



NOTICE OF MEETING

The Meeting of the Full Management Committee will be held on Thursday the 27th of November 2025 at 18:30 hrs in the Association's offices, 2310 Dumbarton Road, Yoker.

- AGENDA** \*\*\* for approval / decision
- 1.0 **MANAGEMENT COMMITTEE**
    - 1.1 APOLOGIES
    - 1.2 REGISTRATION, DECLARATIONS & CODE OF CONDUCT
    - 1.3 TRAINING
    - 1.4 REGULATORY & STATUTORY RETURNS 2025 / 26
    - 1.5 WHISTLEBLOWING, FRAUD & NOTIFIABLE EVENTS REGISTER 2025 / 26
    - 1.6 HEALTH & SAFETY MATTERS
  - 2.0 **NEW MEMBERSHIP APPLICATIONS**
  - 3.0 **DOCUMENTS FOR SIGNING AND USE OF SEAL**
  - 4.0 **CORRESPONDENCE**
  - 5.0 **MINUTES OF THE FULL MANAGEMENT COMMITTEE MEETING 30.10.25**
    - 5.1 APPROVAL OF MINUTES \*\*\*
    - 5.2 MATTERS ARISING
  - 6.0 **CORPORATE GOVERNANCE REPORTS**
    - 6.1 BUSINESS PLAN COMPLIANCE MONITORING – MONTHLY DEPARTMENTAL ACTIVITY PLAN REPORT
    - 6.2 SCOTTISH HOUSING ASSOCIATIONS’ PENSION SCHEME
      - 6.2.1 Pension Past Service Deficit Payments \*\*\*
      - 6.2.2 Future Service Contribution Rates \*\*\*
    - 6.3 INTERNAL AUDIT REPORT – TENANT SAFETY
    - 6.4 POLICY REVIEW REPORT
      - 6.4.1 Management Committee & Office Bearers Remit \*\*\*
  - 7.0 **DEVELOPMENT REPORTS**
    - 7.1 POLICY REVIEW REPORT
      - 7.1.1 Standard Housing Brief for Technical Consultants \*\*\*
  - 8.0 **HOUSING MANAGEMENT & MAINTENANCE REPORTS**
    - 8.1 MAINTENANCE SCHEME REPORT
    - 8.2 WAITING LIST & ALLOCATIONS TO 30.09.25 REPORT
    - 8.3 POLICY REVIEW REPORT
      - 8.3.1 Emergency Policy and Procedures \*\*\*
      - 8.3.2 Legionella Management Policy \*\*\*
      - 8.3.3 Vulnerable Adult & Child Protection Policy \*\*\*
  - 9.0 **DATE OF NEXT MEETING 22.01.26**
  - 10.0 **A.O.C.B.**

Management Committee [\* denotes special leave granted]

1. Wronowska, Agnieszka	✓✓✓	6. McKendrick, Mick	✓✓✓	11. Smith, Arlene	✓✗□
2. Donnelly, Lisa-Marie	✓✓✓	7. Orr, Heather	✓✓✓	12. Walker, Catriona	✓✓✓
3. Fleming, Anne	✓✗✓	8. Porter, Josephine	✓✓✓	13. Walker, Mary*	✗✗✗
4. Gallagher, Donna	✓✓✓	9. Ryan, Isabella	✓✗✓		
5. McClure, Joseph	✓✓✓	10. Shields, Graeme	✓✓✓		



## MINUTES

Minutes of the Full Management Committee Meeting held on Thursday the 27th of November 2025 at 18:30hrs in the Association's offices at 2310 Dumbarton Road, Yoker, Glasgow and through the Association's online virtual portal.

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### Present

Wronowska, A (Chairman)  
Donnelly, L (on-line)  
Fleming, A  
Gallagher, D  
McClure, J (on-line)  
McKendrick, M (on-line)  
Porter J  
Ryan, I  
Shields, G  
Smith, A

### In Attendance

Forrest, C J (Director)  
Freeman, K (Secretary / Housing Services Manager)  
  
Archibald, Siobhan, Wbg LLP

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## 1.0 MANAGEMENT COMMITTEE

### 1.1 APOLOGIES

Apologies for absence were received from M Walker, C Walker and H Orr.

### 1.2 REGISTRATION, DECLARATIONS & CODE OF CONDUCT

A Wronowska referred to committee member registration and signing requirements.

The Director and Housing Services Manager declared an interest in Agenda Item 6.2.2 and confirmed that they would leave the meeting while this item was under discussion.

Other than the declarations already registered, there were no other declarations of interest.

