Model Rules & Conflicts of Interests, and protests across Glasgow.

Committee noted the update.

c) Scottish Federation of Housing Associations (SFHA)

No items.

d) Social Housing Safety Network Scotland

The Dir presented the correspondence and highlighted key points from the ongoing legislative developments linked to Awaab's law. The Dir added that the new guidance is expected to be published on 4th September 2026.

Committee noted the update.

11. Governance and Assurance

a) Schedule of External Submissions 2026/27

The Dir presented Committee with the External Submissions list for the period 2026/27, confirming all items are up to date. Committee noted the FOISA Quarterly Statistics and the Management Accounts were submitted ahead of their deadlines. Committee also noted that the Management Accounts will be reviewed further down the agenda at the meeting.

Committee noted the update.

b) Management Committee Training Plan

The CSO reminded Committee to continue completing their online training. The CSO advised that two separate in-person training sessions focused on Landlords Health and Safety (LH&S) Legislation and Leadership in LH&S Compliance, delivered by our specialist consultant, Housing H&S Compliance, will take place in September and October 2026.

The CSO discussed a recent Fraud Prevention training session they had attended, noting that it was informative and beneficial. Committee noted the training material circulated at the meeting.

Committee noted the update.

12. Scottish Housing Regulator

a) Preparing the Annual Assurance Statement - Thematic Review

The Dir presented the Thematic Review, outlining the Regulator's findings following recent visits to 7 RSL's and 2 Local Authority's. The review considered the self-assurance processes undertaken by organisations to support the submission of their Annual Assurance Statements in October 2025. The report highlighted areas of good practice and identified opportunities for improvement.

Committee discussed the detail of Thematic Review and noted that the document was considered at the PAR Sub Committee in August 2026 when discussing plans for WWHC's Self-Assessment arrangements ahead of the Annual Assurance Statement (AAS) sign off in October 2026. As noted earlier in the meeting, Committee agreed that the 'Assurance Workshop' approach will be taken for reviewing remainder of the evidence for the 2026 AAS and into 2027.

Committee noted the update.

13. Director Report and Targets

Procurement

The Dir confirmed that the tender for the Lift Maintenance and Servicing contract was published on 31st August 2026 and further confirm that Jackson Lifts contract remains for the interim period.

Updates to follow.

External Audit

The Dir confirmed that the External Audit is complete, following the presentation by SB at the start of the meeting.

Committee noted the updates.

15. Management Accounts Q1

a) Management Accounts and Commentary

The Dir referred to the commentary summary on the Management Accounts for the period ending 30th June 2026. Committee noted a small negative variance in Energy Centre Revenue Income, due to generator downtime. The Dir highlighted an underspend in Management Costs, Maintenance and Salaries.

The Dir further presented the full set of Management Accounts for the period, confirming that the Accounts were submitted to both lenders (CAF Bank and Co-op Bank) ahead of the deadlines. The Dir referred Committee to the loan covenants calculations for both lenders. The Dir note that all calculations are comfortably met for both.

Overall, a positive variance of £62,267 was noted for Q1.

Committee noted the update.

b) Cashflow Monitoring Report

The Dir presented the Internal Cash Monitoring Report. The Dir confirmed a healthy cash position supported by the Cash Flow Statement.

Committee noted the update.

a) AGM Planning

Committee Member Election Rule 34.6

AD and MA declared an interest and did not participate in discussions or decision making.

Following discussions at the Management Committee meeting of 29th June 2026, the Dir presented a report regarding 2 Committee members due to stand down for re-election at the 2026 AGM, in accordance with Rule 34.6. The Dir outlined and discussed the respective contributions of MA and AD to the Management Committee.

Committee agreed to resolve that the above committee members are eligible to stand for re-election.

b) Secretary's Report on the Rules

The Dir presented the Secretary's Report on the Rules, confirming that Rules 59 to 64 have been followed.

Committee noted the report.

c) Chair's Review of Registers

The Dir confirmed that the Chairperson reviewed the registers at the start of the meeting.

Committee noted the annual review process.

16. Policy Reviews

a) Internal Audit Policy

The CSO presented the updated Policy, reviewed as part of the 3-yearly review cycle. The CSO confirmed no material changes are proposed to the policy; however, sections have been updated according to current business activities/job roles.

Committee approved the updated policy for ongoing implementation.

b) AI Policy

The CSO presented the new Policy, developed in line with the Communications and Participation Working Group's (CPWG) work plan, using information from the SFHA and WWHC's Data Protection Officer (DPO). The policy is designed to outline what is permitted at WWHC, in terms of AI use, risk appetite, data security standards and monitoring and training. The Policy has been reviewed by the CPWG and the senior staff team prior to its proposal to the Management Committee. The CSO confirmed that the Policy only permits the use of Microsoft Co-pilot when logged in with a WWHC email account.

Committee discussed the use of AI across different sectors and individual experience and considering the advantages and disadvantages of AI.

Committee sought clarity on WWHC's stance for using AI when making decisions about one's individual life and circumstances. The CSO confirmed that AI would not be permitted for decision making at WWHC, particularly regarding housing applications and recruitment.

The CSO further presented the updates to the risk register. Committee noted the Performance, Assurance and Risk (PAR) Sub-committee's review of this on 17/08/2026.

Committee approved the AI policy for implementation, permitting the use of Microsoft Co-pilot only.

17. Staff Survey Report

The Dir presented the outcome of the Staff Survey Report, highlighting a response rate of 94% from WWHC staff and 29% from Concierge staff. The Dir highlighted a high level of employee satisfaction and engagement across the organisation. Staff reported particularly strong levels of agreement in relation to understanding WWHC's objectives, values, health and safety, team / colleague support, effective working practices and trust in carrying out their roles.

The Dir further highlighted an appetite for Flexible / Hybrid working, proposing that a Staff Working Group should be set up to assess feasibility and practicality.

Committee agreed the following, as noted within the report:

Noted the findings of the Staff Engagement Survey 2026

Agreed the preparation of an action plan to address the areas of attention noted in the report

Agreed to approve the establishment of a Staff Working Group to explore the practical implications of hybrid working.

18. Low Rise Close Painting

The Dir presented a report outlining 3 quotations received for close painting works at Clifton Terrace, as identified during the 2026/27 budget setting discussions.

The Dir highlighted that whilst Contractor 1 submitted the lowest quotation, their proposed specification was not suitable as detailed in the report.

The Dir further added that the remaining closes will go to tender on Public Contracts Scotland in due course as noted in the paper.

Committee agreed to proceed with the recommendation to appoint JS Harvie as detailed in the report.

19. AOCB

No items.

Date and Time of Next Meeting

Tuesday 29th September 2026 at 6.30 p.m.

CONFIDENTIAL ITEMS REDACTED

Print name:

Date:

Signed: