



NOTICE OF MEETING

The Meeting of the Full Management Committee will be held on Thursday the 26th of September 2024 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
 - 1.3.1 Management Committee Training Monitoring Schedule
 - 1.3.2 SHARE Learning & Development Plan
 - 1.4 REGULATORY & STATUTORY RETURNS 2024 / 25
 - 1.5 WHISTLEBLOWING, FRAUD & NOTIFIABLE EVENTS REGISTER 2024 / 25
 - 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 25.07.24**
 - 5.1 APPROVAL OF MINUTES ***
 - 5.2 MATTERS ARISING
- 6.0 **CORPORATE GOVERNANCE REPORTS**
 - 6.1 FREEDOM OF INFORMATION REPORT
 - 6.2 RISK MANAGEMENT REPORT
- 7.0 **FINANCE REPORTS**
 - 7.1 TREASURY MANAGEMENT TO 31.08.24 REPORT
 - 7.2 POLICY REVIEW REPORT
 - 7.2.1 Financial Regulations Policy
 - 7.3 REPORT ON AUDIT TENDERS
- 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 Tenant Mobility Policy
 - 9.2.2 Particular Needs Policy
 - 9.2.3 Mutual Exchange Policy
 - 9.2.4 Procurement Policy
 - 9.2.5 Planned Maintenance Policy
 - 9.2.6 Housing Renewal Area Policy
- 10.0 **DATE OF NEXT MEETING 26.10.24**
- 11.0 **A.O.C.B.**

Distribution

- | | | | | | |
|-------------------------------|---|----------------------|---|----------------------------|---|
| 1. Shields, Graeme (Chairman) | <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> | 6. McClure, Joseph | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | 11. Walker, Catriona | <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> |
| 2. Ballantyne, Mary | <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> | 7. McKendrick, Mick | <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> | 12. Walker, Mary | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 3. Cairney, Lisa | <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> | 8. Orr, Heather | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | 13. Wronowska, Agnieszka | <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> |
| 4. Donnelly, Lisa-Marie | <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> | 9. Porter, Josephine | <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> | 14. Vandermotten, Roderick | <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> |
| 5. Fleming, Anne | <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> | 10. Ryan, Isabella | <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> | | |



MINUTES

Minutes of the Full Management Committee Meeting held on Thursday the 26th of September 2024 at 18:30hrs in the Association's offices at 2310 Dumbarton Road, Yoker, Glasgow and through the Association's on-line meeting portal.

Present

Wronowska, A (Chairman)
 Ballantyne, M [on-line]
 Fleming, A
 McClure, J
 McKendrick, M
 Orr, H
 Porter, J [on-line]
 Shields, G
 Vandermotten, R
 Walker, C
 Walker, M

In Attendance

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

 P Gallagher (SHARE – GOSHA Observer)

At this point, the Association's Director took the Chair and welcomed those present to their first meeting following the business of the Annual General Meeting (AGM). He proceeded to introduce the three new Management Committee members who had joined the Association at the AGM.

1.0 MANAGEMENT COMMITTEE

1.1 MEMBERSHIP

1.1.1 Appointment of Chair

The Director invited nominations for the Office of Chairman of the Association's Management Committee.

A Wronowska was then proposed by H Orr for the office of Chairman. This was seconded by M McKendrick.

In the absence of any other nominations, A Wronowska was unanimously approved for appointed to the Office of Chairman of the Association.

At this point A Wronowska took the Chair.

1.1.2 Appointment of Secretary

A Wronowska invited nominations for the Office of Secretary of the Association.

K Freeman was then proposed by M Walker for the Office of Secretary. This was seconded by G Shields.

In the absence of any other nominations, K Freeman was unanimously approved for appointment to the Office of Secretary.

1.1.3 Apologies

Apologies for absence were received from L Cairney and L Donnelly.

1.2 REGISTRATION, DECLARATIONS & CODE OF CONDUCT

A Wronowska referred to the registration and declaration requirements and the Director confirmed that the relevant documentation had been issued to all those present. Completed particulars were then issued to K Freeman in his capacity as Secretary for recording and filing.



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1.0 MANAGEMENT COMMITTEE (Continued)**1.2 REGISTRATION, DECLARATIONS & CODE OF CONDUCT**

On completion of the registration and declaration particulars by those present, A Wronowska then proceeded to ask those present to sign-up to the Code of Conduct. In the absence of any questions on the Code of Conduct, it was signed by all those present.

The Director confirmed that those Management Committee members attending by Zoom together with the two Management Committee members who had submitted apologies had attended the office earlier in the day to complete their registration particulars and sign the Code of Conduct.

1.3 TRAINING**1.3.1 Management Committee Training Monitoring Schedule**

A Wronowska referred to the report and noted that a number of Management Committee members were still working towards achieving their required training hours.

The Director confirmed that a series of training events had been scheduled for the months of October through to the end of November and that while a number of these were to facilitate induction training for new Management Committee members, there were also learning opportunities for longer standing Management Committee members.

1.3.2 SHARE Learning & Development Plan

A Wronowska referred to the plan and noted that this had raised a number of training recommendations.

The Director confirmed that these training recommendations were now being addressed with the first session dealing with the Annual Assurance Statement scheduled for 7:00pm on Wednesday 2 October 2024.

He went on to confirm that these training sessions were being carried out on-line and that all Management Committee members would be issued with an invite the day before the event.

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 that could be completed or submitted had been completed or submitted. The Director confirmed that the few remaining regulatory returns would be completed by their respective scheduled dates.

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 MEMBERSHIP

2.1 OPENING OF SHARE REGISTER

K Freeman in his capacity as Secretary, confirmed that the Share Register was now open for the acceptance of new membership applications following the conclusion of the business of the AGM.

2.2 NEW MEMBERSHIP APPLICATIONS

There were no new membership applications.

2.3 MEMBERSHIP SHARE CANCELLATION REPORT

A Wronowska noted that there were five shares being proposed for write-off at this time following notification that the shareholders had deceased.

Write-off of these shares was then proposed by A Fleming, seconded by C Walker and unanimously approved 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

Scottish Housing Associations' Pension Scheme

Financial risk assessment was noted by those present as showing the Association as low risk.

Scottish Housing Regulator (SHR)

Scottish Social Housing Charter: National Report and landlord reports; and
Consultation on the Annual Return on the Charter (ARC) – closing date for responses is 8 December 2024.

M McKendrick asked what action was being taken by the Association in response to the SHR's stated aim of introducing within the ARC an assessment of landlords' effectiveness in responding to incidents of damp and mould.

The Housing Services Manager confirmed that the Association had procedures in place to deal with any reported incidences of mould and damp. Additionally, he confirmed that the Association was being proactive in routinely checking for any signs of mould and damp when accessing properties for other maintenance or inspection purposes.

There were no other items of correspondence.

5.0 MINUTES OF THE FULL MANAGEMENT COMMITTEE MEETING 25.07.24

5.1 APPROVAL OF MINUTES

The Minutes were proposed by G Shields, seconded by M Ballantyne, 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 FREEDOM OF INFORMATION REPORT

A Wronowska referred to the report and the Housing Services Manager referred to the report and the minor amendments to the Guide to Information being recommended at this time.

In the absence of any questions from those present, the updated Guide to Information was proposed by M Walker, seconded by M McKendrick and unanimously approved by those present.

6.2 RISK MANAGEMENT REPORT

A Wronowska referred to the risk management report and the review of the risk register.

The inclusion of risk associated with the social housing net zero standard was noted as an additional identifiable emerging risk. Those present noted that there were no changes to the Key Risk Register as a result of this review.

G Shields noted the ongoing risks in terms of cost of living with particular reference to the current geo-political position in the Middle East. He suggested that this might lead to a resurgence of inflationary pressures and that this should be borne in mind going forward.

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

7.0 FINANCE REPORTS

7.1 TREASURY MANAGEMENT TO 31.08.24 REPORT

A Wronowska referred to the report and the Senior Finance Services Officer provided a brief update on the Association's current and anticipated cash flow, investment and borrowing requirements over the next six months. Those present noted the current balance between fixed-term and instant access investments.

Following brief discussion the investment strategy was unanimously approved by those present.

7.2 POLICY REVIEW REPORT

7.2.1 Financial Regulations Policy

A Wronowska referred to the report and the Senior Finance Services Officer confirmed that the main change to the report was the updating and renewing of the authorised bank account signatories.

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

7.3 REPORT ON AUDIT TENDERS

A Wronowska noted the outcome of the tender for both internal and external audit services.

The Senior Finance Services Officer confirmed that Alexander Sloan had successfully re-tendered for the external audit and that this had been approved by the Association's membership at the Annual General Meeting.

With respect to internal audit, she explained that Wbg Services LLP had been the successful tenderer and that this was the new name for Wylie & Bisset following a restructure of their business.

There then followed discussion on the lack of interest on the part of both external and internal auditors to submit tenders for this work. G Shields expressed some concern that this might lead to the Association being unable to appoint auditors in the future. However it was acknowledged that the current appointments meant that this risk for the Association was not now likely to materialise for some years.

The appointment of Wbg Services LLP as internal auditors for a three-year term with an option to extend for up to two years was then proposed by H Orr, seconded by J McClure and unanimously approved by those present.



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8.0 DEVELOPMENT REPORTS

8.1 DEVELOPMENT SCHEME REPORT

Blawarthill Hospital Site

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

Those present noted that thirteen of the fifteen units were now complete awaiting a response from Glasgow City Council's Building Control department to respond to Building Warrant amendments and issue completion certificates. In the absence of completion certificates, he confirmed that the Association would not be in a position to take possession of the completed properties.

G Shields expressed concern that each monthly delay would now be costing the Association rent loss.

The Director explained that the main concern at this time was the security of the site and the fact that these properties were now complete and lying empty. He confirmed that he had taken the matter up with Glasgow City Council's Neighbourhoods, Regeneration and Sustainability (NRS) department who had contributed to funding for the project. NRS had agreed to take the matter up with Building Control.

Those present suggested that this matter may have to be taken up by local councillors in the event that there was no progress within the next few weeks.

Following further brief discussion 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 the Housing Services Manager provided a brief update on the progress of the planned maintenance programme.

M McKendrick noted the difficulty in obtaining sufficient quotations and the Housing Services Manager confirmed that a revised procurement process had been completed and overseen by the consultant quantity surveyor.

The report was then noted by those present.

9.2 POLICY REVIEW REPORT

9.2.1 Tenant Mobility Policy

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

Following a brief review of the recommended amendments and in the absence of any further suggested amendments, the policy was proposed by M Walker, seconded by J McClure and unanimously approved by those present.

9.2.2 Particular Needs Policy

A Wronowska referred to the policy and again noted that there were only minor amendments being recommended at this time.

Following a brief review of the recommended amendments and in the absence of any further suggested amendments, the policy was proposed by C Walker, seconded by G Shields and unanimously approved by those present.

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9.0 HOUSING MANAGEMENT & MAINTENANCE REPORTS (Continued)**9.2 POLICY REVIEW REPORT (Continued)****9.2.3 Mutual Exchange Policy**

A Wronowska referred to the policy and again noted that there were only minor amendments being recommended at this time.

The Housing Services Manager provided a brief review of the recommended amendments and provided points of clarification in response to questions raised by M McKendrick. The policy was then proposed by G Shields, seconded by A Fleming and unanimously approved by those present.

9.2.4 Procurement Policy

A Wronowska referred to the policy and noted that there were a number of amendments including an increase in procurement thresholds being recommended at this time.

The Housing Services Manager provided an explanation for the changes being recommended at this time. In response to a question from the Chair, he confirmed that all thresholds should be stated exclusive of value added tax (VAT) in line with the relevant guidance.

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

9.2.5 Planned Maintenance Policy

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

In the absence of any further proposed amendments, the policy was proposed by M Walker, seconded by G Shields and unanimously approved by those present.

9.2.6 Housing Renewal Area Policy

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

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

10.0 DATE OF NEXT MEETING 24.10.24

A Wronowska reminded those present that the next scheduled meeting would take place on Thursday the 24th of October 2024. It was anticipated that this would be an in-person meeting.

11.0 A.O.C.B.Open Day

Those present had a brief discussion concerning the "open day" that had taken place on 1 August 2024 and how the feedback from the event would be fed into the business planning process and consultation on the rent increase for 2025/26.

The Housing Services Manager explained that he would give a more detailed analysis of the responses received as part of the tenant participation strategy report at the next meeting.



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11.0 A.O.C.B. (Continued)

Business Plan Review

The Director confirmed that a draft Business Plan was being prepared to form the basis for Management Committee discussion and public consultation.

He explained that he hoped to be able to finalise the draft Business Plan for review at a designated meeting prior to the next scheduled meeting of the Management Committee. In response to a suggestion from A Wronowska, it was agreed that the Business Planning meeting should be an in-person meeting.

There being no other competent business the meeting closed at 20:10 hrs.

Proposed By _____

Seconded By _____