



NOTICE OF MEETING

The Meeting of the Full Management Committee will be held on Thursday the 27th of February 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 2024 / 25
 - 1.5 WHISTLEBLOWING, FRAUD & NOTIFIABLE EVENTS REGISTER 2024 / 25
 - 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 16.01.25
 - 5.1 APPROVAL OF MINUTES ***
 - 5.2 MATTERS ARISING
- 6.0 CORPORATE GOVERNANCE REPORTS
 - 6.1 HEALTH & SAFETY CONTROL MANUAL UPDATE ***
 - 6.2 QUARTERLY KEY PERFORMANCE INDICATOR TARGETS REPORT
 - 6.3 EXTERNAL AUDIT PLAN
- 7.0 FINANCE REPORTS
 - 7.1 QUARTERLY CASH FLOW TO 31.12.24 REPORT
 - 7.2 QUARTERLY PROPERTY MANAGEMENT ARREARS TO 31.12.24 REPORT
 - 7.3 QUARTERLY MANAGEMENT ACCOUNTS TO 31.12.24 REPORT
 - 7.4 QUARTERLY TREASURY MANAGEMENT TO 31.01.25 REPORT
- 8.0 DEVELOPMENT REPORTS
 - 8.1 DEVELOPMENT SCHEME REPORT
- 9.0 HOUSING MANAGEMENT & MAINTENANCE REPORTS
 - 9.1 MAINTENANCE SCHEME REPORT
 - 9.2 POLICY REVIEW REPORT
 - 9.2.1 Rent Setting Policy ***
 - 9.2.2 Resident Handbook ***
 - 9.2.3 Maintenance Policy ***
 - 9.2.4 Minimum Lettable Standards Policy ***
- 10.0 DATE OF NEXT MEETING 27.03.25
- 11.0 A.O.C.B.

Distribution

1. Wronowska, Agnieszka	☑☑☑	6. McKendrick, Mick	☑☑☑	11. Walker, Catriona	☑☑☑
2. Cairney, Lisa	☑☑☑	7. Orr, Heather	☑☑☑	12. Walker, Mary	☑☑☑
3. Donnelly, Lisa-Marie	☑☑☑	8. Porter, Josephine	☑☑☑	13. Vacancy	
4. Fleming, Anne	☑☑☑	9. Ryan, Isabella	☑☑☑	14. Vacancy	
5. McClure, Joseph	☑☑☑	10. Shields, Graeme	☑☑☑		



MINUTES

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

Present

Wronowska, A (Chairman)
Cairney, L (online)
Donnelly, L
Fleming, A
McClure, J
Porter J (online)
Ryan, I
Shields, G
Walker, C

In Attendance

Forrest, C J (Director)
Freeman, K (Secretary / Housing Services Manager)
McKay, K (Senior Finance Services Officer)

1.0 MANAGEMENT COMMITTEE

1.1 APOLOGIES

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

1.2 REGISTRATION, DECLARATIONS & CODE OF CONDUCT

The Chairman noted that there were no further declarations of interest beyond those already registered.

1.3 TRAINING

A Wronowska noted that the Management Committee's training target was being met although one member was falling short of their minimum training requirement.

The report was then noted by those present.

1.4 REGULATORY & STATUTORY RETURNS 2024 / 25

A Wronowska referred to the report and reminded those present that all of the regulatory and statutory returns due for the current financial year had now been completed and submitted.

The report was then noted by those present.

1.5 WHISTLEBLOWING, FRAUD & NOTIFIABLE EVENTS REGISTER 2024 / 25

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

It was noted that an update to the Health and Safety Control Manual would be considered at Agenda Item 6.1 but that there were no other specific matters to report at this time.



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2.0 NEW MEMBERSHIP APPLICATIONS

There were ten new membership applications from bona fide applicants as follows:

<u>Share Certificate No.</u>	<u>Name</u>	<u>Address</u>
1366	[REDACTED]	[REDACTED]
1367	[REDACTED]	[REDACTED]
1368	[REDACTED]	[REDACTED]
1369	[REDACTED]	[REDACTED]
1370	[REDACTED]	[REDACTED]
1371	[REDACTED]	[REDACTED]
1372	[REDACTED]	[REDACTED]
1373	[REDACTED]	[REDACTED]
1374	[REDACTED]	[REDACTED]
1375	[REDACTED]	[REDACTED]

Approval of these membership applications was proposed by I Ryan, seconded by J McClure, and unanimously agreed by those present.

