



## NOTICE OF MEETING

The Meeting of the Full Management Committee will be held on Thursday the 27th of March 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 MEMBERSHIP

- 2.1 NEW MEMBERSHIP APPLICATIONS \*\*\*
- 2.2 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 27.02.25

- 5.1 APPROVAL OF MINUTES \*\*\*
- 5.2 MATTERS ARISING

## 6.0 CORPORATE GOVERNANCE REPORTS

- 6.1 INTERNAL AUDIT REPORT
  - 6.1.1 Overall Financial Controls
  - 6.1.2 Follow-Up Review
  - 6.1.3 Internal Audit Plan 2025/26 \*\*\*
- 6.2 REVIEW OF STAFF TERMS & CONDITIONS REPORT \*\*\*

## 7.0 FINANCE REPORTS

- 7.1 2025, 2026 BUDGET REPORT \*\*\*
- 7.2 POLICY REVIEW REPORT
  - 7.2.1 Financial Regulations Policy \*\*\*

## 8.0 HOUSING MANAGEMENT &amp; MAINTENANCE REPORTS

- 8.1 MAINTENANCE SCHEME REPORT
- 8.2 POLICY REVIEW REPORT
  - 8.2.1 Scottish Secure Tenancy Agreement \*\*\*
  - 8.2.2 Short Scottish Secure Tenancy Agreement \*\*\*
  - 8.2.3 Minute of Agreement \*\*\*
  - 8.2.4 Anti-social Behaviour & Neighbour Nuisance Policy \*\*\*
  - 8.2.5 Harassment Policy \*\*\*
  - 8.2.6 Gas Safety Management System & Annual Gas Safety Check Policy \*\*\*
  - 8.2.7 Damp, Mould and Condensation Policy \*\*\*
  - 8.2.8 Repair Response Times and Categories Policy \*\*\*
  - 8.2.9 Stage 3 Adaptations Policy \*\*\*

## 9.0 DATE OF NEXT MEETING 01.05.25

## 10.0 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 March 2025 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  
Fleming, A  
McClure, J  
Porter J (online)  
Shields, G (online)  
Walker, C  
Walker, M

### In Attendance

Forrest, C J (Director)  
Freeman, K (Secretary / Housing Services Manager)  
McKay, K (Senior Finance Services Officer)  
  
Archibald, S (WBG LLP, Internal Auditors)

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## 1.0 MANAGEMENT COMMITTEE

### 1.1 APOLOGIES

Apologies for absence were received from H Orr, M McKendrick, L Cairney and I Ryan.

### 1.2 REGISTRATION, DECLARATIONS & CODE OF CONDUCT

The Chairman noted that all staff present had an interest in Agenda Item 6.2 and would therefore be required to leave the meeting while this matter was discussed.

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. A Wronowska reminded those present that the SFHA annual conference was a good training and development opportunity. She urged those present to consider attendance.

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

There were no matters to report at this time.



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### 2.0 MEMBERSHIP

#### 2.1 NEW MEMBERSHIP APPLICATIONS

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

<u>Share Certificate No.</u>	<u>Name</u>	<u>Address</u>
1376		

Approval of these membership applications was proposed by A Fleming, seconded by L Donnelly, and unanimously agreed by those present.

#### 2.2 MEMBERSHIP SHARE CANCELLATION REPORT

Those present noted that there were three shares recommended for cancellation and K McKay provided a brief explanation of the reasons for the cancellation of the shares.

Cancellation of these three shares was then proposed by M Walker, seconded by J McClure 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

Those present noted the following items of correspondence.

Glasgow City Council – Area Based Schemes Programme 2025/26

Scottish Housing Regulator – Annual Assurance Statement – tenant and resident safety compliance assurance

There were no other items of correspondence.

### 5.0 MINUTES OF THE FULL MANAGEMENT COMMITTEE MEETING 27.02.25

#### 5.1 APPROVAL OF MINUTES

The Minutes were proposed by A Fleming, seconded by C Walker, and unanimously approved by those present.

#### 5.2 MATTERS ARISING

There were no matters arising.

### 6.0 CORPORATE GOVERNANCE REPORTS

#### 6.1 INTERNAL AUDIT REPORT

##### 6.1.1 Overall Financial Controls

A Wronowska introduced S Archibald of WBG LLP, internal auditors and S Archibald proceeded to provide an explanation of the outcome of the internal audit into the Association's overall financial controls.

