

**West Whitlawburn Housing Co-operative  
Management Committee Meeting of  
Monday 26<sup>th</sup> August 2024 at 6.30pm  
Meeting held in WWHC Office**

**In attendance:**

**Committee:**

S Anderson – Chairperson (SA)	A Duffin (AD) – Secretary
L Patrick (LP)	D Nnam (DN)
A Anderson (AA)	P Dickson (PD)
M Alcorn (MA)	

**WWHC Staff:**

G Clayton – Director (Dir)  
R Hosie – Corporate Services Officer (CSO) – Minutes

**Other:**

J Singh Arora – Audit Manager, CT (JSA)

Meeting is quorate.

**1. Apologies**

B McNicol (BMcN) – Leave of Absence  
K Stubbs-Gorman (KSG), D Murphy (DM) & P Welsh (PW)

**2. Confidentiality**

The Chairperson reminded all present about the importance of confidentiality.

**3. Declaration of Interests**

AD declared an interest under agenda item 16.a) Committee Member Elections Rule 34.6 – Member 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.

The Dir welcomed JSA to the meeting.

**6. Auditor Report**

**a) Annual Report and Financial Statements**

Committee noted the content of the report.

Committee approved the sign off of the Annual Financial Statements.

**b) Letter of Representation**

Committee approved the sign off of the Letter of Representation.

**c) Audit Summary Report & Response**

JSA confirmed a clean audit report and summarised CT's findings following completion of the external audit.

- Budget forecasts, loan covenant calculations and the cash position was reviewed and confirmed as adequate.
- The governance framework including internal audit reports and minutes and the risk assessment structure was reviewed and confirmed as comprehensive and well managed.
- The rent recovery and tenant arrears position is consistent with no further provisions required.
- No indications of impairment within the housing stock, following sampling.
- Income has not been materially misstated and allocated appropriately, following a review of procedures and controls.
- All bank covenants were complied with during the year
- There are significant controls and procedures in place to identify and mitigate the risk of fraud. No cases of fraud found during the reporting year.
- A review of related party disclosures were confirmed as accurate and complete and compliant with ISA260.

Committee noted that, in the following year, CT will seek to confirm any fraud risks or cases directly with one member of the Committee.

JSA further confirmed that the pension's liability has been disclosed accurately and that the treasury management position is being actively managed with future investment options noted. JSA also noted that

WWHC includes narrative in its reporting on social and environmental impact.

Committee noted the Audit Summary Report and approved the Audit Summary Response.

JSA thanked WWHC Staff and Committee for their assistance throughout the audit. The documents were signed and passed to JSA.

JSA left the meeting at 6.55pm

**7. Previous Minutes**  
**Management Committee meeting of**  
**a) 29<sup>th</sup> July 2024**

The previous minutes were proposed by AA and seconded by PD and noted as an accurate record.

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

**8. Matters arising from Previous Minutes**

**Actions arising from Previous Minutes Report**

Fibre Network – delays ongoing with the Dir and CSO liaising with City Fibre as required. City Fibre have been notified of costs incurred as a result of delays – outcome awaited.

Maintenance Framework – Committee agreed to close this item as procurement exercise complete following successful tenders.

*My Housing Perks* – Delays noted due to competing priorities. Information awaiting distribution to tenants.

GWSF/Community Based Housing – Working group established and members met on 20/08/2024 to discuss GWSF paper.

Committee noted the updates.

**9. Sub Committee Minutes and Referrals**

**a) Abestos Management Policy**

**b) Fire Safety Policy**

**c) Void Management Policy**

3 policy referrals presented to Management Committee as approved the Performance, Assurance and Risk (PA&R) sub-committee on 12/08/2024.

Committee ratified the PA&R sub-committees decision and approved the below policies for ongoing implementation:

- Asbestos Management Policy
- Fire Safety Policy
- Void Management Policy

## **10. Correspondence**

### **a) Information**

Donation request received from Erskine.

### **b) Decision**

Committee agreed to donate £50 to the charity.

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

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

The Dir congratulated MA on being appointed to EVH's Executive Committee. Committee meeting frequency and structure TBC.

Committee noted the update.

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

AD confirmed GWSF's AGM is postponed to 16/10/2024 and highlighted information contained within the papers.

Committee further discussed topics within the paper including the role of women in housing and adaptations funding.

Committee noted the correspondence.

### **c) Scottish Federation of Housing Associations (SFHA)**

Committee noted the correspondence from the SFHA CEO and further noted outcomes of discussions on cuts to Scottish Government funding.

Committee noted the updates.

## **12. Governance and Assurance**

### **a) Schedule of External Submissions 2024/25**

The Dir confirmed the submission of the Management Accounts to the lenders on 23/08/2024.

Committee noted the update and other upcoming submissions.

### **b) Management Committee Training Plan**

The Dir reminded Committee to ensure active participation in e-learning training. Committee to contact the CSO for help and support if required.

Committee noted the upcoming training requirements.

### **c) Governance, Recruitment and Succession Planning**

The Dir confirmed closure of external recruitment advert and Committee agreed to form a working group to meet with candidates – SA, LP and AD to join the panel, outcome to follow.

Committee noted the updates.

## **13. Director Report and Targets**

### Staffing

Senior Concierge Officer – The Dir confirmed that interviews completed and successful candidate is I Saville – expected start date 20/09/2024. Committee discussed the recent changes to Concierge terms and conditions and the candidate's acceptance of these.

Housing Officer/Assistant – Committee recalled their decision to recruit these posts on a permanent basis. Recruitment process and interviews to follow.

Modern Apprentice – The Dir confirmed receipt of 29 applications. Interviews to be held w/c 26/08/2024. Outcome to follow.

Committee noted the staffing updates.

### Property Services

The Dir confirmed progress made on all compliance items and further confirmed property with outstanding gas safety inspection has had gas

uncapped as access gained to property allowing service to be completed.

Ground Maintenance

Contractor to start estate programme on 30/09/2024. Committee discussed the locality of the contractor and expected performance.

Stage 3 Adaptations

The Dir confirmed that WWHC has received no award notice from Scottish Government so far. Staff have reviewed cases with one critical case being completed in June 2024 paid for by WWHC. Further information to follow when known.

Committee noted the updates.

**14. GDPR Data Breach**

The Dir confirmed one data breach case in Q2 of 2024-25. Case related to HomeMaster where an email was sent to incorrect recipient. Instance investigated by HomeMaster and Aspire IT – no follow up action required.

Committee noted the content of the report.

**15. Policy Review**

**a) Entitlements, Payments & Benefits Policy**

Policy reviewed as part of the normal review cycle. Annual update to Appendix B carried out as required.

Committee approved the updated policy for ongoing implementation.

**16. AGM Planning**

**a) Committee Member Elections Rule 34.6**

AD did not participate in discussion or decision making.

The Dir confirmed one member to stand down, AD, for re-election as per rule 24.6. Committee reviewed the content of the report on AD's continued effectiveness.

Committee resolved that AD is eligible to stand for re-election.

**b) Secretary's Report on Rules**

Committee noted the Secretary's report, confirming that rules 59 to 64 have been followed.

**c) Review of Registers**

The CSO presented the information contained within the report. Committee noted the Chairperson's review of this information on 20/08/2024.

**17. Any Other Competent Business**

No items.

The Dir confirmed a Management Committee meeting will take place immediately after the AGM on 07/09/2024 (14/09/2024 if reconvened (MA submitted her apologies should the meeting be reconvened)).

Meeting closed at 7.30pm

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

Monday 23<sup>rd</sup> September 2024 at 6.30pm

**CONFIDENTIAL ITEMS**

No items.

**Print name:**

**Date:**

**Signed:**