

MINUTES OF THE MEETING OF THE COMMITTEE OF MANAGEMENT OF WHITEINCH AND SCOTSTOUN HOUSING ASSOCIATION LTD HELD AT 7.00PM ON WEDNESDAY 25<sup>th</sup> FEBRUARY 2026 at WSHA OFFICES and ONLINE VIA MICROSOFT TEAMS.

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Present (In Person): L Stevenson (Chairperson)  
L Mimmagh  
G Johnston  
S Conlin  
D Keaveney

Present (Remotely): R Brown

In Attendance:

J Ward	Chief Executive Officer
A Reid	Director of Finance & ICT
P Latham	Director of Corporate Services
R Clegg	Director of Property Services
M Greig	Director of Housing and Communities
K Szulc	Corporate Services Manager
██████████	RGDP

Leave of Absence: E Dorrian  
M Burke

Observer: ██████████

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**1. WELCOME & APOLOGIES**

The Chairperson welcomed everyone to the meeting.

Apologies were received from E Howatt & E McShane.

The Chair welcomed ██████████ to the meeting as an observer.

██████████, RGDP, was welcomed to the meeting and presented a data protection training session to Committee. ██████████ left the meeting after ██████ training was complete.

**2. DECLARATIONS OF INTEREST**

None.

**3. CHAIRPERSON'S REMARKS / COMMITTEE & STAFF NEWS**

None.

**4. MINUTES OF THE PREVIOUS MEETINGS**

**4.1 WSHA MANAGEMENT COMMITTEE MINUTES – 28<sup>th</sup> JANUARY 2026**

The minutes of the WSHA Committee Meeting on 28<sup>th</sup> January 2026 were **APPROVED** by Committee.

#### **4.2 MATTERS ARISING**

There were no matters arising.

### **5. FINANCIAL PERFORMANCE REPORT (Q3 2025-26)**

The Director of Finance & IT (DFIT) referred to the narrative and variances on the papers and explained there were two options available to Committee regarding the overhead variances. The DFIT explained how the negative variances occurred (£50k for PC's & laptops) due to the Brixx Model not picking up the asset purchases – it was therefore not included in the management overheads forecast within Brixx, however, was included as expenditure within the cashflow forecast. There was a capitalisation error relating to depreciation for the year. This variance would carry through to the end of year. Option 1 would be to let the variance remain with original forecast and accumulate over/under spend at year end with a full narrative included in year-end accounts. Option 2 would be for the forecast to be amended to recognise the variances, thus increasing forecast expenditure and increasing forecasted deficit for year. A discussion about the options ensued and whilst Jan & Feb spend was slightly under it was difficult to predict a trend compared to previous year. The CEO said that going forward there would be a reforecasting exercise carried out at the end of Q2 annually. If it had been highlighted at the end of quarter 2, then a change would have been recommended. As it has been highlighted in Q3, it is recommended that no change is made as long as the committee approve this approach. DFIT will look into why this error occurred in the system and ensure steps are in place to avoid this happening again.

Committee **NOTED** the Finance & ICT Report and **APPROVED** the current forecast with a report at year end.

#### **5.1 WSHA MANAGEMENT ACCOUNTS**

The CEO highlighted a significant drop in reactive repairs costs and mentioned that this an example of what would be picked up when the reforecasting commences at the end of Q2 in 2026-27.

Committee **NOTED** and **APPROVED** the WSHA Q3 management accounts.

#### **5.2 WSHA BALANCE SHEET**

Committee **NOTED** and **APPROVED** the WSHA balance sheet.

#### **5.3 TREASURY MANAGEMENT**

The DFIT highlighted that each covenant was met. The lender would be sent the accounts

as it is a covenant requirement and good practice noted by the auditor.

Committee **NOTED** and **APPROVED** the WSHA treasury management schedule.

## 6. CORPORATE SERVICES REPORT

The Director of Corporate Services announced that the 2 x Senior Housing Officer posts had been filled through internal recruitment and our “Grow Our Own” initiative.

Internal Audit reports would be shared with Audit & Risk Sub-Committee. Next year’s internal audit will cover recruitment, cyber security, stock & annual assurance.

Committee **NOTED** the report and **APPROVED** the internal audit programme for 2026/27.

## 7. PROPERTY SERVICES PERFORMANCE REPORT

The Director of Property Services gave an overview of his report. Highlights were:

- 100% Gas & EICR compliance inspections.
- Increase in monthly inspections.
- Damp & Mould environmental sensors fitted in 70% of stock.
- Capital Investments – Windows would be starting soon.
- Cyclical Investment complete.
- ARC Indicators – checked monthly internally and trends/anomalies addressed real time with targets based on trends and average from Scottish Housing Network.
- Voids – 100 target for year, sitting at 72 currently.
- Re-let Days – 38.1 days target, 26.9 YTD.
- Quality/quantity of voids – better with decorating.