S Archibald explained that the internal audit had concluded that the Association had strong levels of internal controls – the highest rating achievable – with just two low grade recommendations. She confirmed that both these recommendations had been accepted by management for implementation.

Following clarification of cash handling and banking procedures in response to questions from G Shields and A Fleming, the report was noted by those present.



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## 6.0 CORPORATE GOVERNANCE REPORTS (Continued)

## 6.1 INTERNAL AUDIT REPORT (Continued)

## 6.1.2 Follow-Up Review

S Archibald referred to the report and explained that the follow-up review provided strong levels of assurance – the highest grade possible – reflecting the fact that all previous recommendations for implementation following the previous year's internal audit had been fully implemented.

The report was then noted by those present.

## 6.1.3 Internal Audit Plan 2025/26

A Wronowska referred to the internal audit plan for 2025/26 and noted that the areas being proposed for review were tenant safety, tenant engagement and participation, compliance with the Scottish Housing Quality Standard and the follow-up review.

S Archibald provided an overview of the audit plans and the timetable for completion of the work. In response to a question from G Shields, she confirmed that the areas selected had been informed by a risk and audit needs assessment.

Following further brief discussion the plan was unanimously approved by those present.

At this point S Archibald left the meeting. The Director, Housing Services Manager and Senior Finance Services Officer then declared an interest and also left the meeting.

## 6.2 REVIEW OF STAFF TERMS &amp; CONDITIONS REPORT

A Wronowska referred to the report and explained that there were three key elements to be discussed.

Annual increase to salary scales from 1 April 2025

A Wronowska explained that following the agreement between Employers in Voluntary Housing (EVH) and staff union representatives, EVH were implementing a cost-of living increase in salary scales of four percent. She explained that it was recommended that the Association apply the same increase from 1 April 2025.

G Shields proposed that the Association apply the same increase to its own salary scales from 1 April 2025 in accordance with policy. This was seconded by C Walker and unanimously agreed by those present.

Staff salary increments

A Wronowska noted that six staff members were also entitled to one salary increment due to length of service and this was unanimously approved by those present.

Salary increments for trainees becoming permanent members of staff

A Wronowska explained that clarity had been sought on the re-grading of trainees on completion of their fixed-term contract and became permanent employees.

She explained it was being recommended that such staff move from Grade 3 to Grade 5 where they had qualified for their Diploma in Housing Studies or equivalent at the date of termination of their training contract. Where no such qualification had been achieved, a re-grading from Grade 3 to Grade 4 was being recommended with a further re-grading from 1 October or 1 April following attainment of the qualification.

G Shields suggested that this was reasonable on the basis that it had been suitably accounted for in the budget and following further brief discussion the recommendation was unanimously approved by those present.

At this point the Director, Housing Services Manager and Senior Finance Officer re-entered the meeting.



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### 7.0 FINANCE REPORTS

#### 7.1 2025/26 BUDGET REPORT

A Wronowska referred to the report and the Senior Finance Services Officer provided a detailed review of the key assumptions and outcomes resulting in a budgeted surplus of just over five hundred and forty-two thousand pounds for the year to the end of March 2026.

Assumptions regarding staff costs and numbers were considered in detail by those present along with the nature and level of planned maintenance and component replacements being included for the year.

Those present noted that the budget included planned maintenance expenditure of just over four hundred and fifty-one thousand pounds, capital component replacements of just over eight hundred and fifty thousand pounds and capital expenditure on property acquisitions of three hundred and forty thousand pounds.

Despite generating a surplus for the year, as a result of planned maintenance and capital expenditure, the cash balances were budgeted to reduce by approximately one hundred and twenty thousand pounds over the year. However the Senior Finance Services Officer confirmed that cash balances were not expected to fall below two and a half million pounds at any point during the year to March 2026.

The treasury management strategy as detailed in the report was then discussed and it was confirmed that the Association should continue to maximise investment income through placement of funds on fixed term deposit.

Following further brief discussion, the budget and treasury management strategy as tabled was proposed by M Walker, seconded by A Fleming and 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 explained that the updates to the Financial Regulations Policy were being recommended to address the two low grade recommendations within the internal audit report.

Following further brief discussion and clarification on payment and payroll procedures, the amended policy was proposed by G Shields, seconded by M Walker 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 confirmed that the fabric repair works scheduled to be completed by the end of March had in fact now been completed.

