

**West Whitlawburn Housing Co-operative
Management Committee Meeting of
Tuesday 26th May 2026 at 6.30pm
Meeting held in WWHC's Offices**

In attendance:

Committee:

S Anderson (SA) – Chairperson	P Dickson (PD)	D Murphy (DM)
A Duffin – Secretary (AD)	D Nnam (DN)	J Sankus (JS)
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) - minutes

Other:

G Kennedy – GK Housing Services (GK)

Meeting is quorate.

1.

a) Apologies

L Reynolds (LR) – Co-optee, J Williams (JW) – Co-optee
L Patrick (LP) – Not in attendance

b) Request for Leave of Absence

The Dir confirmed LR is seeking approval for a 3-month leave of absence for personal reasons.

Committee approved the member's request.

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

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 30th March 2026

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

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

7. Matters Arising from Previous Minutes

EVH Kiltwalk Pledge

The Dir confirmed the pledge was paid and WWHC did not win the training prize.

Management Committee Appraisals

The Dir noted GK's attendance at the meeting who is to present the appraisal outcome report.

Committee noted the updates.

8. Sub Committee Minutes and Referrals

a) PA&R Sub Committee Feb 2026 Minutes

The Dir confirmed the subcommittee reviewed and approved the minutes at the meeting on 11th May 2026

Committee ratified the subcommittee's decision to approve the minutes.

9. Correspondance

No items.

10. Delegates Reports and Affiliated Organisation Information

a) Employers in Voluntary Housing (EVH)

MA confirmed that EVH's AGM is taking place in June 2026, and the annual conference is expected in the Autumn with a view to encourage more staff uptake, alongside committee members, across the sector.

Committee noted the update.

a) Glasgow West of Scotland Forum of Housing Associations

AD provided an update on items contained within the report and noted more information may be published regarding Scottish Government Elections.

AD further noted the Summer Regeneration conference and is to check and confirm his attendance.

Committee noted the updates.

b) Scottish Federation of Housing Associations (SFHA)

No items.

The Dir noted that correspondence is expected regarding changes to the Scottish Government and its ministers.

Committee noted the update.

c) Social Housing Safety Network Scotland

The Dir presented the Member Roundup noting the networks 3rd anniversary.

Committee discussed the article concerning scooters and e-bike safety and agreed to feature a similar article in WWHC's own newsletter.

The topic of the new fire door regulations was further discussed with the Dir noting this to be applicable to any future door replacements.

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 are all for review and approval at this meeting for submission by the respective deadlines.

Committee noted the update.

b) Management Committee Appraisals – GK Housing Services in attendance

The Chairperson thanks GK for attending the meeting.

GK presented the appraisal report and noted the following:

- Overall good engagement from all Committee Members.
- A good relationship between Committee and staff.
- A varied mix of skills, experience and knowledge between all members.
- Committee understand their roles as Committee Members despite being tenants of the Co-operative too, noting this was beneficial during the rent consultation and budget setting process.

GK further provided a summary of the 4 recommendations made within the report, covering:

- Preparing a succession plan to encourage members to consider a future office bearer role.
- Consider the sub-committee membership structure to allow more in-depth discussion and encourage future leadership.
- Implement a training plan to upskill and refresh Committee knowledge.
- Develop a member recruitment and engagement strategy.

Committee discussed the outcome of the report and the challenges faced when recruiting new members, particularly with WWHC's fully mutual status.

Committee further discussed future recruitment drives and possible incentives for recruitment of young people, including career prospects, refreshments at meetings and hybrid meetings.

Committee thanked GK for the appraisal service provided and presenting the report.

GK left the meeting at 7pm.

The Dir sought feedback from Committee regarding the appraisal process and GK Housing Services. Committee agreed the process was relaxed which made them feel comfortable and GK was able to engage and encourage members.

The Dir confirmed feedback will be passed on to GK.

c) Management Committee Training Plan

The CSO presented the training plan drafted following the outcome of the appraisals and GK recommendations. Topics include health and safety, Artificial Intelligence (AI), social media, Co-operative governance and cyber security.

