



NOTICE OF MEETING

The Meeting of the Full Management Committee will be held on Thursday the 26th of February 2026 at 18:30 hrs 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
 - 1.4 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 22.01.26**
 - 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 HEALTH & SAFETY CONTROL MANUAL REVIEW REPORT ***
 - 6.3 KEY PERFORMANCE INDICATORS & TARGETS REVIEW REPORT ***
 - 7.0 **HOUSING MANAGEMENT & MAINTENANCE REPORTS**
 - 7.1 MAINTENANCE SCHEME REPORT
 - 7.2 POLICY REVIEW REPORT
 - 7.2.1 Asbestos Management Policy ***
 - 8.0 **DATE OF NEXT MEETING 26.03.26**
 - 9.0 **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 26th of February 2026 at 18:30hrs through the Association's online virtual portal.

Present

Wronowska, A (Chairman)
Donnelly, L
McClure, J
McKendrick, M
Porter, J
Ryan, I
Shields, G
Smith, A

In Attendance

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

1.0 MANAGEMENT COMMITTEE

1.1 APOLOGIES

Apologies for absence were received from A Fleming, D Gallagher, H Orr and C Walker.

1.2 REGISTRATION, DECLARATIONS & CODE OF CONDUCT

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

1.3 TRAINING

A Wronowska referred to the schedule and noted that the Association was now meeting its training target with only two members now falling short of their required training hours.

The Director suggested that a training session on finance be scheduled to be carried out by the end of March and agreed to discuss this with the Finance Services Manager.

1.4 REGULATORY & STATUTORY RETURNS 2025 / 26

A Wronowska referred to the report and noted that all regulatory and statutory returns due for the 2025 / 2026 financial year had now been completed and submitted on schedule.

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.

1.6 HEALTH & SAFETY MATTERS

A Wronowska noted that there was an update to the Health and Safety Control Manual referred to under Agenda Item No. 6.2.

The Director confirmed that there were no other matters to report at this time.



MINUTES

Minutes of the Full Management Committee Meeting held on Thursday the 26th of February 2026 at 18:30hrs through the Association's online virtual portal.

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>
1394	[REDACTED]	[REDACTED]

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

3.0 DOCUMENTS FOR SIGNING AND USE OF SEAL

Scottish Housing Associations' Pension Scheme (SHAPS)

Signing of the past pension service deficit recovery plan payment agreement was unanimously approved by those present.

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

4.0 CORRESPONDENCE

The following two items of correspondence were briefly discussed and noted by those present.

Scottish Housing Regulator

A letter reminding Associations of their obligation to make certain information available about their performance and the Regulator's work to tenants and other service users. Those present noted that this information was already available on the Association's website and promoted through newsletters.

TC Alexander Sloan

The audit plan and timetable for the forthcoming external audit of the financial statements.

5.0 MINUTES OF THE FULL MANAGEMENT COMMITTEE MEETING 22.01.26

5.1 APPROVAL OF MINUTES

The Minutes were proposed by G Shields, seconded by L Donnelly, and unanimously approved by those present.

5.2 MATTERS ARISING

There were no matters arising.

6.0 CORPORATE GOVERNANCE REPORTS

6.1 BUSINESS PLAN COMPLIANCE MONITORING – MONTHLY DEPARTMENTAL ACTIVITY PLAN REPORT

A Wronowska 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 HEALTH & SAFETY CONTROL MANUAL REVIEW REPORT

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



MINUTES

Minutes of the Full Management Committee Meeting held on Thursday the 26th of February 2026 at 18:30hrs through the Association's online virtual portal.

6.0 CORPORATE GOVERNANCE REPORTS (Continued)

6.2 HEALTH & SAFETY CONTROL MANUAL REVIEW REPORT (Continued)

The Housing Services Manager referred to the report and confirmed that while there were a significant number of amendments being recommended at this time, there were no significant policy changes or onerous requirements. He explained that most of the changes were administrative, for clarification of existing procedures or to provide updated statistical information.

Those present noted that the manual was being updated to ensure continued alignment with the Employers in Voluntary Housing (EVH) model.

Following brief discussion, the updates were proposed by M McKendrick, seconded by I Ryan and unanimously approved by those present.

6.3 KEY PERFORMANCE INDICATORS & TARGETS REVIEW REPORT

A Wronowska referred to the report and noted that this provided a detailed breakdown of key performance indicators (KPIs) and recommended targets for the year to the end of March 2027.

The Director reminded those present that the general principle behind target setting had previously been established by the Management Committee. This had been to target the first quartile sector performance based upon the latest Annual Return on the Charter (ARC) and Annual Financial Statements Return (AFSR) statistics published by the Scottish Housing Regulator (SHR). The targets were therefore based upon the outcomes for the year to 31 March 2025.

There then followed lengthy discussion on the KPIs and the targets being set. It was agreed that KPI No.03 – debt per unit – be reduced to zero on an exceptions basis to reflect the fact that the Association has no borrowings planned for the foreseeable future.

It was further agreed that KPI Nos. 20 to 22 be supplemented to reflect changes to regulations due to come in with respect to the timescales for commencing work around damp and mould cases. However, it was agreed that these additional KPIs should not be introduced until such time as the new regulations come in to effect.

Following further discussion, and subject to the amendments agreed, the KPI targets for 2026 / 27 were unanimously approved by those present.

7.0 HOUSING MANAGEMENT & MAINTENANCE REPORTS

7.1 MAINTENANCE SCHEME REPORT

A Wronowska referred to the report and the Housing Services Manager provided an update with respect to the progress of works since the report was issued.

Those present noted that all planned maintenance works programmed for 2025 / 26 had now been completed.

The report was then noted by those present.

7.2 POLICY REVIEW REPORT

7.2.1 Asbestos Management Policy

A Wronowska referred to the policy and noted that there were some significant changes being recommended at this time.

The Housing Services Manager explained that the existing policy and the revised draft policy had been included in the papers together with a details explanation of the changes being recommended at this time.



MINUTES

Minutes of the Full Management Committee Meeting held on Thursday the 26th of February 2026 at 18:30hrs through the Association's online virtual portal.

7.0 HOUSING MANAGEMENT & MAINTENANCE REPORTS (Continued)

7.2 POLICY REVIEW REPORT (Continued)

7.2.1 Asbestos Management Policy (Continued)

The Housing Services Manager then provided a lengthy explanation of the additions to the policy and explained that these had been included to ensure current best practice and legal obligations were up-to-date.

In response to a question from G Shields, the Housing Services Manager confirmed that there was very little-known asbestos in the Association's properties. He confirmed that the asbestos that did exist had been found following extensive initial surveys and was recorded in the Association's asbestos register. Due to the nature and location of this asbestos, it was considered low risk. He also confirmed that subsequent ad-hoc surveys carried out within the Association's housing stock since then had not revealed any other asbestos.

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

8.0 DATE OF NEXT MEETING 26.03.26

A Wronowska reminded those present that the next scheduled meeting would take place on Thursday the 26th of March 2026.

9.0 A.O.C.B.

Training

Following discussion, it was agreed that the next training session on finance include a session on internal and external audit including a review of the current internal audit programme. It was agreed that this would be a useful session ahead of approving the internal audit programme and receiving the external audit results over the next few months.

There being no other competent business the meeting closed at 19:50 hrs.

Proposed By _____

Seconded By _____