



NOTICE OF MEETING

The Meeting of the Full Management Committee will be held on Thursday the 30th of October 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 2025 / 26
 - 1.5 WHISTLEBLOWING, FRAUD & NOTIFIABLE EVENTS REGISTER 2025 / 26
 - 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 25.09.25
 - 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 QUARTERLY KEY PERFORMANCE INDICATOR TARGETS REPORT
 - 6.3 QUARTERLY RISK MANAGEMENT REPORT
 - 6.4 ANNUAL EQUALITIES & HUMAN RIGHTS COMPLIANCE REPORT
 - 6.5 ANNUAL TENANT & RESIDENT SAFETY ASSURANCE REPORT
 - 6.6 ANNUAL RETURN ON THE CHARTER PERFORMANCE REPORT 2025 ***
 - 6.7 ANNUAL ASSURANCE STATEMENT 2025 ***
 - 6.8 OPTIONS APPRAISAL REPORT
 - 6.9 POLICY REVIEW REPORT
 - 6.9.1 Entitlements, Payments & Benefits Policy ***
 - 6.9.2 Bribery Policy ***
 - 6.9.3 Governing Body Member Code of Conduct ***
 - 6.9.4 Staff Member Code of Conduct ***
 - 7.0 FINANCE REPORTS
 - 7.1 QUARTERLY CASH FLOW TO 30.09.25 REPORT
 - 7.2 QUARTERLY PROPERTY MANAGEMENT ARREARS TO 30.09.25 REPORT
 - 7.3 QUARTERLY MANAGEMENT ACCOUNTS TO 30.09.25 REPORT
 - 7.4 POLICY REVIEW REPORT
 - 7.4.1 Financial Regulations Policy ***
 - 8.0 DEVELOPMENT REPORTS
 - 8.1 POLICY REVIEW REPORT
 - 8.1.1 Defects Policy ***
 - 9.0 HOUSING MANAGEMENT & MAINTENANCE REPORTS
 - 9.1 MAINTENANCE SCHEME REPORT
 - 9.2 QUARTERLY COMPLAINTS HANDLING REPORT
 - 9.3 TENANT PARTICIPATION STRATEGY REPORT
 - 9.4 POLICY REVIEW REPORT
 - 9.4.1 Assignment Policy ***
 - 9.4.2 Joint Tenancy Policy ***
 - 9.4.3 Sub-Letting Policy ***
 - 9.4.4 Succession Policy ***
 - 10.0 DATE OF NEXT MEETING 27.11.25
 - 11.0 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 30th of October 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)
Fleming, A
Gallagher, D (on-line)
McClure, J
McKendrick, M
Orr, H
Porter J
Ryan, I
Shields, G
Smith, A
Walker, C

In Attendance

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

McNeill, P (HRC)

Those present welcomed A Smith to her first meeting following her election at the Annual General Meeting.

1.0 MANAGEMENT COMMITTEE**1.1 APOLOGIES**

Apologies for absence were received from M Walker.

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. However, he explained that the Code of Conduct was subject to an update and if approved, all committee members would be required to sign up to the new Code of Conduct.

Other than the declarations already registered, there were no declarations of interest.

1.3 TRAINING

A Wronowska referred to the schedule and noted that a number of committee members had now fallen behind their training targets. The Director confirmed that a series of training events had been scheduled over the next few weeks and that a number of those present had also registered to attend the SFHA Finance Conference. He suggested that those currently falling behind with their training targets consider attending these events.

Following further brief discussion on future courses being run by SHARE the report was noted by those present.

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.

A Wronowska noted that the Annual Assurance Statement was on this meeting agenda and would be submitted following approval.

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.



MINUTES

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

1.0 MANAGEMENT COMMITTEE (Continued)

1.6 HEALTH & SAFETY MATTERS

There were no matters to report at this time.