### 1.3 TRAINING

A Wronowska referred to the schedule and noted that while a number of committee members remained below their training targets, there had been a significant improvement since the previous meeting.

The Director confirmed that further training would be scheduled prior to the end of the year.

### 1.4 REGULATORY & STATUTORY RETURNS 2025 / 26

A Wronowska referred to the report and noted that all but the final quarterly return to the Scottish Information Commissioner (SIC) had been submitted for the current financial year.

The report was then noted by those present.

### 1.5 WHISTLEBLOWING, FRAUD & NOTIFIABLE EVENTS REGISTER 2025 / 26

A Wronowska referred to the report and all those present or in attendance confirmed that they were not aware of any new whistleblowing, fraud or notifiable events having been raised since the last meeting.

The report was then noted by those present.

### 1.6 HEALTH & SAFETY MATTERS

There were no matters to report at this time.



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### 2.0 NEW MEMBERSHIP APPLICATIONS

There was one new membership application from a bona fide applicant as follows:

<u>Share Certificate No.</u>	<u>Name</u>	<u>Address</u>
1393	[REDACTED]	[REDACTED]

Approval of this membership application was proposed by I Ryan, seconded by A Fleming, and unanimously agreed by those present.

### 3.0 DOCUMENTS FOR SIGNING AND USE OF SEAL

There was one document for signing as follows:

TC Alexander Sloan - External Audit Engagement Letter

Signing of the external audit engagement letter was proposed by J Porter, seconded by G Shields and unanimously approved by those present.

There were no other documents for signing or use of seal.

### 4.0 CORRESPONDENCE

There were no items of correspondence.

### 5.0 MINUTES OF THE FULL MANAGEMENT COMMITTEE MEETING 30.10.25

#### 5.1 APPROVAL OF MINUTES

The Minutes were proposed by L Donnelly, seconded by D Gallagher, and unanimously approved by those present.

#### 5.2 MATTERS ARISING

Options Appraisal Report

The Director confirmed that he had notified the Scottish Housing Regulator (SHR) of the planned recruitment process following completion of the options appraisal exercise. The Association's designated Regulation Manager had confirmed that SHR did not require any further information at this stage and that the Association could therefore proceed with the recruitment process.

There were no other matters arising.

### 6.0 CORPORATE GOVERNANCE REPORTS

#### 6.1 BUSINESS PLAN COMPLIANCE MONITORING – MONTHLY DEPARTMENTAL ACTIVITY PLAN REPORT

A Wronowska referred to the report noted that all the identified business plan activities were now up-to-date and on schedule.

Those present noted that there had been an amendment to the schedule for review of performance monitoring targets to bring this into line with the budget-setting timetable.

The report was then noted by those present.



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**6.0 CORPORATE GOVERNANCE REPORTS (Continued)****6.2 SCOTTISH HOUSING ASSOCIATIONS' PENSION SCHEME REPORT****6.2.1 Pension Past Service Deficit Payments**

A Wronowska referred to the report and noted that the Association was required to recommence pension deficit payments from April 2026.

The Director explained that the Association had the option to pay this sum by monthly instalments over a period of four years or to pay by a lump sum payment with a discount rate of 6.18% per annum.

Those present noted that the discount rate was significantly higher than was currently being achieved on long term deposits. The positive savings were then weighed against the downside risk that interest rates increased significantly over the next few years, that the Association was to leave the scheme, or that the scheme went into surplus and past service contribution rates ceased prematurely.

With respect to the first two risks, those present considered these to be of low likelihood. With respect to the third risk, it was considered that this was also of low likelihood and offset by the fact that any advance payment could be offset against the Association's share of future scheme costs.

Following further brief discussion, it was agreed that it was in the Association's financial interest to pay the past service deficit by lump sum payment rather than by monthly instalments.

The lump sum payment option was then proposed by I Ryan, seconded by G Shields and unanimously agreed by those present.

The report was then noted by those present.

At this point, the Director and the Housing Services Manager declared an interest and left the meeting.

**6.2.2 Future Service Contribution Rates**

A Wronowska referred to the schedule which provided a historical analysis of the contribution split between employer and employee together with the past service deficit contributions paid by the Association.

She noted that the contributions had been split equally between employer and employee since past service deficits had materialised.

Following discussion, it was proposed by J Porter, seconded by A Smith and unanimously agreed that the split between employer and employee contributions remain unchanged at fifty percent each.

It was also noted by G Shields that while service contribution rates had reduced on this occasion, in the event that they were to increase at future valuations, the Association should obtain independent advice on the viability of continued participation in the final salary scheme. This was unanimously agreed by those present.