A discussion took place about the close cleaning and there were reports from Committee about wet floors after cleaning.

Warm Home Fund Grants for Homeowners has not been forthcoming from GCC but there may be other funding available from other sources.

Committee **NOTED** the Property Services Performance Report.

## 8. HOUSING & COMMUNITIES REPORT

Committee **NOTED** the Housing & Communities Report.

### 8.1 TENANT SATISFACTION SURVEY ACTION PLAN

The Director of Housing & Communities (DHC) explained that all issues from the tenant

satisfaction survey had been addressed, nothing had been a surprise and that the next newsletter would include this information with a view to advising tenants how we have actioned their comments.

Committee **NOTED** the Work undertaken following the feedback from the Tenant Satisfaction Survey 2025.

## **8.2 FORMER TENANT ARREARS**

The cases presented to Committee this year were only related to former accounts where the tenant was deceased. This was due to changes within the Housing Services team which has prevented training on this area for the team.

The DHC shared that via a query issued to GWSF respondents have advised they do not see a great return for debt collection agencies, so we may discuss further with TC Young an alternative approach to maximise recovery.

The approach this year therefore to only write off or write back cases related to former tenants who are deceased, ensures a more robust approach to outstanding balances which we may be able to recover with the new teams in place.

Committee **APPROVED** the former tenant arrears write off/write back for 2025/26.

## **9. CEO REPORT**

Committee **NOTED** the CEO Report and **APPROVED** the additional Bank Holiday on 15<sup>th</sup> June 2026.

The CEO highlighted feasibility funds of £95k had been awarded for 2026/27 for three studies: [REDACTED]

Committee **APPROVED** acceptance of the funding and delegated authority for the CEO to progress discussions on the appointment of consultants before reporting back to Committee at a later meeting.

### **9.1 WSHA STRATEGIC PRIORITIES (2026/27)**

Committee **REVIEWED** and **APPROVED** the proposed strategic priorities.

### **9.2 WSHA MICROSOFT 365 ADOPTION MIGRATION TIMELINE**

Committee **APPROVED** the appointment of Naerver from April 2026.

### **9.3 SOCIAL HOUSING SAFETY NETWORK SCOTLAND MEMBERSHIP UPDATE**

Committee **APPROVED** the membership of Social Housing Safety Network Scotland.

## **10 SUBSIDIARY GOVERNANCE REVIEW (WSES & WSPM)**

The CEO confirmed that communication had been received from SHR after reviewing information connected to the governance review of WSES and WSPM. SHR's specific concerns were focussed on the 2 subsidiary boards [REDACTED].

Volunteers were required from Committee to join the WSES & WSPM Boards.

Commitment would be limited to 2 meetings annually and the AGM which can all be attended remotely or in person. Recruitment for both WSES and WSPM Boards will commence in March to increase the independent oversight within each Board composition.

Recommendations from the review include the following for both WSES and WSPM:

- Review of the Memo & Articles
- Review of the Intra- Group Agreements
- Review of the Service Sharing Agreements
- Oversight Reporting to the WSHA Management Committee standardised to 2 times annually

Committee **NOTED** the Subsidiary Governance Review Report.

### **10.1 GOVERNANCE REVIEW ACTION PLAN**

The CEO explained that there would be a review of the group/individual policies as appropriate, and to ensure a standardised approach across the group structure.

- Gavin Johnston confirmed he would be happy to be on WSPM & WSES Board.
- Suzanne Conlin confirmed she would be happy to be on WSES Board
- Linda Mimmagh confirmed she would be happy to be on WSPM Board.
- Debbie Keaveney confirmed that she would be happy to be on the WSPM Board.

Committee **NOTED** and **APPROVED** the Governance Review Action Plan for WSES & WSPM and **APPROVED** the appointing of the subsidiary Board Members.

### **10.2 WSES SERVICE AND GOVERNANCE REVIEW PLAN**

Committee **NOTED** and **APPROVED** the WSES Service and Governance Review Plan.

### **10.4 WSPM SERVICE AND GOVERNANCE REVIEW PLAN**

Committee **NOTED** and **APPROVED** the WSPM Service and Governance Review Plan.

**11 CONFIDENTIAL – LESSONS LEARNED REPORT**

All staff except the CEO and the Corporate Services Manager left the meeting. The Corporate Services Manager talked through the key points from report, giving fuller detail and Committee engaged in conversation about the lessons learned and the approach taken going forward.

Committee **NOTED and APPROVED** the Lessons Learned Report.

**12 ANY OTHER BUSINESS**

None

**13 DATE & TIME OF NEXT MEETING**

25<sup>th</sup> March 2026 @ 7pm.