



NOTICE OF MEETING

The Meeting of the Full Management Committee will be held on Thursday the 26th of June 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
 - 1.3.1 Management Committee Training Monitoring Schedule
 - 1.3.2 SHARE – Management Committee Appraisal 2025
 - 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 29.05.25
 - 5.1 APPROVAL OF MINUTES ***
 - 5.2 MATTERS ARISING
- 6.0 CORPORATE GOVERNANCE REPORTS
 - 6.1 BUSINESS PLAN 2025-2030 ***
 - 6.2 POLICY REVIEW REPORT
 - 6.2.1 Membership Policy ***
- 7.0 HOUSING MANAGEMENT & MAINTENANCE REPORTS
 - 7.1 MAINTENANCE SCHEME REPORT
 - 7.2 SETTLING-IN VISIT SATISFACTION SURVEY 2024 / 25 REPORT
 - 7.3 TENANCY TERMINATION SATISFACTION SURVEY 2024 / 25 REPORT
 - 7.4 RENT ARREARS CASES REPORT ***
 - 7.5 POLICY REVIEW REPORT
 - 7.5.1 Electrical Safety Policy ***
- 8.0 DATE OF NEXT MEETING 28.08.25
- 9.0 A.O.C.B.

Distribution

- | | | | | | |
|--------------------------------------|---|----------------------|---|----------------------|---|
| 1. Wronowska, Agnieszka | <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> | 6. McClure, Joseph | <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> | 11. Shields, Graeme | <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> |
| 2. Donnelly, Lisa-Marie | <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, Catriona | <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> |
| 3. Fleming, Anne | <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> | 8. Orr, Heather | <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> | 13. Walker, Mary | <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> |
| 4. Gahagan, Claire (casual vacancy) | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | 9. Porter, Josephine | <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> | 14. Vacancy | |
| 5. Gallagher, Donna (casual vacancy) | <input type="checkbox"/> <input type="checkbox"/> <input 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 June 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
 Fleming, A
 Gahagan, C
 McClure, J (on-line)
 McKendrick, M
 Porter J
 Ryan, I
 Shields, G
 Walker, C

In Attendance

Forrest, C J (Director)
 Freeman, K (Secretary / Housing Services Manager)
 Smith, A (Tenant observer)

1.0 MANAGEMENT COMMITTEE

1.1 APOLOGIES

Apologies for absence were received from H Orr, D Gallagher and M Walker. Apologies for non-attendance were received from K McKay.

H Orr's ongoing special leave of absence on grounds of ill health was noted by those present.

1.2 REGISTRATION, DECLARATIONS & CODE OF CONDUCT

The Chairman referred to the schedule and noted that there were no further declarations of interest beyond those already registered. She confirmed that on their formal appointment to the Management Committee, C Gahagan and D Gallagher would be required to sign up to the Association's Code of Conduct and complete a formal registration and declaration of interests form.

1.3 TRAINING

1.3.1 Management Committee Training Monitoring Schedule

A Wronowska noted that the Management Committee's training target was being met with only one Management Committee member falling just short of their ongoing training requirement.

A Fleming suggested that the schedule did not reflect her Governance of Scottish Housing Associations (GOSHA) training and agreed to liaise with the Housing Services Manager to update her training record.

A Wronowska also asked that the schedule be updated to reflect her attendance at the Scottish Federation of Housing Associations (SFHA) annual conference that had taken place earlier in June.

The report was then noted by those present.

1.3.2 SHARE – Management Committee Appraisal 2025

A Wronowska referred to the ongoing appraisal process and the Director confirmed that all Management Committee members had now completed the self-assessment and interview process through SHARE. He went on to confirm that O Gaffney of SHARE would present her final report and assessment at the next meeting. This would include individual learning plans.

1.4 REGULATORY & STATUTORY RETURNS 2025 / 26

A Wronowska referred to the report and noted that all of the regulatory and statutory returns that could be submitted to date had been submitted by the required deadlines.

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

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.

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>
1381	[REDACTED]	[REDACTED]
1382	[REDACTED]	[REDACTED]
1383	[REDACTED]	[REDACTED]
1384	[REDACTED]	[REDACTED]

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

There were no items of correspondence.

5.0 MINUTES OF THE FULL MANAGEMENT COMMITTEE MEETING 29.05.25

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

Item 8.1 – Maintenance Scheme Report

It was noted that those present had been provided with the Quality Questionnaire and Evaluation Criteria used to assess the returns provided in the procurement process. It was agreed that in future maintenance scheme reports, the scoring matrix be provided for information when reporting on the outcome of any procurement process.