Committee approved the training plan for implementation.
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12. Scottish Housing Regulator

a) WWHC Published Engagement Plan

The Dir presented the engagement plan published on 2nd April 2026 and confirmed WWHC's 'compliant' status and that no further engagement beyond the normal submissions is required. The Dir further confirmed that the document is available on WWHC's website.

Committee noted the content of the engagement plan.

13. Director Report and Targets

Staffing

The Dir confirmed that the new Property Manager started their post on 27th April 2026 and is settling in well.

Internal Audit

The Dir confirmed the PA&R subcommittee approved the internal audit topics for the next 3 years. During 2026/27, Cyber Security, Equality Diversity and Inclusion and a follow up review will be carried out.

Directors Targets

The Dir confirmed that the Heat Network Regulations have been added to the targets accordingly.

Committee noted the updates.

14. Annual Return on the Charter 2025/26

The Dir present the ARC cover report, commentary and draft submission to the Committee for review.

The Dir provided information on the comparisons made throughout the reports and variances discussed. Committee noted a significant performance improvement on the 'Right First Time' indicator which the Dir and HHS confirmed was tested and reviewed for accuracy.

The Dir highlighted the mould and damp performance and noted that this had been verified by WWHC's H&S auditor.

Committee noted overall good performance with no concerns and expressed gratitude to all staff for their hard work and dedication in achieving the results.

Committee approved the ARC 2025/26 for submission to the Scottish Housing Regulator.

15. 5 Year Financial Projections Return

The Dir presented the FYFP cover report and draft submission, summarising the figures within the report and assumptions made.

The Dir confirmed the return has been reviewed by WWHC's financial advisor, FMD, and agreed with the reports. It was further noted that a review of the Business Plan is required during 2026/27.

Committee approved the 5 Year Financial Projections return for submission to the Scottish Housing Regulator.

16. Loan Portfolio Return

The Dir presented the Loan Portfolio return and noted an early submission date due to the timing of the June 2026 meeting.

Committee reviewed the cover report and draft submission, noting the loan end date for one lender in 2029. The Dir confirmed this loan will be reviewed closer to 2029 and a decision to pay off the loan final payment or re-finance will be brought to Committee in due course. The Dir added that all covenants are covered with no concerns.

Committee approved the Loan Portfolio Return for submission to the Scottish Housing Regulator.

17. Management Accounts 2025/26 Q4

The Dir presented the Q4 Management Accounts and discussed the variances throughout the commentary report. The Dir further noted the following:

- Energy Centre income was lower than budgeted due to generator downtime.
- Increase in interest gained from Flagstone Deposits.

The Dir further presented the Cashflow Monitoring report and highlighted positive variances throughout. It was noted that the Aged Creditor at the year-end was higher than expected.

The Dir confirmed this was due to the late arrival of the insurance invoices and that this will be commented on in the final accounts for 2025/26.

Committee noted the content of the reports and other updates.

18. Policy Reviews

a) Neonatal Care Leave and Pay Policy - New

The CSO presented the new Policy as provided by EVH, confirming that the terms are included as part of the full member terms and conditions agreed by WWHC and that the policy provides procedure and application guidance.

Committee approved Neonatal Care leave and Pay policy for implementation.

b) Shared Parental Leave Policy - New

The CSO presented the new Policy as provided by EVH, confirming that the terms are included as part of the full member terms and conditions agreed by WWHC and that the policy provides procedure and application guidance.

Committee approved Shared Parental Leave policy for implementation.

19. Report for Homologation – Energy Centre Gas Supply Contract

The Dir presented the gas contract renewal report for homologation which was approved by the Office Bearers on 19th May 2026.

The Dir confirmed that, in conjunction with the Finance Officer, the proposed offer was stress tested. After this testing, it remained the most competitive offer. The Dir further confirmed the standing charge has increased significantly.

Committee noted the correspondence from the Co-operative's energy broker contained in the report.

Committee ratified the Office Bearers decision as detailed in the report.

20. AOCB

No items.

21. Date and Time of Next Meeting

Monday 29th June 2026 at 6.30pm

CONFIDENTIAL ITEMS

No items.

Meeting closed at 7.45pm.

Print name:

Date:

Signed: