



NOTICE OF MEETING

The Meeting of the Full Management Committee will be held on Thursday the 28th of November 2024 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 24.10.24
  - 5.1 APPROVAL OF MINUTES \*\*\*
  - 5.2 MATTERS ARISING
- 6.0 CORPORATE GOVERNANCE REPORTS
  - 6.1 INTERNAL AUDIT PROGRAMME \*\*\*
  - 6.2 DRAFT BUSINESS PLAN 2024-2029\*\*\*
- 7.0 DEVELOPMENT REPORTS
  - 7.1 DEVELOPMENT SCHEME REPORT
- 8.0 HOUSING MANAGEMENT & MAINTENANCE REPORTS
  - 8.1 MAINTENANCE SCHEME REPORT
  - 8.2 WAITING LIST & ALLOCATION TO 30.09.24 REPORT
  - 8.3 POLICY REVIEW REPORT
    - 8.3.1 Estate Management Policy\*\*\*
- 9.0 DATE OF NEXT MEETING 16.01.25
- 10.0 A.O.C.B.

Distribution

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



## MINUTES

Minutes of the Full Management Committee Meeting held on Thursday the 28th of November 2024 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 (attended by virtual portal)  
McClure, J  
Orr, H  
Ryan, I  
Shields, G  
Walker, C  
Walker, M

### In Attendance

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

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## 1.0 MANAGEMENT COMMITTEE

### 1.1 APOLOGIES

Apologies for absence were received from M McKendrick, A Fleming, L Cairney, M Ballantyne, J Porter and R Vandermotten.

### 1.2 REGISTRATION, DECLARATIONS & CODE OF CONDUCT

The Chairman noted that all registration particulars had been completed and the Code of Conduct signed by all Management Committee members. There were no further declarations of interest beyond those already registered.

### 1.3 TRAINING

A Wronowska noted that the Association's training target had been met following an intensive few weeks of induction and refresher training completed by Management Committee members.

Following brief discussion the report was noted by those present.

### 1.4 REGULATORY & STATUTORY RETURNS 2024 / 25

A Wronowska referred to the report and noted that all of the regulatory and statutory returns due for the current financial year had now been completed and submitted with the exception of the Scottish Information Commissioner (SIC) quarterly return to the end of December 2024 due in January 2025.

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

There were no matters to report at this time.



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**2.0 NEW MEMBERSHIP APPLICATIONS**

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

<u>Share Certificate No.</u>	<u>Name</u>	<u>Address</u>
1358	[REDACTED]	[REDACTED]
1359	[REDACTED]	[REDACTED]
1360	[REDACTED]	[REDACTED]
1361	[REDACTED]	[REDACTED]
1362	[REDACTED]	[REDACTED]

Approval of these membership applications was proposed by I Ryan, seconded by H Orr, 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.

M Ballantyne – Notice of Resignation

The resignation of M Ballantyne from the Management Committee was noted by those present. It was noted that she had planned to attend what would have been her last meeting of the Management Committee but had been unable to do so on health grounds. She thanked all those present for their support during her tenure and expressed her gratitude for the opportunities and experience gained throughout her term on the Management Committee.

G Fyfe

The recent death of the Association’s former Maintenance Officer, George Fyfe was noted by those present. Expressions of condolence were intimated and the Director confirmed that the Association would be represented at the funeral.

St Brendans Primary School

A request for a contribution to the Christmas Fayre being organised by one of the three local primary schools was noted by those present. Following brief discussion the Director was authorised to make an appropriate contribution on behalf of the Association.

There were no other items of correspondence.

**5.0 MINUTES OF THE FULL MANAGEMENT COMMITTEE MEETING 24.10.24**

**5.1 APPROVAL OF MINUTES**

The Minutes were proposed by C Walker, seconded by I Ryan, and unanimously approved by those present.

**5.2 MATTERS ARISING**

There were no matters arising.



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### 6.0 CORPORATE GOVERNANCE REPORTS

#### 6.1 INTERNAL AUDIT PROGRAMME

A Wronowska introduced C Tamagnini of WBG to the meeting and explained that she was presenting a proposed programme of internal audit work following WBG's successful tender to provide internal audit.

C Tamagnini then referred to the recommendations and confirmed that these followed a risk-based approach carried out by WBG in formulating the programme of internal audit work. Those present noted that WBG considered both the Association's risk register and areas of risk highlighted by the Scottish Housing Regulator (SHR) in considering the most appropriate areas of focus. However those present were reminded that the programme could be amended to include additional areas where Management Committee may wish to seek further independent assurance.