There were no other matters arising.



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6.0 CORPORATE GOVERNANCE REPORTS

6.1 BUSINESS PLAN 2025-2030

A Wronowska referred to the report and the Director discussed the main areas that had been amended in response to the tenant consultation and Management Committee review processes that had taken place towards the end of last year and earlier in the current year.

Ongoing monitoring for compliance with the Business Plan was then discussed at length with particular reference to the performance benchmarking targets and the activity plan targets. It was noted that performance targets would now be amended each year to the top quartile as published in the Annual Return on the Charter (ARC) statistics.

Those present noted that additional benchmarking and performance targets had been included to reflect additional tenant safety requirements relating to electrical safety, asbestos management, fire safety, condensation, dampness and mould. In the case of condensation, dampness and mould, it was agreed that this be split into three indicators in line with the ARC reporting requirements. However it was noted that there would be no comparable information for the sector as a whole for another two years as these ARC indicators had only just been introduced this year.

Rent affordability and value for money assessments were then discussed at length and it was noted that the Association's rents remained affordable across almost all property sizes and demographic groups with the exception of eighteen to twenty year olds on National Minimum Wage.

The asset management strategy was then discussed at length and it was agreed that the policy schedule be expanded to include the new policies introduced surrounding tenant and resident safety.

In response to a question from G Shields, the Director confirmed that the succession planning policy review was included within the activity plan. He confirmed that progress with this along with other activities would now be reported on a monthly basis as part of the new business planning monitoring reports being introduced from August 2025.

M McKendrick raised the question of cyber security in relation to the Political, Economic, Social, Technological, Environmental and Legal (PESTEL) analysis. The Director confirmed that while most of the Association's systems were managed internally, security and network management was the responsibility of external consultants. It was also confirmed that all systems were subject to periodic review for robustness as part of the internal audit process carried out by WBG LLP.

Subject to the amendments discussed, approval of the Business Plan was then proposed by A Fleming, seconded by I Ryan and unanimously approved by those present.

6.2 POLICY REVIEW REPORT

6.2.1 Membership Policy

A Wronowska referred to the Membership Policy and noted that no changes were being recommended at this time other than incorporation of the standard cover sheet.

Following brief discussion the policy as tabled was proposed by G Shields, seconded by C Walker and unanimously approved by those present.



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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 on the progress of work and tenders for planned maintenance being carried out in 2025/26.

The Housing Services Manager confirmed that the kitchen replacement tender had now been received since the report was compiled. He explained that the successful tenderer would be attending the Association for a meeting to programme commencement of works within the next week.

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

7.2 SETTling-IN VISIT SATISFACTION SURVEY 2024 / 25 REPORT

A Wronowska referred to the report and noted the high levels of tenant satisfaction with the sign-up and settling-in process for new tenants for the year to 31 March 2025.

Following a brief analysis of the report by the Housing Services Manager, and in the absence of any issues or action points being raised, the report was noted by those present.

7.3 TENANCY TERMINATION SATISFACTION SURVEY 2024 / 25 REPORT

A Wronowska referred to the report and again noted the high levels of satisfaction with the Association as a landlord for tenants terminating their tenancy in the year to the end of March 2025. She also noted that the main reason given for tenancy termination was medical grounds.

The Housing Services Manager explained that suitability of housing was given as the second highest reason for tenancy termination and that in almost every case, the outgoing tenant had also ticked medical grounds.

G Shields was pleased to note that none of the Association's former tenants completing the survey had terminated their tenancy as a result of anti-social behaviour.

The report was then noted by those present.

7.4 RENT ARREARS CASES REPORT

A Wronowska referred to the report and the Housing Services Manager explained the circumstances surrounding the Association's decision to obtain decree for eviction of a tenant.

There then followed lengthy discussion of the case following which enforcement of the decree was proposed by A Fleming, seconded by G Shields and unanimously approved by those present.

7.5 POLICY REVIEW REPORT

7.5.1 Electrical Safety Policy

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

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

8.0 DATE OF NEXT MEETING 28.08.25

A Wronowska reminded those present that the next scheduled meeting would take place on Thursday the 28th of August 2025.



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Director Appraisal

A Wronowska confirmed that arrangements were being put in place to ensure the appraisal process would be completed with a view to reporting back to the next meeting.

Open Day

The Housing Services Manager suggested that a small working group be formed with a view to finalising arrangements for the open day. A Fleming and I Ryan agreed to participate in the working group.

There being no other competent business the meeting closed at 20:15 hrs.

Proposed By _____

Seconded By _____