2.0 NEW MEMBERSHIP APPLICATIONS

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

<u>Share Certificate No.</u>	<u>Name</u>	<u>Address</u>
1388	[REDACTED]	[REDACTED]
1389	[REDACTED]	[REDACTED]
1390	[REDACTED]	[REDACTED]
1391	[REDACTED]	[REDACTED]
1392	[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

There was one document for signing as follows:

Wbg LLP - Internal Audit Engagement Letter

Signing of the internal audit engagement letter was unanimously approved by those present.

There were no other documents for signing or use of seal.

4.0 CORRESPONDENCE

SHAPS Employer Committee

A draft response to the consultation on proposed changes to the scheme expense charging structure was discussed and approved for submission on behalf of the Association.

There were no other items of correspondence.

5.0 MINUTES OF THE FULL MANAGEMENT COMMITTEE MEETING 25.09.25

5.1 APPROVAL OF MINUTES

The Minutes were proposed by G Shields, seconded by J Porter, and unanimously approved by those present.

5.2 MATTERS ARISING

Arrears Cases Report

In response to a question from M McKendrick, the Housing Services Manager confirmed that the eviction had not proceeded as the rent arrears had been almost entirely cleared.

There were no other matters arising.



MINUTES

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

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 all the outstanding matters from the prior month had now been addressed and that all the identified business plan activities were now up-to-date and on schedule.

The report was then noted by those present.

6.2 QUARTERLY KEY PERFORMANCE INDICATOR TARGETS REPORT

A Wronowska referred to the report and noted that the Association was achieving compliance with four of the six strategic objectives while two remained below target for the year. The Director suggested that the two targets not currently being met were likely to be achieved by the year end as planned maintenance works were rolled out.

In the case of two indicators, the Housing Services Manager confirmed that the one tenant that had indicated dissatisfaction with the service under one indicator was also the person that had indicated dissatisfaction under a second indicator.

The report was then noted by those present.

6.3 QUARTERLY RISK MANAGEMENT REPORT

A Wronowska referred to the report and the Director confirmed that there were a number of additional risks that had been included in respect of cyber security.

The Finance Services Manager provided a brief explanation of these risks and the fact that these should be on the key risk register due to the heightened level of risk in this area.

In the absence of any additional proposed amendments, the report was noted by those present.

6.4 ANNUAL EQUALITIES & HUMAN RIGHTS COMPLIANCE REPORT

The report was initially referred to by A Wronowska, and a summary of the actions and outcomes was provided by the Housing Services Manager.

In response to a question from M McKendrick, the Housing Services Manager confirmed that he would look into the provision of a hearing loop to assist those with hearing impairment.

The report was then noted by those present.

6.5 ANNUAL TENANT & RESIDENT SAFETY ASSURANCE REPORT

A Wronowska referred to the report and noted the various processes and procedures in place to ensure tenant and resident safety across all the identified areas of risk within the Association's housing stock.

M McKendrick queried the fact that the Association carried out an annual check of both communal and individual dwelling extractor fans. The Housing Services Manager confirmed that while this was not a statutory requirement, all the Association's properties were subject to this inspection annually to ensure proper air circulation within Association properties and mitigate the build up of damp and mould.

The report was then noted by those present.

6.6 ANNUAL RETURN ON THE CHARTER PERFORMANCE REPORT 2025

A Wronowska referred to the report, and the Director reminded those present that publication of the Charter Performance Report was a specific regulatory requirement. Subject to approval of the content, the Director confirmed that it would be published online and in time for the publication deadline of 31 October 2025.



MINUTES

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

6.0 CORPORATE GOVERNANCE REPORTS (Continued)

6.6 ANNUAL RETURN ON THE CHARTER PERFORMANCE REPORT 2025 (Continued)

Following brief discussion and observations on performance, the report was unanimously approved for publication by those present.

6.7 ANNUAL ASSURANCE STATEMENT 2025

A Wronowska referred to the draft Annual Assurance Statement and the supporting documentation including the updated information bank which had been further developed since the previous year. She also noted the additional assurance obtained from the independent governance assessment carried out as part of the options appraisal process.

The Director explained that the recommendations of the governance assessment carried out in the previous year had also now been implemented. Those present noted that there were no governance recommendations included in the independent governance assessment carried out as part of the options appraisal process this year.

With respect to the format and layout of the Annual Assurance Statement, the Director confirmed that this remained unchanged from that of the previous year.

Following brief discussion, the Annual Assurance Statement was proposed for signing by A Fleming, seconded by J Porter and unanimously approved by those present.

6.8 OPTIONS APPRAISAL REPORT

A Wronowska welcomed P McNeill to the meeting and the Director explained that P McNeill would be providing a short presentation on the outcome of the Options Appraisal process to supplement the report that had been included in the papers.

P McNeill then provided his presentation which concluded that there had been no change in the recommendation from the previous year – that the Association should continue as an independent stand-alone organisation. He noted that the Association demonstrated good governance, a strong financial position and good outcomes for tenants relative to both local and national benchmarking statistics.

P McNeill concluded his report by suggesting that the Management Committee now consider the next steps in the process – including agreeing a timetable and facilitator for the recruitment of a new Director and contacting the Scottish Housing Regulator to provide them with an indication of the Association's plans.

There then followed discussion following which it was agreed that A Wronowska and G Shields progress matters with a view to participating in the recruitment process. I Ryan and D Gallagher agreed to act as first and second reserve respectively if either A Wronowska or G Shields were unable to participate.

Those present then thanked P McNeill for his report.

At this point P McNeill left the meeting.

6.9 POLICY REVIEW REPORT

6.9.1 Entitlements, Payments & Benefits Policy

A Wronowska referred to the policy and noted that the only amendments being recommended at this time were the incorporation of the standard policy cover sheet and an update to the approved list of contractors used by the Association.



MINUTES

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

6.0 CORPORATE GOVERNANCE REPORTS (Continued)

6.9 POLICY REVIEW REPORT (Continued)

6.9.1 Entitlements, Payments & Benefits Policy (Continued)

The Director confirmed that the policy was based on the model produced by the Scottish Federation of Housing Associations (SFHA) and that there had been no changes to the model since the last review.

Following brief discussion and in the absence of any other proposed amendments, the policy was proposed by C Walker, seconded by H Orr and unanimously approved by those present.

6.9.2 Bribery Policy

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

Those present noted that the Association already had an anti-fraud policy and the Director provided a brief explanation to the background for supplementing this with a specific anti-bribery policy.

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

6.9.3 Governing Body Member Code of Conduct

A Wronowska referred to the code of conduct and noted that the Association's model code of conduct for governing body members was being amended to reflect changes introduced by the latest model from the SFHA.

Those present referred to the tracked changes from the old model and the Director reminded those present that on adoption of the new model, all committee members would be required to sign-up to the new model.

Following discussion, the adoption of the new model code of conduct for governing body members was proposed by M McKendrick, seconded by J McClure and unanimously approved by those present.

The new model was then signed by all those present and the Housing Services Manager confirmed that those not at the meeting would be contacted to arrange signing of the new code of conduct.

6.9.4 Staff Member Code of Conduct

A Wronowska referred to the code of conduct and noted as with for governing body members, that the Association's model code of conduct for staff members was being amended to reflect changes introduced by the latest model from the SFHA.

The Director confirmed that there were no variations recommended from the updated model and that staff members would be required to sign-up to the updated code once approved by those present.

Following brief discussion, the adoption of the new model code of conduct for staff members was proposed by J Porter, seconded by G Shields and unanimously approved by those present.

7.0 FINANCE REPORTS

7.1 QUARTERLY CASH FLOW TO 30.09.25 REPORT

A Wronowska referred to the report and noted that the Association's cash reserves were significantly higher than anticipated in the budget.

The Finance Services Manager explained that this was primarily due to a timing difference associated with a delay in the commencement of planned maintenance. She explained that this would reduce as the financial year progressed.