G Shields suggested that the programme as presented was sufficiently comprehensive and was satisfied with the approach adopted.

Following further brief discussion the internal audit programme for 2024/25 to 2026/27 was unanimously approved by those present.

At this point A Wronowska thanked C Tamagnini for her attendance and C Tamagnini left the meeting.

#### 6.2 DRAFT BUSINESS PLAN 2024-2029

A Wronowska referred to the draft business plan and the Director confirmed that following publication of statistical information relating to the Annual Financial Statement Return (AFSR) by the SHR, comparative information could now be updated.

A Wronowska noted a major strategic change of direction compared to the previous business plan had been the decision to cease future housing development. It was noted that this approach had been endorsed and well received by all those residents that had reviewed the draft business plan at the open day earlier in the year.

Those present then proceeded to review, discuss and amend where appropriate, the various sections of the business plan covering the introduction through to strategic objectives, performance monitoring and benchmarking performance. The Director recorded the various amendments endorsed by those present and confirmed that these would be incorporated into the final draft for approval.

### 7.0 DEVELOPMENT REPORTS

#### 7.1 DEVELOPMENT SCHEME REPORT

##### Blawarthill Hospital Site

A Wronowska referred to the report and the Director provided an update on the progress of the development.

He explained that the scheme was now complete and that the contractor was now off site. However the Association was unable to take possession and allocate the properties at this time as Glasgow City Council's Building Control department had yet to issue Completion Certificates. He reminded those present that this matter had now been ongoing for months as it related to a Building Warrant Amendment that had been submitted early in 2024. A meeting held between the scheme architect and Building Control had allowed matters to progress but as of the date of the meeting, the Association was still awaiting the issuing of Completion Certificates.

The Director suggested that there was now a real possibility that handover would not be achieved until the New Year.



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### 7.0 DEVELOPMENT REPORTS (Continued)

#### 7.1 DEVELOPMENT SCHEME REPORT (Continued)

##### Blawarthill Hospital Site (Continued)

The Director then provided an update on the Passivhaus certification process and explained that this had highlighted an issue with the mechanical ventilation and heat recovery system. He explained that a pre-heater specified had not been installed and that as such this may need to be retro-fitted to achieve Passivhaus accreditation. He explained that this cost would not be borne by the Association.

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

At this point A Wronowska moved Standing Orders as the meeting was about to run over two hours.

### 8.0 HOUSING MANAGEMENT & MAINTENANCE REPORTS

#### 8.1 MAINTENANCE SCHEME REPORT

A Wronowska referred to the report and the Housing Services Manager provided a brief overview of the latest stock condition survey which had now been completed and included within the meeting papers.

Those present noted the categorisation of repairs as ranging from priority one (immediate), through priority two (urgent) and priority three (necessary) to priority four (desirable) and priority five (no repairs required).

Those present noted that action had already been taken and completed to deal with all three priority one repairs that had been identified. Of the eighteen priority two repairs, fifteen had been investigated and repairs either instructed or completed at the date of the report while the remaining three were still being investigated.

The Housing Services Manager confirmed that priority three and four repairs would be actioned through the Association's planned maintenance programme.

The report was then noted by those present.

#### 8.2 WAITING LIST & ALLOCATIONS TO 30.09.24 REPORT

A Wronowska referred to the report and noted that the Association continued to have a very healthy waiting list for housing at the end of September 2024.

The Housing Services Manager then proceeded to provide a brief summary of the key statistics within the report covering both the demographics of the waiting list for housing together with allocations for the six months to the end of September 2024.

In the absence of any queries, the report was noted by those present.

#### 8.3 POLICY REVIEW REPORT

##### 8.3.1 Estate Management Policy

A Wronowska referred to the policy and noted the amendments being recommended at this time.

The Housing Services Manager explained that there were a number of minor wording amendments being recommended at this time together with amendments to reference the Association's Model Complaints Handling Procedure.

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



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**9.0 DATE OF NEXT MEETING 16.01.25**

A Wronowska reminded those present that the next scheduled meeting would take place on Thursday the 16th of January 2025. It was anticipated that this would be an in-person meeting but that this might be weather dependent.

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

Management Committee Training

A Wronowska reminded those present that the last of three training sessions on governance was scheduled to take place at 7:00pm the following Wednesday the 7th of December 2024.

There being no other competent business the meeting closed at 20:50 hrs.

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

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