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

#### 8.2 POLICY REVIEW REPORT

##### 8.2.1 Scottish Secure Tenancy Agreement

A Wronowska referred to the policy and the Housing Services Manager explained that the review had been scheduled for every three years but that there had been no legislative or other regulatory changes since the last review. As such, there were no recommended amendments to the Scottish Secure Tenancy Agreement (SSTA) at this time.

The SSTA as tabled was then proposed by C Walker, seconded by A Fleming and unanimously approved by those present.



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## 8.0 HOUSING MANAGEMENT & MAINTENANCE REPORTS (Continued)

### 8.2 POLICY REVIEW REPORT (Continued)

#### 8.2.2 Short Scottish Secure Tenancy Agreement

A Wronowska referred to the Short Scottish Secure Tenancy Agreement (SSSTA) and noted that as with the SSTA there were no recommended amendments being suggested at this time.

The Housing Services Manager provided a brief explanation of the circumstances under which a SSSTA would be used and how a tenant might subsequently be transferred to a SSSTA.

The SSSTA as tabled was then proposed by L Donnelly, seconded by M Walker and unanimously approved by those present.

#### 8.2.3 Minute of Agreement

A Wronowska referred to the Minute of Agreement (MoA) and once again the Housing Services Manager confirmed that the MoA was due for review but that no changes were being recommended to the MoA at this time.

The MoA was then proposed by M Walker, seconded by J McClure and unanimously approved by those present.

#### 8.2.4 Anti-Social Behaviour & Neighbour Nuisance Policy

A Wronowska referred to the policy and noted that there were a number of minor amendments being recommended to the policy at this time.

The Housing Services Manager explained the reasons for the recommended changes following which the policy was proposed by J McClure, seconded by A Fleming and unanimously approved by those present.

#### 8.2.5 Harassment Policy

A Wronowska referred to the policy and noted that there were just two recommended changes being made at this time.

The Housing Services Manager again explained the rationale behind the changes being recommended following which the policy was proposed by C Walker, seconded by L Donnelly and unanimously approved by those present.

#### 8.2.6 Gas Safety Management System & Annual Gas Safety Check Policy

A Wronowska referred to the policy 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 policy was fairly detailed, but it had not previously made specific reference to Regulation 36A of the Gas Safety (Installation and Use)(Amendment) Regulations 2018.

A Wronowska asked why this legislation had not been referenced at the last policy review. The Director explained that specific reference had not been considered necessary as the policy made reference to the Scottish Housing Regulator's (SHR) requirement that gas servicing be completed within twelve months of the previous gas service. However this had been superseded following a challenge by the Association and the acknowledgement of an MOT style approach by the SHR based on the specific wording of the legislation.

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

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**8.0 HOUSING MANAGEMENT & MAINTENANCE REPORTS (Continued)****8.2 POLICY REVIEW REPORT (Continued)****8.2.7 Damp, Mould and Condensation Policy**

A Wronowska referred to the policy and noted that this was a new policy being introduced. She noted that this formalised the practical processes currently employed by the Association to assess and report on cases of damp, mould or condensation.

The Housing Services Manager confirmed that the policy also included reporting indicators in line with those recently published by the SHR.

In the absence of any questions on the new policy, it was proposed by L Donnelly, seconded by C Walker and unanimously approved by those present.

**8.2.8 Repair Response Times & Categories Policy**

A Wronowska referred to the policy and noted that the only recommended amendment related to the inclusion of a section on "Notifiable Events Guidance" to update the corporate policy cover sheet.

The Housing Services Manager confirmed that the policy worked well in practice and that there were no other changes being recommended at this time.

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

**8.2.9 Stage 3 Adaptations Policy**

A Wronowska referred to the policy and noted that as with the previous policy the only recommended amendment was the inclusion of a section on "Notifiable Events Guidance" within the policy cover sheet.

In the absence of any other proposed amendments, the policy was proposed by A Fleming, seconded by M Walker and unanimously approved by those present.

**10.0 DATE OF NEXT MEETING 01.05.25**

A Wronowska reminded those present that the next scheduled meeting would take place on Thursday the 1st of May 2025. She explained that this was one week later than scheduled to allow for the completion of the audit of the year end financial statements for presentation to the Management Committee.

**11.0 A.O.C.B.**

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

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

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