

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

In attendance:

Committee:

D Murphy (DM) – Vice Chairperson	L Patrick (LP)
A Duffin – Secretary (AD)	J Sankus (JS)
M Alcorn (MA)	J Williams (JW) – Co-optee

WWHC Staff:

G Clayton – Director (Dir)
R Hosie – Corporate Services Officer (CSO) - Minutes

Meeting is quorate.

The Vice Chairperson chaired this meeting.

1. Apologies

S Anderson (SA) – Chairperson, P Dickson (PD), D Nham (DN)
C Patrick (CP) – Co-optee
L Reynolds (LR) – Co-optee – Leave of Absence.

2. Confidentiality

The Vice Chair 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 29th June 2026

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

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

7. Matters Arising from Previous Minutes

Committee Appraisals

The Dir provided a verbal update on the outcome of the appraisals, adding that a briefing for Committee on their 'Strategic vs. Operational Role' will be presented under agenda item 11. b) Committee Training Plan, as recommended by GK Housing Services.

Former Staff Tribute

The Dir reminded Committee of their decision to consider a memorial to former staff member Raymond Smith. The Dir further added that former staff member Dougie McIntosh will be included in this too. Staff are investigating ideas and seek approval from the family members as required. The Dir confirmed the item is ongoing.

Committee noted the updates.

8. Sub Committee Minutes and Referrals

No items.

9. Correspondance

No items.

10. Delegates Reports and Affiliated Organisation Information

a) Employers in Voluntary Housing (EVH)

The Dir referred Committee to EVH's annual review, highlighting the work carried out by the EVH team during 2025/26. MA advised nothing further to report.

Committee noted the update.

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

AD noted the GWSF AGM scheduled on 19th August 2026 and the Director of GWSF announcing his retirement. AD confirmed recruitment is expected in due course.

Committee noted the update.

c) Scottish Federation of Housing Associations (SFHA)

No items.

d) Social Housing Safety Network Scotland

The Dir presented the update paper and confirmed the Network continue to carry out good work within the sector.

Committee noted the update.

11. Governance and Assurance

a) Schedule of External Submissions 2026/27

The Dir confirmed there were no submissions due since the last meeting. The next submission is the quarterly statistics to the Scottish Information Commissioner which will be progressed ahead of the deadline.

Committee noted the update.

b) Management Committee Training Plan

The Dir presented the meeting brief on 'Strategic vs. Operational Role'. The Dir discussed WWHC's values, mission statements and the strategic objectives relevant to Committee's strategic role.

Committee noted the content of the briefing and the key documents noted alongside this.

12. Scottish Housing Regulator (SHR)

a) SHR and OSCR – Memorandum of Understanding

The Dir presented the report contained in the papers, highlighting the recent changes to OSCR reporting requirements relating to trustee names and information.

The Dir highlighted that the SHR maintain the lead role in the compliance monitoring of RSL's, but the SHR and OSCR will work jointly and share information as permitted.

Committee noted the content of the Memorandum of Understanding.

b) Update on SHR ARC Queries Review

The Dir provided an update on the queries submitted to WWHC by the SHR on the 2025/26 ARC, surrounding Anti-social behaviour (ASB) and mould and damp.

Anti-Social Behaviour - Indicator 14.1

The Dir confirmed that WWHC had an increase for cases reporting during reporting year. This was partly due to the updated Estate Management Policy which was subject to tenant consultation. The Dir acknowledged that, with hindsight, this comment should have been included in the initial return.

Mould and Damp - Indicator 32

The Dir confirmed the cases re-opened figure was a query for most RSLs and that the data was double checked by WWHC staff and confirmed as accurate meaning there was no requirement to change the submitted ARC data.

The Dir confirmed that the SHR was satisfied with the responses to the queries for both indicators and that no further information was requested.

The Vice Chair raised a question regarding recent ASB and reported that it appeared to have reduced over the summer period. The Dir agreed, adding that WWHC staff work jointly with the Police and monitor ASB regularly. The Dir reminded committee that the Police will be invited to the upcoming AGM to discuss their work in the local area.

Committee noted the update.

13. Director Report and Targets

Energy Funding

The Dir confirmed that £61k will be allocated to WWHC. This is in partnership working with Energy Action Scotland / Octopus Energy as part of the Warm Homes Discount, Advice for Vulnerable Households Funding. The Dir noted an increase on the previous years' figure. The Dir further confirmed that support for tenants will commence in due course.

Adaptations

The Dir highlighted the ongoing adaptations works and confirmed that 1 case is in progress with 4 complete so far, this financial year.

Committee noted the updates.

14. Update to Model Scottish Secure Tenancy Agreement

The Dir presented the cover report for the proposed updates to the Model Scottish Secure Tenancy (SST) Agreement, highlighting both mandatory changes in red text and local agreements and changes in green text.

The Dir advised Committee that the provisions take account of legislation coming into force during 2026, including:

- Part 2 (section 22) of the Domestic Abuse (Protection) (Scotland) Act 2021 (termination of tenancies in cases involving abusive behaviour) from 1st August 2026;
- Section 49 of the Housing (Scotland) Act 2025 (qualifying periods for succession) from 1st August 2026;
- Section 50 of the Housing (Scotland) Act 2025 (delivery of notices) from 1st August 2026;
- Regulation 4 of the Investigation and Commencement of Repair (Scotland) Regulations 2026 (Awaab's Law) from 6th October 2026.

Committee and the Dir reviewed the changes in full, covering:

- The use of the home
- Pets, and the right to request a pet
- Garden maintenance
- Alterations to the property
- Additions relating to the domestic abuse legislation and removal of perpetrators
- Reduction in the qualifying time for inheriting the property following the tenant's death.

LP raised a question regarding clause 4.1.3 of the agreement, relating to Joint Tenancy and marital status. LP highlighted that if two individuals were living apart but got married then decided to move in together, one partner could not become a Joint Tenant for 12 months.

The Dir confirmed this was correct and the clause isn't solely related to Marriage as Joint Tenancies can be between two companions or relatives, for example. Committee discussed the requirement to notify WWHC of who is living in the home and that this rationale would be applied under LP's query.

DM raised a question regarding 'Alterations and Improvements' in the SST, querying the process whereby an individual carries out alterations without permission. The Dir confirmed that individuals must seek permission and may be entitled to compensation when their tenancy ends if they carry out approved alterations in line with WWHC's Alterations and Improvements Policy.

Agenda Item 6 (a)

Committee approved the updated Model Scottish Secure Tenancy Agreement for implementation from 1st August 2026 onwards.

The Dir confirmed that all current tenants will be issued a letter ahead of 1st August 2026 advising of the changes to the legislation.

15. Policy Reviews

No items.

16. AOCB

No items.

17. Date and Time of Next Meeting

Monday 24th August 2026 at 6.30pm

CONFIDENTIAL ITEMS

No items.

Meeting closed at 7.45pm

Print name:

Date:

Signed: