YOKER HOUSING ASSOCIATION LIMITED

NOTICE OF MEETING

The Meeting of the Full Management Committee will be held on Thursday the 25th of June 2026 at 18:30 hrs in the Association's offices at 2310 Dumbarton Road and through the Association's on-line meeting portal.

AGENDA *** for approval / decision

1.0 MANAGEMENT COMMITTEE
- 1.1 APOLOGIES
- 1.2 REGISTRATION, DECLARATIONS & CODE OF CONDUCT
- 1.3 TRAINING
  - 1.3.1 Management Committee Training Monitoring Schedule
  - 1.3.2 SHARE – Management Committee Appraisal 2026
- 1.4 REGULATORY & STATUTORY RETURNS 2025 / 26
- 1.5 WHISTLEBLOWING, FRAUD & NOTIFIABLE EVENTS REGISTER 2025 / 26
- 1.6 HEALTH & SAFETY MATTERS

2.0 SHARE REGISTER
- 2.1 NEW MEMBERSHIP APPLICATIONS
- 2.2 CLOSURE OF SHARE REGISTER

3.0 DOCUMENTS FOR SIGNING AND USE OF SEAL

4.0 CORRESPONDENCE

5.0 MINUTES OF THE FULL MANAGEMENT COMMITTEE MEETING 28.05.26
- 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 BUSINESS PLAN UPDATE 2026
- 6.3 DIRECTOR APPRAISAL 2026 REPORT
- 6.4 CONTINUOUS IMPROVEMENT PROGRAMME FOR PROCUREMENT (CIPP) REPORT

7.0 FINANCE REPORTS
- 7.1 POLICY REVIEW REPORT
  - 7.1.1 Factoring Policy

8.0 HOUSING MANAGEMENT & MAINTENANCE REPORTS
- 8.1 MAINTENANCE SCHEME REPORT
- 8.2 SETTLING-IN VISIT SATISFACTION SURVEY 2025 / 26 REPORT
- 8.3 TERMINATION OF TENANCY SATISFACTION SURVEY 2025 / 26 REPORT
- 8.4 POLICY REVIEW REPORT
  - 8.4.1 Scottish Secure Tenancy Agreement
  - 8.4.2 Short Scottish Secure Tenancy Agreement

9.0 DATE OF NEXT MEETING 27.08.26

10.0 A.O.C.B.

Management Committee

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

MINUTES

Minutes of the Full Management Committee Meeting held on Thursday the 25th of June 2026 at 18:30hrs through the Association's online virtual meeting portal.

Present	In Attendance
Wronowska, A (Chair)	Forrest, C J (Director)
Donnelly, L	Freeman, K (Secretary / Housing Services Manager)
Gallagher, D	
Porter, J	
Ryan, I	

1.0 MANAGEMENT COMMITTEE

1.1 APOLOGIES

Apologies were received from G Shields, A Smith, A Fleming, J McClure and H Orr.

1.2 REGISTRATION, DECLARATIONS & CODE OF CONDUCT

A Wronowska referred to committee member registration and signing requirements. Other than the declarations already registered, there were no declarations of interest from those present.

However, the Director declared an interest in Agenda Item 6.3 and those present agreed to take this item at the end of the meeting.

1.3 TRAINING

1.3.1 Management Committee Training Monitoring Schedule

A Wronowska referred to the schedule and noted that all Management Committee members were now meeting their training hours.

The report was then noted by those present.

1.3.2 SHARE – Management Committee Appraisal 2026

A Wronowska noted that all Management Committee members had now completed their appraisal forms and interviews with O Gaffney of SHARE and that the outcomes, report and individual learning statements would be presented to the next meeting.

1.4 REGULATORY & STATUTORY RETURNS 2025 / 26

A Wronowska referred to the report and noted that all submissions were either complete or scheduled for completion within the required timescales.

The report was then noted by those present.

1.5 WHISTLEBLOWING, FRAUD & NOTIFIABLE EVENTS REGISTER 2025 / 26

A Wronowska referred to the report and noted that there were no new items to be reported – the latest item being the Notifiable Event in relation to the Director's retirement.

The report was then noted by those present.

1.6 HEALTH & SAFETY MATTERS

A Wronowska noted that there were no matters to report at this time.

2.0 SHARE REGISTER

2.1 NEW MEMBERSHIP APPLICATIONS

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

Share Certificate No.	Name	Address
1398	[redacted]	[redacted]

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

2.2 CLOSURE OF SHARE REGISTER

K Freeman in his capacity as Secretary, declared the Share Register closed to new applicants pending the conclusion of the business of the Annual General Meeting.

3.0 DOCUMENTS FOR SIGNING AND USE OF SEAL

There were no documents for signing or use of Seal other than the aforementioned share certificate.

4.0 CORRESPONDENCE

Bankhead Primary School
A request for funding to support a song-writing event was referred to by those present and following brief discussion it was agreed to donate to the event in the sum of five hundred pounds.

There were no other items of correspondence.

5.0 MINUTES OF THE FULL MANAGEMENT COMMITTEE MEETING 28.05.26

5.1 APPROVAL OF MINUTES

The Minutes were proposed by L Donnelly, seconded by J Porter, and unanimously approved by those present.

5.2 MATTERS ARISING

Retirement of Director
A Wronowska confirmed the revised timetable for recruitment of a new Director following discussion with Employers in Voluntary Housing (EVH). Those present noted that the interview process was now scheduled to complete by mid-September.

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 and noted that all the identified business plan activities remained up-to-date and on schedule.

The report was then noted by those present.

6.0 CORPORATE GOVERNANCE REPORTS (Continued)

6.2 BUSINESS PLAN UPDATE 2026

A Wronowska referred to the updated Business Plan and the Director gave a brief overview of the updates that had been applied following the completion of the year end financial statements, budget and long-term financial projections.

The Director also explained that information within the plan had also been updated to reflect the latest planned maintenance information and programme of work together with any other relevant changes since the previous year. However, it was noted that there were no changes being made to strategic objectives, mission statement or values as this was not a formal review of the Business Plan. The Director confirmed that the next formal review was not scheduled until 2029.

There then followed general discussion on progress and any implications for the Association of changes in personnel going forward.

The report was then noted by those present.

Those present noted that Agenda Item No. 6.3 would be taken at the end of the meeting.

6.4 CONTINUOUS IMPROVEMENT PROGRAMME FOR PROCUREMENT (CIPP) REPORT

A Wronowska referred to the report and the Housing Services Manager provided a brief overview of the process and outcomes from the Association's participation in the programme conducted by Scotland Excel.

The report was then noted by those present.

7.0 FINANCE REPORTS

7.1 POLICY REVIEW REPORT

7.1.1 Factoring Policy

A Wronowska referred to the updated policy and noted that the changes being recommended were simply to incorporate additional information to reflect property factor registration requirements, arrears management charges and when the Association might lodge a Notice of Potential Liability.

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

8.0 HOUSING MANAGEMENT & MAINTENANCE REPORTS

8.1 MAINTENANCE SCHEME REPORT

A Wronowska referred to the report and the Housing Services Manager provided an update on the progress of the kitchen replacement project.

The report was then noted by those present.

8.0 HOUSING MANAGEMENT & MAINTENANCE REPORTS (Continued)

8.2 SETTLING-IN VISIT SATISFACTION SURVEY 2025 / 26 REPORT

A Wronowska referred to the survey report and noted the generally high levels of tenant satisfaction being achieved.

The Housing Services Manager then highlighted the key outcomes from the survey and actions being carried out to further improve the results.

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

8.3 TERMINATION OF TENANCY SATISFACTION SURVEY 2025 / 26 REPORT

A Wronowska referred to the survey report and noted that there were again high levels of satisfaction with the Association as a landlord with little evidence that tenants terminating their tenancy with the Association were doing so because of any service failings on the part of the Association.

The Housing Services Manager highlighted the main reasons for tenants terminating their tenancy and noted that these were almost exclusively related to issues out-with the control of the Association.

The report was then noted by those present.

8.4 POLICY REVIEW REPORT

8.4.1 Scottish Secure Tenancy Agreement

A Wronowska referred to the review of the Scottish Secure Tenancy Agreement (SSTA) and noted that this was being brought for review ahead of schedule.

The Housing Services Manager explained that an early review was necessary because of provisions of the Domestic Abuse (Protection) (Scotland) Act 2021, the Housing (Scotland) Act 2025 and The Investigation and Commencement of Repair (Scotland) Regulations 2026. He went on to explain that these new provisions were due to take effect from 1 August 2026 and 6 October 2026, respectively.

The Housing Services Manager then went on to explain how the new legislation and regulations would impact upon the SSTA and the recommended changes. He also confirmed that the recommended changes to the SSTA were in line with the new model tenancy agreement issued by the Scottish Government.

Following brief discussion, the amended SSTA was proposed by J Porter, seconded by I Ryan and unanimously approved by those present.

8.4.2 Short Scottish Secure Tenancy Agreement

A Wronowska referred to the review of the Short Scottish Secure Tenancy Agreement (SSSTA) and noted that this was also being brought for review ahead of schedule.

The Housing Services Manager confirmed that the legislation applicable to the SSTA was also applicable to the SSSTA. As such the same changes were being recommended except for succession rights which were not applicable to the SSSTA.

Following brief discussion, the amended SSSTA was proposed by D Gallagher, seconded by I Ryan and unanimously approved by those present.

9.0 DATE OF NEXT MEETING 27.08.26

A Wronowska reminded those present that the next scheduled meeting would take place on Thursday the 27th of August 2026.

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

6.0 CORPORATE GOVERNANCE REPORTS

6.3 DIRECTOR APPRAISAL 2026 REPORT

A Wronowska referred to the appraisal process. She explained that the key outcomes from the process were focused on succession and delegation in preparation for the Director's retirement. She confirmed that good progress had been made and that the Association was well placed to deal with the pending changes.

The report was then noted by those present.

10.0 A.O.C.B.

Training

D Gallagher explained that she had attended the recent Scottish Federation of Housing Associations' Annual Conference and had prepared a series of questions for discussion. It was agreed that she would collate her questions with a view to putting these on the agenda for discussion or relevant training at a future date.

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

Proposed By ______________________________

Seconded By ______________________________