



NOTICE OF MEETING

The Meeting of the Full Management Committee will be held on Thursday the 28th of May 2026 at 18:30 hrs in the Association's offices at 2310 Dumbarton Road and through the Association's on-line meeting portal.

- AGENDA** \*\*\* for approval / decision
- 1.0 **MANAGEMENT COMMITTEE**
    - 1.1 APOLOGIES
    - 1.2 REGISTRATION, DECLARATIONS & CODE OF CONDUCT
    - 1.3 TRAINING
      - 1.3.1 Management Committee Training Monitoring Schedule
      - 1.3.2 SHARE – Management Committee Appraisal 2026
    - 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 30.04.26**
    - 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 FREEDOM OF INFORMATION 2025/26 REPORT
    - 6.3 GENERAL DATA PROTECTION REGULATION 2025/26 REPORT
    - 6.4 INTERNAL AUDIT
      - 6.4.1 Annual Return on the Charter Assurance Audit
    - 6.5 SCOTTISH HOUSING REGULATOR LOAN PORTFOLIO RETURN TO 31 MARCH 2026 \*\*\*
    - 6.6 POLICY REVIEW REPORT
      - 6.6.1 Privacy Policy \*\*\*
  - 7.0 **FINANCE REPORTS**
    - 7.1 LONG TERM FINANCIAL PROJECTIONS – BUSINESS PLAN UPDATE REPORT \*\*\*
    - 7.2 SCOTTISH HOUSING REGULATOR FIVE YEAR FINANCIAL PROJECTIONS SUBMISSION 2026 \*\*\*
  - 8.0 **DEVELOPMENT REPORTS**
    - 8.1 BLAWARTHILL NEW BUILD POST COMPLETION REVIEW REPORT
  - 9.0 **HOUSING MANAGEMENT & MAINTENANCE REPORTS**
    - 9.1 MAINTENANCE SCHEME REPORT
    - 9.2 WAITING LIST & ALLOCATIONS TO 31.03.26 REPORT
    - 9.3 RENT ARREARS CASES REPORT \*\*\*
    - 9.4 POLICY REVIEW REPORT
      - 9.4.1 Selection & Performance of Maintenance Contractors Policy \*\*\*
      - 9.4.2 List of Approved Contractors 2026 / 27 \*\*\*
      - 9.4.3 Domestic Abuse Policy \*\*\*
  - 10.0 **DATE OF NEXT MEETING 25.06.26**
  - 11.0 **A.O.C.B.**

Management Committee

- |                         |     |                      |     |                           |     |
|-------------------------|-----|----------------------|-----|---------------------------|-----|
| 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. <i>Casual Vacancy</i> |     |
| 4. Gallagher, Donna     | ✗✓✗ | 9. Ryan, Isabella    | ✓✓✓ |                           |     |
| 5. McClure, Joseph      | ✓✗✓ | 10. Shields, Graeme  | ✓✓✓ |                           |     |

**MINUTES**

Minutes of the Full Management Committee Meeting held on Thursday the 28th of May 2026 at 18:30hrs at the Association's offices at 2310 Dumbarton Road, Glasgow and through the Association's online virtual meeting portal.

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**Present**

Gallagher, D (Acting Chair)  
Donnelly, L (online)  
Fleming, A (online)  
McClure, J  
Orr, H  
Porter, J  
Ryan, I  
Shields, G (online)  
Walker, C

**In Attendance**

Forrest, C J (Director)  
Freeman, K (Secretary / Housing Services Manager)  
McKay, K (Finance Manager)  
  
Carmichael, J (Tenant – Observer)  
Gaffney, O (SHARE)

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In the absence of the Chairman, D Gallagher agreed to chair the meeting.

**1.0 MANAGEMENT COMMITTEE****1.1 APOLOGIES**

Apologies were received from A Wronowska, A Smith and S Archibald (Wbg).

**1.2 REGISTRATION, DECLARATIONS & CODE OF CONDUCT**

D Gallagher referred to committee member registration and signing requirements. Other than the declarations already registered, there were no other declarations of interest.

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

D Gallagher referred to the schedule and noted that two Management Committee members were not currently meeting their training hours but were scheduled to take part in the upcoming SFHA Conference.

The report was then noted by those present.

**1.3.2 SHARE – Management Committee Appraisal 2026**

O Gaffney of SHARE provided a short presentation explaining to those present the rationale, process and timetable for completion of the annual Management Committee appraisal.

Following the presentation, O Gaffney agreed to complete the process with a formal report back to the Management Committee meeting scheduled for the end of August.

D Gallagher thanked O Gaffney for her presentation and O Gaffney remained in the meeting as an observer and as part of the appraisal process.

**1.4 REGULATORY & STATUTORY RETURNS 2025 / 26**

D Gallagher referred to the report and noted that five items had been completed to date for the current financial year. However, she noted that a further three items were scheduled for completion following conclusion of the business at this meeting. The Director confirmed that all the regulatory returns that could be completed to date had been or were scheduled to be completed by their respective return dates.