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



MINUTES

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

7.0 FINANCE REPORTS (Continued)

7.2 QUARTERLY PROPERTY MANAGEMENT ARREARS TO 30.09.25 REPORT

A Wronowska referred to the report, and the Finance Services Manager provided an update on the arrears recovered since the quarter end together with an update on the serious arrears cases.

The report was then noted by those present.

7.3 QUARTERLY MANAGEMENT ACCOUNTS TO 30.09.25 REPORT

A Wronowska referred to the report and noted that the Association was performing better than budgeted for the six months to the end of September 2025.

The Finance Services Manager highlighted the key variances and confirmed that the Association's performance had contributed to a strengthening financial position.

The report was then noted by those present.

7.4 POLICY REVIEW REPORT

7.4.1 Financial Regulations Policy

A Wronowska referred to the policy and noted that the only amendments being recommended at this time reflected the changes to authorised payment signatories.

The Finance Services Manager confirmed that there were no other amendments being recommended at this time.

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

8.0 DEVELOPMENT REPORTS

8.1 POLICY REVIEW REPORT

8.1.1 Defects Policy

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

The Director confirmed that these were only minor amendments and that the policy worked effectively in practice.

In the absence of any additional proposed changes, the policy was proposed by I Ryan, seconded by C Walker and unanimously approved 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 confirmed that the report provided an up-to-date position on the progress of the planned maintenance programme of works.

The report was then noted by those present.



MINUTES

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

9.0 HOUSING MANAGEMENT & MAINTENANCE REPORTS (Continued)

9.2 QUARTERLY COMPLAINTS HANDLING REPORT (Continued)

A Wronowska referred to the report which provided an overview of the complaints experience over the first six months of the current financial year.

The Housing Services Manager provided a brief review and confirmed preventative action the Association had taken with respect to one complaint highlighted by M McKendrick.

Those present recognised that there were no trends or action points identified from the complaints and the report was duly noted.

9.3 TENANT PARTICIPATION STRATEGY REPORT

A Wronowska referred to the report, and the Housing Services Manager provided an update on the progress of tenant participation activities.

He explained that the report had been updated to reflect the latest consultation exercises together with a summary of the outcomes from the latest tenant open day that had taken place in August.

The report was then noted by those present.

9.4 POLICY REVIEW REPORT

9.4.1 Assignment Policy

A Wronowska referred to the policy, and the Housing Services Manager provided a brief explanation of the minor amendments being recommended to the policy at this time.

In the absence of any major changes to the policy or any other proposed amendments, the policy was proposed by G Shields, seconded by J McClure and unanimously approved by those present.

9.4.2 Joint Tenancy Policy

A Wronowska referred to the policy and as with the previous policy, the Housing Services Manager provided a brief explanation of the minor amendments being recommended at this time.

In the absence of any major changes to the policy or any other proposed amendments, the policy was proposed by I Ryan, seconded by A Fleming and unanimously approved by those present.

9.4.3 Sub-Letting Policy

A Wronowska referred to the policy and as with the previous two policies, the Housing Services Manager provided a brief explanation of the minor amendments being recommended at this time.

In the absence of any major changes to the policy or any other proposed amendments, the policy was proposed by I Ryan, seconded by J McClure and unanimously approved by those present.

9.4.4 Succession Policy

A Wronowska referred to the policy and as with the previous three policies, the Housing Services Manager explained the minor amendments being recommended at this time.

In the absence of any major changes to the policy or any other proposed amendments, the policy was proposed by J Porter, seconded by A Smith and unanimously approved by those present.

10.0 DATE OF NEXT MEETING 27.11.25

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



MINUTES

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

11.0 A.O.C.B.

Website Update

M McKendrick noted that the Association's website incorrectly referred to the policy review schedule for 2024 and asked if this could be corrected to 2025. The Housing Services Manager confirmed that he would make the necessary correction.

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

Proposed By _____

Seconded By _____