3.0 DOCUMENTS FOR SIGNING AND USE OF SEAL

Other than the aforementioned share certificates, there were no other documents for signing and use of the Seal.

4.0 CORRESPONDENCE

Those present noted the following items of correspondence.

- Scottish Housing Regulator (SHR) – Housing Emergency Empty Homes Data as at 28 February 2025
- Scottish Federation of Housing Associations (SFHA) – “Senior staff succession planning and recruitment”

Heather Orr

A request for temporary leave of absence on the grounds of ill health for a period of four months was unanimously approved by those present.

There were no other items of correspondence.

5.0 MINUTES OF THE FULL MANAGEMENT COMMITTEE MEETING 16.01.25

5.1 APPROVAL OF MINUTES

The Minutes were proposed by C Walker, seconded by L Donnelly, and unanimously approved by those present.

5.2 MATTERS ARISING

There were no matters arising.

6.0 CORPORATE GOVERNANCE REPORTS

6.1 HEALTH & SAFETY CONTROL MANUAL UPDATE

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

The Housing Services Manager explained that these updates were being recommended following a review by Employers in Voluntary Housing (EVH). He went on to explain that most of the updates were relatively minor and provided a brief summary of the changes being recommended at this time.



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6.0 CORPORATE GOVERNANCE REPORTS (Continued)

6.1 HEALTH & SAFETY CONTROL MANUAL UPDATE (Continued)

Following brief discussion, the amendments to the Health and Safety Control Manual were proposed by A Fleming, seconded by G Shields and unanimously approved by those present.

6.2 QUARTERLY KEY PERFORMANCE INDICATOR TARGETS REPORT

A Wronowska referred to the report and noted that there were a number of areas where the Association was performing poorly relative to target. She noted that these primarily related to strategic objectives five and six relating to maintenance and housing quality and development.

The Director then provided an analysis of the areas of poor performance and those present noted that a number of the key performance indicators not currently being achieved remained likely to achieve target by the end of the financial year. It was also noted that in many cases the targets set were ambitious and had they been set on the basis revised for the new business plan, they would almost certainly have been achieved.

Following brief discussion the report was noted by those present.

6.3 EXTERNAL AUDIT PLAN

A Wronowska noted the terms of the external audit plan for the year end 31 March 2025.

The Director confirmed the timetable for completion of the audit and that the interim audit had been completed earlier that month.

The report was then noted by those present.

7.0 FINANCE REPORTS

7.1 QUARTERLY CASH FLOW TO 31.12.24 REPORT

A Wronowska referred to the report and the Senior Finance Services Officer provided a summary of the results for the three quarters to the end of December 2024.

G Shields noted the movement in cash flow and the level of funds on fixed term deposits and asked for confirmation that the Association had sufficient funds on hand to meet short term cash demands.

The Senior Finance Services Officer confirmed that notice had been given on the fixed term deposits and that this had matured at the beginning of February. As such the Association retained sufficient liquid funds to meet cash flow demands.

The report was then noted by those present.

7.2 QUARTERLY PROPERTY MANAGEMENT ARREARS TO 31.12.24 REPORT

A Wronowska referred to the report and expressed some concern over the increased level of arrears.

The Senior Finance Services Officer explained that the main contributory factor in the increased arrears was the inclusion of a significant number of stone and fabric repair costs in the invoices for the quarter to the end of December 2024. She went on to explain that a significant proportion of these costs would be met by major repairs grant from Glasgow City Council and that all but one owner affected had applied for and been approved for these grants.

There then followed discussion on the arrears procedures adopted by the Association in recovering outstanding property management debts with particular emphasis upon the use of the Notice of Potential Liability (NoPL). The Senior Finance Services Officer confirmed that this had been a useful tool in both recovering existing debts and ensuring that liability could be placed upon any subsequent purchaser of the property.

The report was then noted by those present.



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7.0 FINANCE REPORTS (Continued)

7.3 QUARTERLY MANAGEMENT ACCOUNTS TO 31.12.24 REPORT

A Wronowska referred to the report and the Senior Finance Services Officer provided a brief overview of the results for the three quarters to the end of December 2024.

Those present noted that the results were significantly better than had been anticipated in the budget and the key variances that had contributed to the surplus for the period were noted.

