

**West Whitlawburn Housing Co-operative
Management Committee Meeting of
Monday 30th March 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) J Williams (JW) – 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:

J Sankus – Prospective Management Committee Member (JS)

Meeting is quorate.

1.

a) Apologies

D Nnam (DN), L Reynolds (LR) – Co-optee

L Patrick (LP) – Leave of Absence

M Alcorn (MA) – Leave of Absence

b) Appointment to Fill Casual Vacancy

SA confirmed that JS was seeking appointment to the Management Committee to fill a casual vacancy.

The appointment was proposed by AD and seconded by DM and approved by Committee.

SA welcomed JS to the Management Committee.

2. Confidentiality

The Chairperson reminded all present about the importance of confidentiality.

3. Declaration of Interests

SA and AD declared an interest under Agenda Item 16. g) WCRC Minute of Agreement. SA and AD will not participate in the discussion or decision making.

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 23rd February 2026

The previous minutes were proposed by CP and seconded by AD 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

The Dir confirmed positive feedback from GK Housing Services, and the appraisal process will resume once MA has returned from the leave of absence at the end of April.

8. Sub Committee Minutes and Referrals

No items.

9. Correspondance

a) Letter Received from SLC – Request for support with further properties

The Dir presented a letter from South Lanarkshire Council (SLC) requesting additional lease properties to support the Afghan

Agenda Item 6 (a)

Resettlement Programme and the United Kingdom Resettlement Programme delivered in partnership with the UK Home Office.

Committee noted the content of the letter and discussed WWHC's current position and recent support to the local authority, noting that one property has still to be matched to a family from the leases approved in 2025/26.

Committee agreed that no further properties would be offered to SLC at this stage. Committee agreed to review future requests should they be submitted by SLC.

The Dir will notify SLC of the decision in writing.

10. Delegates Reports and Affiliated Organisation Information

a) i) Employers in Voluntary Housing (EVH)

The Dir presented the correspondence from EVH.

Committee noted the updates.

ii) Additional Public Holiday – 15th June 2026

The Dir presented the correspondence from EVH confirming that the JNC agreed the additional public holiday on 15th June 2026. The decision to give staff the public holiday is at the discretion of each Governing Body within full EVH member organisations whether to honour it.

Committee discussed the public holiday, noting the achievements and hard work of all staff in the past year.

Committee approved the additional public holiday for WWHC staff, to be taken on 15/06/2026.

The Dir and CSO will action the public holiday for all staff.

b) Glasgow West of Scotland Forum of Housing Associations

AD presented the correspondence from GWSF and discussed the Director of GWSF's visit to WWHC. The Dir confirmed the visit as part of a routine member visit and advised it was a useful discussion covering current sector issues across homelessness, recruitment of staff / succession planning and WWHC's progress towards Net Zero with the District Heating System and recent insulation projects to improve EPC ratings.

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 Fife Council's proposed retrofit to their MSF stock including the installation of a sprinkler system to enhance fire safety.

The Dir further discussed a new tenant safety specific qualification - Management of Tenant & Resident Safety in Social Housing (Scotland). Committee discussed the benefits of the qualification from an employer's point of view, and JW proposed that a staff member of WWHC should consider the course.

Committee noted the update.

11. Governance and Assurance

a) Schedule of External Submissions 2025/2026

The Dir confirmed all items for 2025/26 have been submitted on time. The Dir advised that the refreshed Schedule of External Submissions for 2026/27 will be presented at April 2026 meeting.

Committee noted the update.

b) Management Committee Training Plan

No items.

12. Scottish Housing Regulator (SHR)

a) SHR Co-ops Roundtable Discussion Update

The Dir confirmed the roundtable discussion with the SHR took place on 5th March 2026. The Dir and AD noted the very positive engagement with the SHR Chief Executive and Chair and their commitment to supporting the 7 Housing Co-op RSL's.

Committee noted the update.

b) Letter from SHR on 2026/27 Annual Assurance Statement

The Dir presented the correspondence from the Scottish Housing Regulator sent to all RSL's on preparation for the Annual Assurance Statement (AAS) and highlighted the importance of accurate stock and

tenant health and safety data as per the correspondence. The Dir highlighted the positive audit work WWHC has recently undertaken on this. The Dir also confirmed that the self-assurance toolkit was recently updated by SFHA which will be used by WWHC ahead of the AAS.

Committee noted the update.

13. Director Report and Targets

Staffing

The Dir confirmed that recruitment for both the Housing Manager and Property Manager is complete. The Dir added that the new Property Manager will start their post on 27th April 2026

The Dir advised that the Interim Deputy Director is retiring on 17th April 2026 and discussed their impactful contribution to WWHC over the last 37 years. The Dir extended an invitation to all Committee members to attend the retiral lunch on the above date.

Property Services

The Dir confirmed that the Mould and Damp Audit was carried out in March 2026, noting the outcome of 'adequate assurance'. An action plan is to follow.

The Dir confirmed that all 2025/26 adaptations cases have been completed and that a full spend of award has been achieved, with a small overspend to be carried forward into 2026/27.

Internal and External Audit

The Dir advised that the Internal Auditor is to attend the May 2026 PA&R meeting, following their appointment, and will carry out an Audit Needs Assessment (ANA).

The Dir confirmed that a planning meeting with CT for 2025/26 External Audit was held on 26th February 2026 and that Audit fieldwork will commence on 22nd June 2026.

Committee noted the updates.

14. Insurance Renewal 2026/27

The Dir presented the Insurance Renewal Report, detailing the Year 2 renewal for 2026/27 as part of the 3-year agreement.

Committee noted the breakdown of the proposed renewal costs and the comparison to the current cover.

Agenda Item 6 (a)

The Dir confirmed that the uplifts applied according to the BCIS indices are sufficient as reported during the 2026/27 budget and rent setting process.

Committee approved the insurance renewal quote of **(Redacted)** for 2026/27, as detailed in the report.

15. GDPR Consultant Contract Extension

The Dir presented the proposal to extend WWHC's Data Protection Officer (DPO) services with Information Law Scotland for a 2-year period. Committee noted the scope of service provided by the DPO across FOISA and EIR's.

Committee approved the extension of the appointment of Information Law Solutions for a 2-year period to 31/03/2028.

16. Policy Reviews

a – e) Data Protection Policy

The CSO presented a suite of reviewed model GDPR policies as provided by the DPO service. The CSO confirmed the policies are proposed to replace the existing Privacy Policy (including appendices).

Committee approved the following policies for implementation:

- Data Protection Policy
- Information Security Policy
- Data Retention Policy
- Data Breach Management Procedure
- Response Procedures for Data Subject Requests

Furthermore, Committee agreed to retire the following policies:

- Privacy Policy (including appendices)
- Information Security Management System Policy
- Disposal of IT Equipment

f) Appropriate Policy Document

The CSO presented the Appropriate Policy Document, developed through the policy review service provided by WWHC's DPO. The Appropriate Policy Document has been provided as requirement under the UK GDPR and Data Protection Act 2018 and mitigates the risk that the Co-operative will not be compliant with legislation.

Committee approved the Appropriate Policy document for adoption and implementation.

Committee noted the document will be published on WWHC's website.

g) WCRC Minute of Agreement

SA and AD declared an interest and agreed not to participate in the discussion.

The Dir presented the Minute of Agreement between WWHC and WCRC to be signed, noting no proposed changes to the previous agreement.

Committee approved the Minute of Agreement between WWHC and WCRC, The Vice Chairperson signed the document on behalf of the Management Committee. The minute will be forwarded to WCRC's Committee for counter signing.

17. Bad Debt Write Off

The HHS presented the annual Bad Debt Write Off Report for 2025/26. Updated papers were circulated at the meeting to correct an error identified in the original write-off report.

Committee noted the revised figure.

Committee approved the final write off sum of £2,431.60, which will increase the total write off for the year 2025/26 to £42,112.44

18. Cost Centre Apportionment 2026/27

The Dir presented the Cost Centre Apportionment for periods 2026/27. The apportionment has been reviewed as part of changes to staff structure, and the reduction in development work following completion of East Whitlawburn and end of defects liability period.

Committee approved the apportionments as outlined in Appendix 2, effective from 1st April 2026.

19. Management Accounts 2025/26 Q3

The Dir referred to the commentary summary of for the Q3 Management Accounts as contained within the papers. Committee noted a negative variance under Energy Centre Income, which was due to a reduction of RHI as a result to Biomass Boiler downtime. The overall

income and expenditure position for the Energy Centre was a small positive variance.

Overall, a positive variance of £184,746 and budgets positions for the quarter-end were noted.

The Dir presented the full set of Management Accounts for the period ending 31st December 2025. The Dir confirmed all Covenant requirements in relation to the CAF bank and Co-op Bank loans have been comfortably met, with no concerns. The Dir confirmed that the Management Accounts have been submitted to both lenders ahead of the deadlines.

The Dir further presented the Internal Cash Monitoring Report. Committee noted a healthy cash flow position with a positive cash variance of £113, 719, supported by the Cash Flow Statement.

Committee noted the content of the reports.

20. AOCB

Allocations Policy Review

The HHS confirmed that the review is ongoing, and a working group was held on 12/03/2026. The HHS advised that the HM is currently drafting the policy which will be published for a full consultation.

Updates to follow.

Office Closure 31/03/2026

The Dir advised WWHC's Office will close on 31/03/2026 for an office clear out. The Dir confirmed that full service will resume on 01/04/2026.

Committee noted the update.

21. Date and Time of Next Meeting

Monday 27th April 2026 at 6.30pm

CONFIDENTIAL ITEMS

No items.

Meeting closed at 7.45pm.

Print name:

Date:

Signed: