



NOTICE OF MEETING

The Meeting of the Full Management Committee will be held on Thursday the 25th of September 2025 at 18:30 hrs in the Association's offices, 2310 Dumbarton Road, Yoker.

AGENDA

*** for approval / decision

1.0 MANAGEMENT COMMITTEE

- 1.1 MEMBERSHIP
 - 1.1.1 Appointment of Chair
 - 1.1.2 Appointment of Secretary
 - 1.1.3 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 MEMBERSHIP

- 2.1 OPENING OF SHARE REGISTER
- 2.2 NEW MEMBERSHIP APPLICATIONS
- 2.3 MEMBERSHIP SHARE CANCELLATION REPORT ***

3.0 DOCUMENTS FOR SIGNING AND USE OF SEAL

4.0 CORRESPONDENCE

5.0 MINUTES OF THE FULL MANAGEMENT COMMITTEE MEETING 28.08.25

- 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 POLICY REVIEW REPORT
 - 6.2.1 Freedom of Information and Environmental Information Policy ***
 - 6.2.2 Management Committee Induction Policy
 - 6.2.3 Succession Planning Policy
- 6.3 OPTIONS APPRAISAL

7.0 DEVELOPMENT REPORTS

- 7.1 POLICY REVIEW REPORT
 - 7.1.1 Sustainability Policy
 - 7.1.2 Greening Our Workplace Policy
 - 7.1.3 Sustainable Housing Design Guide
 - 7.1.4 Development Policy
 - 7.1.5 Policy on Recovery of Other Owners Costs
 - 7.1.6 Home Loss and Disturbance Payment Policy

8.0 HOUSING MANAGEMENT & MAINTENANCE REPORTS

- 8.1 MAINTENANCE SCHEME REPORT
- 8.2 RENT ARREARS CASES REPORT ***
- 8.3 POLICY REVIEW REPORT
 - 8.3.1 Allocations to Governing Body / Staff Members Policy ***
 - 8.3.2 Right to Compensation for Improvements Policy ***

9.0 DATE OF NEXT MEETING 30.10.25

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 25th of September 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)
Donnelly, L (on-line)
Gallagher, D
McClure, J
McKendrick, M
Orr, H
Porter J
Shields, G
Walker, C

In Attendance

Forrest, C J (Director)
Freeman, K (Secretary / Housing Services Manager)

At this point, the Director took the Chair.

1.0 MANAGEMENT COMMITTEE

1.1 MEMBERSHIP

1.1.1 Appointment of Chair

The Director invited nominations for the post of Chairman of the Association.

G Shields proposed A Wronowska and this was seconded by H Orr. In the absence of any other nominations, the Director declared A Wronowska appointed Chairman of the Association.

At this point A Wronowska took the Chair.

1.1.2 Appointment of Secretary

A Wronowska then invited nominations for the post of Secretary of the Association.

M McKendrick proposed K Freeman and this was seconded by C Walker. In the absence of any other nominations, A Wronowska declared K Freeman appointed Secretary of the Association.

1.1.3 Apologies

Apologies for absence were received from M Walker, A Smith and I Ryan.

1.2 REGISTRATION, DECLARATIONS & CODE OF CONDUCT

A Wronowska referred to committee member registration and signing requirements.

The Director confirmed that all those in attendance had completed their registration details and signed the Code of Conduct. He confirmed that those committee members who had submitted apologies or were not in attendance would be contacted to complete their signing particulars in advance of the next meeting.

There were no declarations beyond those already recorded.

1.3 TRAINING

A Wronowska referred to the schedule and noted that the Association continued to meet the training targets set for Management Committee members.

There was brief discussion on participation in upcoming training events following which the report was noted by those present.



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1.0 MANAGEMENT COMMITTEE (Continued)

1.4 REGULATORY & STATUTORY RETURNS 2025 / 26

A Wronowska referred to the report and the Director confirmed that all the regulatory and statutory returns that could be submitted to date had been submitted by the required deadlines. He reminded those present that the Annual Assurance Statement and the Annual Return on the Charter Performance Report would be brought to the next meeting at the end of October.

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.

2.0 MEMBERSHIP

2.1 OPENING OF SHARE REGISTER

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

2.2 NEW MEMBERSHIP APPLICATIONS

There were three new membership applications from a bona fide applicant as follows:

<u>Share Certificate No.</u>	<u>Name</u>	<u>Address</u>
1385	[REDACTED]	[REDACTED]
1386	[REDACTED]	[REDACTED]
1387	[REDACTED]	[REDACTED]

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

2.3 MEMBERSHIP SHARE CANCELLATION REPORT

A Wronowska noted that eight shares were being recommended for write-off at this time – two as a result of the shareholder having deceased, four as a result of the shareholder having moved without providing a forwarding address and two at the request of the respective shareholders.

Following brief discussion, the write-off of these eight shares was proposed by J Porter, seconded by G Shields and unanimously approved by those present.

3.0 DOCUMENTS FOR SIGNING AND USE OF SEAL

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



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4.0 CORRESPONDENCE

Scottish Housing Regulator (SHR)

Scottish Social Housing Charter: National Report and landlord reports 2024 / 25

There were no other items of correspondence.

5.0 MINUTES OF THE FULL MANAGEMENT COMMITTEE MEETING 28.08.25

5.1 APPROVAL OF MINUTES

The Minutes were proposed by C Walker, seconded by D Gallagher, and unanimously approved by those present.

5.2 MATTERS ARISING

Agency Services Glasgow West HA Ltd

In response to a question from G Shields, the Director confirmed that the Finance Manager had commenced her agency appointment at Glasgow West HA Ltd.

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 the Director explained that the main outstanding areas related the review of development policies that were dealt with later in the Agenda.

