

**West Whitlawburn Housing Co-operative  
Management Committee Meeting of  
Monday 27<sup>th</sup> April 2026 at 6.30pm  
Meeting held in WWHC's Offices**

**In attendance:**

**Committee:**

S Anderson (SA) – Chairperson	P Dickson (PD)
A Duffin – Secretary (AD)	J Williams (JW) – Co-optee
M Alcorn (MA)	J Sankus (JS)

**WWHC Staff:**

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

**Other:**

O Solesi (OS) - Tenant Member of WWHC – Observing  
D Hawkes (DH) - Tenant Member of WWHC – Observing  
Meeting is quorate.

**1. Apologies**

D Nnam (DN), D Murphy (DM), L Reynolds (LR) – Co-optee, C Patrick (CP) – Co-optee  
L Patrick (LP) – 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 30<sup>th</sup> March 2026**

The previous minutes were proposed by AD and seconded by JW and noted as an accurate record.

Committee noted one change to the minutes to correct a missing date under AOCB, Allocations Policy Review update. The Tenant Focus Group to discuss feedback from the tenant consultation was held on 12<sup>th</sup> March 2026.

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

**7. Matters Arising from Previous Minutes**

Management Committee Appraisals

The Dir provided an update on the appraisal process and that the final report from GK Housing Services will be presented at the Management Committee Meeting of 26<sup>th</sup> May 2026.

Committee noted the update.

**8. Sub Committee Minutes and Referrals**

No items.

**9. Correspondance**

**a) EVH CHAS Kilt Walk Appeal**

The Dir presented the EVH 2026 CHAS Appeal, highlighting the opportunity for WWHC to win a half-day training sessions in return for pledges.

## Agenda Item 6 (a)

Committee noted the pledge amounts and corresponding entries. After discussion, JW and PD proposed that WWHC enter with 2 winning chances.

Committee approved the donation of £80

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

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

The Dir presented the update paper from EVH, highlighting that WWHC staff will attend the upcoming Equality Impact Assessment Strategic Masterclass on 19<sup>th</sup> May 2026

Committee noted the update.

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

AD presented the update paper from GWSF, highlighting the upcoming GWSF Open Meeting on 20<sup>th</sup> May 2026.

The Dir highlighted that the EESSH2 Review Group was reconvened by the Scottish Government and is discussing the proposed new Net Zero standards / guidance for the sector and aims to finalise the 'SHNZS' over the next 12 months.

Committee noted the update.

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

There were no update papers from SFHA this month.

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

The Dir presented the Member Round-Up and discussed the upcoming webinar 'Ventilation in Social Housing.' The Dir and HHS highlighted the importance of effective maintenance on ventilations systems, particularly in-line with the introduction of Awaab's Law.

Committee discussed the monitoring and usage of the various ventilation systems across WWHC's stock.

Committee noted the update.

**11. Governance and Assurance**

**a) Schedule of External Submissions 2026/27**

The Dir confirmed that the Scottish Information Commissioner statistics for Q4 of 2025/26 were submitted on time.

Committee noted the update.

**b) Management Committee Training Plan**

The CSO confirmed that the Management Committee training plan will follow once all appraisals have been completed.

Committee noted the update

**12. Scottish Housing Regulator (SHR)**

**a) SHR 2026 Annual Assurance Visits**

The Dir presented the update highlighting the 9 RSL's that the SHR will visit in 2026 as part of their Annual Assurance visits.

**b) Verbal Update on Annual Return on the Charter (ARC) Progress**

The Dir added that WWHC is on schedule with the 2025/26 ARC. The Dir confirmed that Q4 performance will be available at the Performance, Assurance and Risk Sub Committee on 11<sup>th</sup> May 2026 with the full year end position to be presented to Management Committee on 26<sup>th</sup> May 2026 for approving the ARC ahead of the deadline.

Committee noted the update.

**13. Director Report and Targets**

Staffing

The Dir confirmed that the new Property Manager started their post on 27<sup>th</sup> April 2026.

Property Services

The Dir confirmed that an additional award of £2,353.67 to cover WWHC's 2025/26 overspend for Medical Adaptations was received and that all new cases during the year were completed. This brings the total amount awarded for 2025/26 to £68,353.67.

The Dir notified that following new regulations set by Ofgem, a new item under "Heat Network Regulations" will be added to the Directors targets.

The HHS and Dir confirmed that WWHC may need to develop and implement new policies to cover legislation.

Committee noted the updates.

**14. Management Committee 2026/27 Work Plan**

The Dir presented the refreshed Committee Workplan for 2026/27. The Dir drew attention to the 30 Year Projections and Business Plan Review that will take place during 2026/27. The Dir added that this will include a Business Planning Day for Committee, of which JW agreed.

Committee approved the Management Committee 2026/27 Work Plan

**15. Donations Register**

The CSO presented the Donations Register for 2025/26, highlighting that one donation request will be carried forward from 2025/26 to 2026/27 as noted on the register.

Committee noted the content of the report.

**16. Policy Reviews**

**a) ICT, Internet and Email Use Policy**

The CSO presented the new ICT, Internet and Email Use Policy, developed through the DPO service. The CSO confirmed the Policy is proposed to replace the current Computer Use Policy, to adopt a more thorough approach to all IT based actions and communications.

Committee approved the ICT, Internet and Email Use for implementation, and agreed to retire the Computer Use Policy.

**b) Social Media Policy**

The CSO presented the Social Media Policy, developed through the DPO service. The CSO confirmed that the implementation of the Policy is to outline appropriate use of social media for staff and connected individuals working in the organisation. The CSO noted that the Policy is not intended to direct staff on how to use their personal social media accounts.

Committee agreed to approve the Social Media Use policy for implementation.

**c) Smoke Free Policy**

The CSO presented the updated Smoke Free Policy, adopted via the model EVH Policy. EVH updated the model Policy in March 2026. The CSO confirmed that no material changes are proposed to the Policy.

Committee approved the updated Smoke Free policy for ongoing implementation.

**d) Whistleblowing Policy**

The CSO presented the updated Whistleblowing Policy, adopted via the model EVH Policy. The CSO confirmed that the policy has been updated to include sexual harassment as a qualifying disclosure in line with the legislation.

Committee approved the Whistleblowing Policy for ongoing implementation.

**17. GDPR & FOISA 2025/26 - Outcome Report**

The CSO presented the GDPR & FOISA Outcome Report for 2025/26. There were no concerns during the year and 100% of our FOI requests were responded to on time.

Committee noted the content of the report.

**18. AOCB**

No items.

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

Tuesday 26<sup>th</sup> May 2026 at 6.30pm

**CONFIDENTIAL ITEMS**

No items.

Meeting closed at 7.15pm.

**Print name:**

**Date:**

**Signed:**