Despite the positive overall results, it was noted that net current assets had reduced as a result of increased capital expenditure in completing the Blawarthill new build development.

In response to a question from J Porter, the Housing Services Manager confirmed that the recent judgement on the legality of deducting rent from Universal Credit payments to pay rent direct was unlikely to impact the Association's rent arrears or bad debts. He explained that the tenant is always consulted and asked to approve any such rent direct payment prior to implementation.

The report was then noted by those present.

7.4 QUARTERLY TREASURY MANAGEMENT TO 31.01.25 REPORT

A Wronowska referred to the report and noted that there was a request to place additional funds on fixed term deposit.

G Shields asked if cash flow had been reviewed to ensure sufficient funds were on hand to meet day to day cash requirements during the fixed term period and the Senior Finance Services Officer confirmed that this was the case.

Lodgement of a further three hundred and fifty thousand pounds on fixed term deposit was then proposed by I Ryan, seconded by C Walker and unanimously approved by those present.

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

8.0 DEVELOPMENT REPORTS

8.1 DEVELOPMENT SCHEME REPORT

Blawarthill Hospital Site

A Wronowska referred to the report and noted that the Association had now taken possession of the site and that the properties had all been allocated and occupied since the last meeting.

A Wronowska suggested that as the scheme was now complete and in the absence of any current or planned future development work, there would be no need for development reports other than on an ad hoc basis as required going forward.

The report was then noted by those present.

9.0 HOUSING MANAGEMENT & MAINTENANCE REPORTS

9.1 MAINTENANCE SCHEME REPORT

A Wronowska referred to the report and noted the progress of the planned maintenance programme for the current year.

The Housing Services Manager explained that he anticipated all planned maintenance programmed to be completed by the year end with the exception of a small number of kitchen and bathroom replacements which were likely to be completed early in the next financial year.

The report was then noted by those present.

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9.0 HOUSING MANAGEMENT & MAINTENANCE REPORTS (Continued)**9.2 POLICY REVIEW REPORT****9.2.1 Rent Setting Policy**

A Wronowska referred to the policy and noted that this was being amended simply to reflect the rent increase to be applied from 1 April 2025 following approval at the previous management committee meeting.

In response to a question from G Shields, the Housing Services Manager confirmed that there had been no feedback from tenants following the issuing of the rent increase notices a few weeks earlier.

The policy was then proposed by G Shields, seconded by A Fleming and unanimously approved by those present.

9.2.2 Resident Handbook

A Wronowska referred to the recommended amendments to the resident handbook and noted that these amendments were being made to reflect changes in policy, legislation or recommended good practice.

The Housing Services Manager briefly explained the main changes being recommended and confirmed that the updated handbook would be made available on the Association's website. He also confirmed that the handbook was available in a hard copy format on request.

The revised tenant handbook was then proposed by L Donnelly, seconded by J McClure and unanimously approved by those present.

9.2.3 Maintenance Policy

A Wronowska referred to the report and the Housing Services Manager provided an explanation of the main changes being recommended to the policy at this time.

He went on to explain that most of the changes were to ensure consistency with other policies and procedures that had been implemented since the policy was last reviewed.

The policy was then proposed by A Fleming, seconded by I Ryan and unanimously approved by those present.

9.2.4 Minimum Lettable Standards Policy

A Wronowska referred to the report and asked the Housing Services Manager to provide an explanation of the changes being recommended at this time.

The Housing Services Manager explained that the recommended changes were in response to a redefinition of minimum lettable standards and criteria that had been published in the latest Scottish Social Housing Charter and Annual Return on the Charter.

The policy was then proposed by J McClure, seconded by G Shields and unanimously approved by those present.

10.0 DATE OF NEXT MEETING 27.03.25

A Wronowska reminded those present that the next scheduled meeting would take place on Thursday the 27th of March 2025.



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Shamaiela Azhar, Maintenance Officer – Special Leave

The Director provided those present with details of recent events that had impacted S Azhar and a recommendation that special leave and additional flexibility in working hours be granted. Following brief discussion, those present unanimously approved the granting of additional flexibility in working hours and special leave when required to allow S Azhar to deal with the exceptional medical needs of her youngest son for the foreseeable future.

There being no other competent business the meeting closed at 19:35 hrs.

Proposed By _____

Seconded By _____