The report was then noted by those present.



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**1.0 MANAGEMENT COMMITTEE (Continued)**

**1.5 WHISTLEBLOWING, FRAUD & NOTIFIABLE EVENTS REGISTER 2025 / 26**

D Gallagher referred to the report and noted that the retirement of the Association's Director had been notified to the Scottish Housing Regulator (SHR) following receipt of his notice at the April Management Committee meeting. She also noted that SHR had acknowledged receipt of the notifiable event and had asked to be kept informed of the outcome of the process and any interim measures required to provide cover pending the appointment of a new director.

Those present or in attendance confirmed that they were not aware of any other 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**

D Gallagher noted that there were no matters to report at this time.

**2.0 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>
1397	[REDACTED]	[REDACTED]

Approval of this membership application was proposed by I Ryan, seconded by H Orr, and unanimously agreed by those present.

**3.0 DOCUMENTS FOR SIGNING AND USE OF SEAL**

Glasgow City Council – authorised signatories

Those present unanimously approved Kevin Freeman (Secretary / Housing Services Manager) and Kirsty McKay (Finance Services Manager) as authorised signatories for grant application and claims purposes.

There were no other documents for signing or use of Seal other than the aforementioned share certificate.

**4.0 CORRESPONDENCE**

M McKendrick

The Director explained that he had received notification from M McKendrick that he was stepping down from the Management Committee with immediate effect. He had expressed his thanks to the Management Committee for their all their support but felt that having completed almost seven years of service it was time for him to step down.

Those present expressed disappointment at the loss of M McKendrick from the Management Committee and acknowledged the valuable contribution he had made since joining the Management Committee in 2019. They wished him all the best for the future.

There were no other items of correspondence.

**5.0 MINUTES OF THE FULL MANAGEMENT COMMITTEE MEETING 30.04.26**

**5.1 APPROVAL OF MINUTES**

The Minutes were proposed by C Walker, seconded by J Porter, and unanimously approved by those present.



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### 5.0 MINUTES OF THE FULL MANAGEMENT COMMITTEE MEETING 30.04.26 (Continued)

#### 5.2 MATTERS ARISING

##### Retirement of Director

The Director provided an update on the timetable for recruitment of his replacement following a meeting held between the selection panel and P McMahon of Employers in Voluntary Housing (EVH). He explained that EVH had initially suggested delaying the process until August with a view to having a replacement in post by late winter or early spring of 2027.

However, the selection panel had suggested that this was too long a lead in period and it was agreed that the process should begin by placing an advertisement before the end of June with a view to conducting interviews in early to mid-August. It was hoped that a new Director could then be in post by the end of November at the latest.

Following discussion on the interim arrangements for the period from the end of July, the Director agreed to extend his notice period to coincide with the new appointment and thereby ensure business continuity.

There were no other matters arising.

### 6.0 CORPORATE GOVERNANCE REPORTS

#### 6.1 BUSINESS PLAN COMPLIANCE MONITORING – MONTHLY DEPARTMENTAL ACTIVITY PLAN REPORT

D Gallagher referred to the report and noted that all the identified business plan activities remained up-to-date and on schedule.

The report was then noted by those present.

#### 6.2 FREEDOM OF INFORMATION 2025/26 REPORT

D Gallagher referred to the report and the Housing Services Manager explained that this annual report provided those present with an overview of the Freedom of Information (FOI) activity over the last year. He confirmed that there had been six FOI requests received and all had been responded to in full and within statutory timescales.

The report was then noted by those present.

#### 6.3 GENERAL DATA PROTECTION REGULATION 2025/26 REPORT

D Gallagher referred to the report and noted that there had been one subject access request during the year.

The Housing Services Manager confirmed that the one subject access request had been met within the statutory timescales.

The report was then noted by those present.

#### 6.4 INTERNAL AUDIT

##### 6.4.1 Annual Return on the Charter (ARC) Assurance Audit

The Director reminded those present that S Archibald had been unable to attend the meeting due to other commitments and had asked that the report be presented by the Director.

The Director explained that there were no recommendations within the report and that the overall conclusion was "strong." As a result of this independent report, the Management Committee could have a high level of assurance with respect to the integrity of the data compiled for the ARC.

Following brief discussion, and in the absence of any issues raised by the audit of the ARC for 2026, the Director confirmed that he would arrange for the ARC which had been approved at the previous meeting to be submitted to the SHR.

The report was then noted by those present.



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### 6.0 CORPORATE GOVERNANCE REPORTS (Continued)

#### 6.5 SCOTTISH HOUSING REGULATOR LOAN PORTFOLIO RETURN (LPR) TO 31 MARCH 2026

D Gallagher referred to the Return and noted that it was a nil return as the Association had no loan or other secured debt at this time.

