

**West Whitlawburn Housing Co-operative  
Management Committee Meeting of  
Monday 23<sup>rd</sup> February 2026 at 6.30pm  
Meeting held in WWHC's Offices**

**In attendance:**

**Committee:**

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

**Other:**

J Sankus (JS) – Tenant Member of WWHC - Observing

**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

Meeting is quorate.

**1. Apologies**

K Stubbs-Gorman (KSG), L Patrick (LP), J Williams (JW) – Co-optee,  
M Alcorn (MA) – Leave of Absence  
Not In Attendance - L Reynolds (LR) – Co-optee

The Dir notified that KSG submitted their resignation from Management Committee for personal reasons in writing on 10<sup>th</sup> February 2026. The Secretary will confirm acceptance of the resignation in writing to the member.

The Dir further notified Committee that LP is seeking a 3-month leave of absence on personal grounds. Committee approved the 3-month leave of absence. The Secretary will confirm to the member in writing.

## **2. Confidentiality**

The Chairperson reminded all present about the importance of confidentiality.

## **3. Declaration of Interests**

**Confidential information has been redacted.**

## **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 26<sup>th</sup> January 2026**

The previous minutes were proposed by AD and seconded by CP and noted as an accurate record. The Chairperson will pass the signed minutes to the CSO for filing.

## **7. Matters Arising from Previous Minutes**

### Management Committee Appraisals

GK Housing Services were appointed to carry out the Committee Appraisals and met with Dir and Chairperson in November 2025 and attended the previous Committee meeting to observe proceedings. 1-2-1 sessions have been scheduled, and dates have been issued to Committee to confirm.

Updates to follow.

### Rent Consultation 2026/27

The Dir confirmed that the rent increase has been applied on HomeMaster, and tenants have received notifications. Item now closed.

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

### **a) PA&R November 2025 Minutes**

The Dir presented the previous PA&R Minutes for the meeting of 10<sup>th</sup> November 2025 that were approved at the February 2026 meeting.

Committee ratified the PA&R sub-committee's decision to approve the previous minutes.

### **b) Internal Audit Appointment**

The Dir presented the tender outcome of the Internal Audit Appointment for ratification, approved for recommendation at the previous PA&R sub-committee meeting of 9<sup>th</sup> February 2026. The Sub Committee approved that Wbg services be appointed to provide internal audit services for a 3-year period, with a possible 2-year extension.

Committee ratified the appointment of Wbg Services. It was noted that no SHR notifiable event is required. The appointment will be confirmed on the Public Contracts Scotland portal.

### **c) Policy Reviews – Rent Collection and Accountancy Policy**

The Dir presented the policy review for ratification, presented at the PA&R sub-committee meeting of 09/02/2026. The Policy was updated to reflect changes in Housing Management software and job titles.

Committee ratified the review of the Rent Collection and Accounting Policy.

## **9. Park Run Donation Request**

The Dir presented a donation request for Cambuslang Junior Park Run - a new, local initiative. The CSO confirmed that the request is in line with the Donations Policy.

Committee agreed to donate £100.00 to Cambuslang Junior Park Run.

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

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

No correspondence.

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

AD presented the correspondence from GWSF, highlighting the next open meeting of 25/02/2026 and topics to be covered including sector priorities. Discussions held at the meeting will be presented at the next Committee meeting. Updates to follow.

Committee noted the update.

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

No correspondence.

### **d) Social Housing Safety Network Scotland**

The Dir presented the Member Round-Up, highlighting an upcoming online Network Get Together event co-hosted by Brodies LLP, covering preparation for Awaab's Law.

Committee noted the update.

## **11. Governance and Assurance**

### **a) Schedule of External Submissions 2025/2026**

The Dir confirmed all items remain up to date, noting the final submission for 2025/26 (Management Accounts) was submitted on 20<sup>th</sup> February 2026 to the CAF and Co-op Bank, ahead of the submission date of 25<sup>th</sup> February 2026.

Committee noted the update.

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

The Dir referred to the Committee GDPR training with the Data Protection Officer which was completed in January. The Dir added that the same training was completed by staff, including the Concierge teams, in February 2026.

Committee noted the update.

## **12. Scottish Housing Regulator**

### **a) Invite to Roundtable Discussion**

The Dir confirmed the roundtable discussion with the SHR is set for 5<sup>th</sup> March 2026. The Dir is to confirm the outcome of the roundtable discussion at the March 2026 meeting.