The report was then noted by those present.

6.2 POLICY REVIEW REPORT

6.2.1 Freedom of Information and Environmental Information Policy

A Wronowska referred to the policy and noted that there was only one minor amendment being recommended at this time.

The Housing Services Manager provided a brief explanation of the amendment and confirmed that the policy otherwise worked effectively in practice and complied with all the relevant legislation and good practice guidance.

In the absence of any other recommended amendments, the policy was proposed by J McClure, seconded by H Orr and unanimously approved by those present.

6.2.2 Management Committee Induction Policy

A Wronowska referred to the policy and noted that this was a new policy.

The Director explained that this policy was being introduced to formalise the existing policy and practice with respect to training for new committee members.

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



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6.0 CORPORATE GOVERNANCE REPORTS (Continued)

6.2 POLICY REVIEW REPORT (Continued)

6.2.3 Succession Planning Policy

A Wronowska referred to the policy and again noted that this was a new policy being introduced for the first time.

The Director provided a brief overview of the policy and explained that this again simply formalised existing policy and practice. He confirmed that the short-term target for provision of Director cover was for temporary appointment and that the reference to "Chief Executive" should be amended to "Director".

Following further brief discussion, the policy was proposed by H Orr, seconded by C Walker and unanimously approved by those present.

6.3 OPTIONS APPRAISAL

The Director provided an update on the progress of the Options Appraisal process and explained that an initial draft of the governance assessment had been prepared for review while the financial management element was still awaited. He went on to confirm that he had been assured that the final report would be presented to the meeting at the end of October.

There then followed discussion on the likely timescale for the recruitment process assuming that there were no issues arising from the Options Appraisal process.

7.0 DEVELOPMENT REPORTS

7.1 POLICY REVIEW REPORT

7.1.1 Sustainability Policy

A Wronowska referred to the policy and noted that it was overdue for review but that the only amendments being recommended at this time were in relation to the updated policy cover sheet and the extension of the review period.

In response to a question from M McKendrick, the Housing Services Manager confirmed that tenants were provided with contact details for advice agencies to assist with energy efficiency measures and fuel poverty.

In the absence of any other proposed changes, the policy was proposed by J McClure, seconded by J Porter and unanimously approved by those present.

7.1.2 Greening Our Workplace Policy

A Wronowska referred to the policy and the Director provided an overview of the main changes being recommended at this time.

In response to a query from G Shields, it was agreed that the policy as tabled be amended to reflect the Association's policy that all company vehicles acquired be zero emission vehicles.

Subject to that amendment, the policy was then proposed by J McClure, seconded by J Porter and unanimously approved by those present.



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7.0 DEVELOPMENT REPORTS (Continued)

7.1 POLICY REVIEW REPORT (Continued)

7.1.3 Sustainable Housing Design Guide

A Wronowska referred to the policy and noted that this policy was also overdue for review but that once again there were no recommended amendments beyond the updating of the policy cover sheet and the extension of the review period.

The Director confirmed that while the wording to the policy was unchanged, the layout and structure had been altered to provide greater clarity and ease of interpretation.

In the absence of any other proposed changes, the policy was proposed by J McClure, seconded by J Porter and unanimously approved by those present.

7.1.4 Development Policy

A Wronowska referred to the policy and noted that it was also overdue for review but that the only amendments being recommended at this time were in relation to the updated policy cover sheet and the extension of the review period.

In the absence of any other proposed changes, the policy was proposed by J McClure, seconded by J Porter and unanimously approved by those present.

7.1.5 Policy on Recovery of Other Owners Costs

A Wronowska referred to the policy and noted that there were no amendments being recommended at this time beyond the updated policy cover sheet and the extension of the review period.

Following brief discussion and in the absence of any other proposed changes, the policy was proposed by J McClure, seconded by J Porter and unanimously approved by those present.

7.1.6 Home Loss and Disturbance Payment Policy

A Wronowska referred to the policy and the Director explained that there were no amendments being recommended to the policy at this time beyond the updated policy cover sheet. However, it was noted that the structure of the policy appendix had been changed to improve clarity and useability.

In the absence of any other proposed changes, the policy was proposed by J McClure, seconded by J Porter 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.

In response to a question from G Shields, the Housing Services Manager confirmed that both the kitchen and bathroom replacement contracts had been procured through the "quick quote" system on grounds of their respective cost thresholds and as such a "balancing quality and price" exercise had not been necessary.

In the absence of any further questions or updates to the report, it was duly noted by those present.

8.2 RENT ARREARS CASES REPORT

A Wronowska referred to the report and the Housing Services Manager provided an overview of the case presented.

Following lengthy discussion, it was unanimously agreed by those present that decree for recovery of possession be enforced as soon as practicable.



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8.0 HOUSING MANAGEMENT & MAINTENANCE REPORTS

8.3 POLICY REVIEW REPORT

8.3.1 Allocations to Governing Body / Staff Members Policy

A Wronowska referred to the policy and the Housing Services Manager explained that there were no amendments being recommended at this time beyond the inclusion of a declaration in terms of Human Rights in the policy cover sheet.

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

8.3.2 Right to Compensation for Improvements Policy

A Wronowska referred to the policy and noted that the main amendment was the inclusion of a new appendix.

The Housing Services Manager explained the reason for the recommended changes with reference to the relevant legislative provisions.

Following brief discussion, the policy as tabled was proposed by J McClure, seconded by H Orr and unanimously approved by those present.

9.0 DATE OF NEXT MEETING 30.10.25

A Wronowska reminded those present that the next scheduled meeting would take place on Thursday the 30th of October 2025.

10.0 A.O.C.B.

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

Proposed By _____

Seconded By _____