There then followed discussion on the employer contribution rates for the defined contribution scheme. It was agreed that this should be reviewed as part of the budget setting process with a view to equalising the employer contribution rates across both schemes.

The report was then noted by those present.

At this point, the Director and the Housing Services Manager returned to the meeting.



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### 6.0 CORPORATE GOVERNANCE REPORTS (Continued)

#### 6.3 INTERNAL AUDIT REPORT – TENANT SAFETY

A Wronowska referred to the report S Archibald provided an overview of the internal audit assessment and outcomes.

S Archibald explained that the Association was being given the strongest level of assurance from the internal audit on tenant safety with just two minor recommendations for improvement. She went on to explain that this was significantly better than the average rating for other organisations.

There then followed discussion on the management response to the two recommendations and it was noted that one had already been fully implemented while the other had been implemented through additional staff training.

G Shields asked S Archibald if there were any other issues that had arisen during the course of the internal audit process that might be relevant to the Management Committee.

S Archibald confirmed that there were no other issues and went on to say that the Association was one organisation where there was clearly "buy-in" to the internal audit process by staff and that they could be relied upon to provide information in both a complete and timely manner.

There then followed further discussion around the categorisation of damp, mould and condensation. The Housing Services Manager confirmed that this was in line with policy and provided a brief explanation.

In response to a further question from M McKendrick, the Director agreed that a system amendment might be achievable to prevent staff from keying in the wrong date when recording data. The Director agreed to look into this.

The report was then noted by those present.

At this point A Wronowska thanked S Archibald for her attendance and S Archibald left the meeting.

#### 6.4 POLICY REVIEW REPORT

##### 6.4.1 Management Committee & Office Bearers Remit

A Wronowska referred to the report and noted that there were no significant changes being recommended at this time beyond the changes to the policy cover sheet.

In the absence of any other recommended or proposed changes the policy was proposed by A Fleming, seconded by D Gallagher and unanimously approved by those present.

Those present noted that the Association already had an anti-fraud policy and the Director provided a

### 7.0 DEVELOPMENT REPORTS

#### 7.1 POLICY REVIEW REPORT

##### 7.1.1 Standard Housing Brief for Technical Consultants

A Wronowska referred to the policy and noted that there were a number of amendments being recommended at this time.

The Director provided an explanation of the amendments being recommended as part of a rationalisation of the brief.

In the absence of any additional proposed changes, the brief was proposed by G Shields, seconded by I Ryan and unanimously approved by those present.



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### 8.0 HOUSING MANAGEMENT & MAINTENANCE REPORTS

#### 8.1 MAINTENANCE SCHEME REPORT

A Wronowska referred to the report and the Housing Services Manager explained that he could provide an update with respect to the progress of works since the report was issued.

He then went on to confirm that both rear screen repair works and stone repair works at one of two closes were now complete.

The report was then noted by those present.

#### 8.2 WAITING LIST & ALLOCATIONS TO 30.09.25 REPORT

A Wronowska referred to the report and noted that the report provided an analysis of the Association's waiting list for housing and allocations for the first six months of the current financial year.

Following brief discussion, the report was noted by those present.

#### 8.3 POLICY REVIEW REPORT

##### 8.3.1 Emergency Policy and Procedures

A Wronowska referred to the policy, and the Housing Services Manager provided a brief explanation of the minor amendments being recommended to the policy at this time.

In the absence of any other proposed amendments, the policy was proposed by D Gallagher, seconded by A Fleming and unanimously approved by those present.

##### 8.3.2 Legionella Management Policy

A Wronowska referred to the policy and the Housing Services Manager explained that this policy had very recently been subject to extensive review following the adoption of air source heat pump technology in some of the Association's properties. He went on to explain that there were therefore no further recommended amendments to the policy at this time.

Following brief discussion, the policy was proposed by I Ryan, seconded by G Shields and unanimously approved by those present.

##### 8.3.3 Vulnerable Adult & Child Protection Policy

A Wronowska referred to the policy and noted that this was a new policy being brought in for the first time and the Housing Services Manager provided a brief explanation of the rationale of introducing the policy at this time.

Those present then had a lengthy discussion on the policy and its objectives following which the policy was proposed by J Porter, seconded by D Gallagher and unanimously approved by those present.

### 9.0 DATE OF NEXT MEETING 22.01.26

A Wronowska reminded those present that the next scheduled meeting would take place on Thursday the 22nd of January 2026.



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**10.0 A.O.C.B.**

There being no other competent business the meeting closed at 19:45 hrs.

Proposed By \_\_\_\_\_

Seconded By \_\_\_\_\_