

**West Whitlawburn Housing Co-operative
Management Committee Meeting of
Monday 29th June 2026 at 6.30pm
Meeting held in WWHC's Offices**

In attendance:

Committee:

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

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:

O Solesi – Tenant Member of WWHC – Observing

Meeting is quorate.

1. Apologies

J Williams (JW) – Co-optee, L Patrick (LP)
L Reynolds (LR) – Co-optee – Leave of Absence.

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

No items raised at this meeting.

6. Previous Minutes

a) Management Committee Meeting of 26th May 2026

The previous minutes were proposed by DM and seconded by MA and noted as an accurate record.

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

7. Matters Arising from Previous Minutes

Committee Appraisals

The Dir noted that the Committee appraisals are all complete and the report was presented by GK Housing Services at the previous meeting. The Dir will add recommendations proposed by GK Housing Services as a follow-up item for monitoring progress.

Submission of SHR Returns

The Dir confirmed that all ARC, Stock Information, 5 Year Projections and Loan Portfolio Returns were all submitted on 27th May 2026.

8. Sub Committee Minutes and Referrals

a) PA&R Sub Committee Feb 2026 Minutes

No items.

9. Correspondance

No items.

10. Delegates Reports and Affiliated Organisation Information

a) Employers in Voluntary Housing (EVH)

MA referred to the update paper from EVH, discussing topics raised at the EVH AGM. MA also noted the work EVH is carrying out on the implementation of Employment Rights Act.

Committee noted the update.

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

AD presented the update paper from GWSF. AD noted that the next open meeting and AGM is scheduled for 19th August 2026. AD confirmed that he is standing for re-election to the GWSF Board. The Dir referred to the update in the paper on The Investigation and Commencement of Repair (Scotland) Regulations 2026 (Awaab's Law) noting that the final guidance is awaited.

Committee noted the update.

c) Scottish Federation of Housing Associations (SFHA)

The Dir presented the update paper and discussed the SFHA's lobbying efforts to the new Scottish Government following the Scottish Election 2026. Committee further discussed the new Government, noting that there is no longer a dedicated Cabinet Secretary for housing as part of the new Scottish Cabinet after the election.

Committee noted the update.

d) Social Housing Safety Network Scotland

The Dir presented the update paper. The Dir confirmed that an article for tenants will be published in WWHC's Summer Newsletter regarding the safety of lithium batteries as discussed at the previous Management Committee Meeting.

Committee noted the update.

e) Wbg Sector Update

The Dir presented a new sector briefing paper from the internal auditor, Wbg, discussing sector risks, tenants' rights and legislative updates within the social housing sector. The Dir confirmed that the briefing from Wbg will be presented on a six-monthly basis. The Dir asked for feedback on the briefing and Committee agreed that the information is useful.

Committee noted the update.

11. Governance and Assurance

a) Schedule of External Submissions 2026/27

The Dir confirmed that the Annual Return on the Charter, Loan Portfolio Return and Five-Year Financial Projections were all submitted on 27th May 2026 after being approved at the previous Management Committee meeting. All items remain up to date.

DM queried submission item “Report to tenants on performance against the charter” being marked as complete on the schedule. The Dir confirmed that this item was marked as completed in error and that this is due by end of October 2026. A corrected schedule will be produced ahead of the next meeting.

Committee noted the update.

b) Management Committee Training Plan

The CSO confirmed that an in-person Committee briefing will be delivered prior to the next meeting on ‘Operational vs Strategic Role’ for Committee members.

SA reminded Committee members about the importance of keeping up to date with the online Committee Training that has been made available.

Committee noted the update.

12. Scottish Housing Regulator (SHR)

a) Scottish Housing Regulator 2026/27 Work Plan

The Dir presented the SHR’s Work Plan for 2026/27, highlighting the SHR’s key priorities for the year.

The Dir advised Committee that following submission of the ARC return, two queries have been received from the SHR. These relate to:

- The reported increase in ASB cases (indicator 14); and
- The percentage of Damp and Mould cases reopened (indicator 32).