Following brief discussion, submission of the LPR was proposed by I Ryan, seconded by J Porter and unanimously approved by those present.

#### 6.6 POLICY REVIEW REPORT

##### 6.6.1 Privacy Policy

D Gallagher referred to the report and the Housing Services manager explained that while the policy was not due for renewal at this time, the introduction of the Data (Use and Access) Act 2025 meant that an update to the policy was required to ensure continued compliance with legislation.

The Housing Services Manager then provided a brief summary of the main changes required following the adoption of the new legislation.

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

### 7.0 FINANCE REPORTS

#### 7.1 LONG TERM FINANCIAL PROJECTIONS – BUSINESS PLAN UPDATE REPORT

D Gallagher referred to the report and the Finance Services Manager provided an overview of the updates applied to the Business Plan assumptions and their impact on the Association's long term financial projections.

The Finance Services Manager concluded her report by confirming that the Association's short, medium and long-term financial position remained strong and stable with no borrowing requirements anticipated.

Following brief discussion, the updated assumptions underlying the Business Plan financial projections were proposed by C Walker, seconded by A Fleming and unanimously approved by those present.

#### 7.2 SCOTTISH HOUSING REGULATOR FIVE YEAR FINANCIAL PROJECTIONS (FYFP) SUBMISSION 2026

D Gallagher referred to the FYFP submission for 2026 and the Finance Services Manager confirmed that the figures within the submission were in line with those approved in the updated Business Plan.

The Finance Services Manager went on to confirm that the year zero figures reflected the audited results for the year to 31 March 2026 while year one reflected the approved budget for the current financial year. She also confirmed that the assumptions within the FYFP were in line with the assumptions used in the updated and approved Business Plan update.

Submission of the FYFP was then proposed by G Shields, seconded by J McClure and unanimously approved by those present.

### 8.0 DEVELOPMENT REPORTS

#### 8.1 BLAWARTHILL NEW BUILD POST COMPLETION REVIEW REPORT

D Gallagher referred to the report and noted that the review conducted by Glasgow City Council was very positive in terms of the administration of the project and the outcomes achieved.

The report was then noted by those present.

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**9.0 HOUSING MANAGEMENT & MAINTENANCE REPORTS****9.1 MAINTENANCE SCHEME REPORT**

D Gallagher referred to the report and asked the Housing Services Manager if he had anything to add to the report.

The Housing Services manager confirmed that the bathroom replacement project was progressing and that the initial meeting with consultants had taken place as scheduled with surveys due to be carried out in June.

With respect to render repairs at Drysdale Street, he confirmed that the successful contractor had been informed of their appointment to carry out these works and that a pre-start meeting had been scheduled for 5 June 2026.

The report was then noted by those present.

**9.2 WAITING LIST & ALLOCATIONS TO 31.03.26 REPORT**

D Gallagher referred to the report that covered activities in relation to the Association's housing waiting list and allocations for the year to the end of March 2026.

The Housing Services Manager then highlighted the key statistics within the report including the total number of allocations and the healthy state of the waiting list for housing at the end of the year.

The report was then noted by those present.

**9.3 RENT ARREARS CASES REPORT**

D Gallagher referred to the report and the recommendation that decree for eviction is not enforced at this time as the tenant had engaged with the Association and was maintaining payments to account in accordance with the arrangement made.

Those present discussed the case briefly and unanimously agreed with the recommendation not to enforce decree while the tenant adhered to the repayment arrangement.

**9.4 POLICY REVIEW REPORT****9.4.1 Selection & Performance of Maintenance Contractors Policy**

D Gallagher referred to the policy and the Housing Services Manager explained that only one minor amendment was being recommended at this time to reflect changes to Data Protection legislation.

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

**9.4.2 List of Approved Contractors 2026 / 27**

D Gallagher referred to the list of approved contractors and noted that one additional contractor was being added to the list while three were being removed. The Housing Services Manager then explained the rationale for the changes to the list.

The list of approved contractors as amended was then proposed by A Fleming, seconded by J McClure and unanimously approved by those present.

**9.4.3 Domestic Abuse Policy**

D Gallagher referred to the policy and the Housing Services Manager explained that while there were only minor amendments recommended at this time the policy would require more significant changes later in the year with the introduction of the Domestic Abuse (Scotland) Act 2026 and the publication of new guidance on implementation from the Scottish Government.

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



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**10.0 DATE OF NEXT MEETING 25.06.26**

D Gallagher reminded those present that the next scheduled meeting would take place on Thursday the 25th of June 2026. G Shields asked that his apologies be submitted for that meeting as he had another engagement.

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

Supplementary Public Holiday Monday 15 June 2026

Those present considered the Scottish Government's suggestion that employers either substitute for another public holiday or provide a supplementary public holiday on Monday 15 June 2026.

Following discussion those present unanimously approved the giving of a supplementary public holiday on Monday 15 June 2026.

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

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

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