Committee noted the update.

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

#### Staffing

The Dir confirmed that recruitment for the Housing Manager has been completed. The Dir added that the new Housing Manager started their post on 23<sup>rd</sup> February 2026.

#### Internal and External Audit

The Dir confirmed Internal Auditor procurement has been completed, following the appointment of Wbg Services for a 3-year period, with a possible 2-year extension.

The Dir advised that a planning meeting for 2025/26 External Audit has been scheduled with CT. Updates to follow.

#### Tenant Satisfaction Survey (TSS)

The Dir confirmed that Research Resource were present at the February 2026 PA&R meeting to present the TSS report. The Dir confirmed that the outcome has been added to the evidence bank and information has been published on WWHC's website.

#### Stock Condition Surveys (JMP)

The Dir confirmed that Stock Condition surveys are ongoing. Committee noted the target completion date for the survey visits as 6<sup>th</sup> March 2026. Updates to follow.

Committee noted the updates.

### **14. HomeMaster Contract Extension**

The Dir present the proposed 5-year extension for WWHC's HomeMaster system subscription as detailed in the report. Committee noted a cost-per-unit in the proposal and the capped CPI uplift terms.

Committee approved the 5-year extension of the subscription.
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### **15. CCTV & Door Entry Procurement – Existing Equipment**

The Dir presented the report outlining a proposal for the transfer of ownership for the previously leased CCTV and Door Entry equipment from Securitas to WWHC. Committee noted costs proposed by

Securitas and clauses highlighted by the Dir from the previous lease agreement.

The Dir confirmed that Securitas have made an offer of an interim maintenance arrangement, based on day rates with options for attendance on either 1, 2 or 3 days per week. The Dir confirmed that, following assessment, WWHC are satisfied that 2 days per week is sufficient to meet service requirements.

Committee noted Appendix 1 and Appendix 2 of the report for consideration.

Committee approved the equipment purchase and interim maintenance arrangement proposal as detailed in the report.

## **16. Policy Reviews**

### **a) Donations Policy**

The Dir presented the review of the Donations Policy, as part of the normal review cycle. The Policy has been updated to include awareness of potential conflicts of interest, relevant Regulatory Standards and clear links to the Entitlements Payments and Benefits Policy in relation to gifts and hospitality.

Committee approved the Donations Policy for ongoing implementation.

### **b) Sustainability Policy**

The Dir presented the review of the Sustainability Policy, as part of the normal review cycle. There are no material changes proposed.

Committee approved the Sustainability Policy for ongoing implementation.

### **c) Mobile Phone Use Policy**

The CSO presented the new Mobile Phone Use Policy. This is a model policy provided by WWHC's Data Protection Officer (DPO), which sets out WWHC's stance on usage and management of mobile devices issued to staff. The policy will be issued to all staff to ensure full compliance with GDPR legislation.

Committee approved the Mobile Phone Use Policy for implementation

## **17. 2026/27 Meeting Schedule**

The Dir presented WWHC's Management Committee meeting schedule for the 2026/27 period. Committee noted one correction to the meeting schedule, confirming there will be no meeting in November 2026. Instead, Committee will meet early December 2026 to consider the 2027/28 budget and rent setting.

The Dir further advised that the Management Committee training plan will be drafted following the completion of the external appraisals.

Committee noted the update.

## **18. Bad Debt Write Off**

The HHS presented the annual Former Tenant Write Off Report for 2025/26. Following Committee approving an interim write off figure of £18,230.50 in May 2025, Committee noted a further sum of £21,450.34 has been identified. No current tenant balances are due for write-off due to sequestration.

Committee approved the final write off sum of £21,450.34 which will increase the total write off for the year 2025/26 to £39,680.84
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## **19. Former Tenant Write Back**

The HHS presented the annual Former Tenant Write Back Report for 2025/26.

Committee approved the interim write-back figure of £741.57 and approve the full amount of £741.57 to be credited to Phil Welsh Welfare Fund, bringing the total write-back figure for 2025/26 to £6,364.96
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## **20. AOCB**

No items.

## **21. Date and Time of Next Meeting**

Monday 30<sup>th</sup> March 2026 at 6.30pm

**CONFIDENTIAL ITEMS**

**Confidential information has been redacted.**

Meeting closed at 7.30pm.

**Print name:**

**Date:**

**Signed:**