The Dir added at the Damp and Mould query was issued to all landlords and confirmed that a review of the data was being carried out. A written response to both queries will be submitted to the SHR before the requested date of 3rd July 2026.

Committee noted the update.

13. Director Report and Targets

Staffing

The Dir confirmed temporary cover has been arranged for sickness absence in the Concierge Team.

Co-operative Development

The Dir advised the 7 Co-operatives attended a joint meeting with the new Chief Executive of SFHA, Richard Meade, on 19th June 2026 - Blasé Lambert of CCH was also in attendance.

Stage 3 Adaptions

The Dir advised WWHC's grant award for 2026/27 for adaptations has been confirmed. WWHC will be awarded the full £70,000 of the funding applied for.

Committee noted the updates.

14. Impairment Review 2025/26

The Dir presented the Annual Impairment Review. As part of the annual audit and under the Statement of Recommended Practice (SORP) regulations, the Co-operative is required to consider on an annual basis whether a full impairment review is required in relation to our assets, in particular, our housing stock. The Dir provided an overview of the assessment detailed in the report and recommended that there is no basis to support a full impairment review being carried out at this stage.

Committee approved the recommendation for no further impairment review to be carried out for the period ended 31st March 2026 and for this position to be reviewed at the end of financial year 2026/27.

15. Review of Bad Debt Provision for 2026/27

The HHS presented the review of bad debt provision. The HHS proposed that the bad debt provision is split into two categories to allow each category to be clearly defined as:

- Sundry and rechargeable repair accounts; and
- Rent accounts.

It was further proposed that the bad debt provision is to be increased within the categories as follows:

Sundry and rechargeable repair accounts:	£62,000
Rent accounts:	£68,000

The Dir confirmed that the adjustments to the bad debt provision and the split that will be shown in the Financial Statements has been discussed the WWHC's external auditor, CT.

Committee approved the recommendation to split bad debt provision into two categories and to increase the bad debt provision as detailed in the report.

16. Annual General Meeting Planning - 2026 Committee Briefing

The CSO presented the Briefing Report for the 2026 AGM, scheduled for 07/09/2026. The CSO confirmed that three Committee Members are required to stand down for re-election in accordance with the rules.

MA, AD and PD all volunteered to stand down for re-election.

The Dir added that all Co-opted Committee Members are required to stand down. As such, CP, JS, JW and LR will all stand down for re-election.

The Dir further added that the nine-year rule report is expected in August 2026.

Committee noted the content of the report with formal notifications to the membership to follow.

17. Policy Reviews

a) Allocations Policy – Review of Targets

The HHS presented the reviews of targets, following a meeting between the Housing Manager and South Lanarkshire Council (SLC) discussing the previous years' lets to SLC. The HHS discussed SLC's recent performance, and the impact their performance has had on letting figures.

Committee noted the content of the report, including referral and letting performance with lets to SLC from 2023/24 through to 2026/27.

The targets have been reviewed to consider:

- 40% of lets to be offered to SLC for section 5 referrals and nominations.
- To count any failed nominations within the SLC (40%) target.
- 10% of lets to be offered to housing list applicants with a homeless decision.

Agenda Item 6 (a)

Committee noted that any changes to the policy will be subject to consultation with tenants and applicants on the housing list.

Committee approved the review of targets for further consultation.

18. Report for Homologation – Electricity Supply Contract

The Dir presented the Electricity Supply Contract report for homologation. Two separate decisions were approved by the Office Bearers on 11/06/2026 and 18/06/2026 to proceed with quotes for the Community Resource Centre (CRC) and landlords' electricity supplies.

Committee agreed to homologate the decisions by the Office Bearers as detailed in the report.

19. AOCB

Tribute to former WWHC Staff Member

The Dir and HHS proposed a tribute to former Concierge Manager Raymond Smith, in recognition of his dedicated service. The Dir confirmed that WWHC will explore ideas and funding options. Staff will report back to Committee in due course.

Committee confirmed that they are happy to support the tribute.

20. Date and Time of Next Meeting

Monday 27th July 2026 at 6.30pm

CONFIDENTIAL ITEMS

No items.

Meeting closed at 7.30pm

Print name:

Date:

Signed: