



NOTICE OF MEETING

The Meeting of the Full Management Committee will be held on Thursday the 27th of August 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 2026 / 27	
1.5	WHISTLEBLOWING, FRAUD & NOTIFIABLE EVENTS REGISTER 2026 / 27	
1.6	HEALTH & SAFETY MATTERS	
2.0	ANNUAL GENERAL MEETING 23.09.26	
3.0	DOCUMENTS FOR SIGNING AND USE OF SEAL	
4.0	CORRESPONDENCE	
5.0	MINUTES OF THE FULL MANAGEMENT COMMITTEE MEETING 25.06.26	
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	BUSINESS PLAN COMPLIANCE MONITORING – QUARTERLY KPIs TO 30.06.26 REPORT	
6.3	QUARTERLY RISK MANAGEMENT REPORT	
6.4	FREEDOM OF INFORMATION REPORT ***	
6.5	RECRUITMENT OF DIRECTOR - UPDATE	
7.0	FINANCE REPORTS	
7.1	QUARTERLY CASH FLOW TO 30.06.26 REPORT	
7.2	QUARTERLY PROPERTY MANAGEMENT ARREARS TO 30.06.26 REPORT	
7.3	QUARTERLY MANAGEMENT ACCOUNTS TO 30.06.26 REPORT	
7.4	TREASURY MANAGEMENT REPORT	
8.0	HOUSING MANAGEMENT & MAINTENANCE REPORTS	
8.1	MAINTENANCE SCHEME REPORT	
8.2	QUARTERLY COMPLAINTS HANDLING REPORT	
8.3	TENANT PARTICIPATION STRATEGY REPORT	
8.4	RENT ARREARS CASES REPORT ***	
8.5	POLICY REVIEW REPORT	
8.5.1	Domestic Abuse Policy ***	
8.5.2	Procurement Policy ***	
8.5.3	Succession Policy ***	
9.0	DEVELOPMENT REPORTS	
9.1	POLICY REVIEW REPORT	
9.1.1	CDM Regulations Policy ***	
10.0	DATE OF NEXT MEETING 24.09.26	
11.0	A.O.C.B.	

Management Committee

1. Wronowska, Agnieszka	☑☒☑	6. Orr, Heather	☒☑☑	11. Walker, Catriona	☒☑☑
2. Donnelly, Lisa-Marie	☑☑☑	7. Porter, Josephine	☑☑☑	12. Casual Vacancy	
3. Fleming, Anne	☒☑☑	8. Ryan, Isabella	☑☑☑	13. Casual Vacancy	
4. Gallagher, Donna	☑☑☒	9. Shields, Graeme	☒☑☑		
5. McClure, Joseph	☒☑☑	10. Smith, Arlene	☒☒☑		



MINUTES

Minutes of the Full Management Committee Meeting held on Thursday the 27th of August 2026 at 18:30hrs through the Association's online virtual meeting portal.

Present

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

In Attendance

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

 McKeller, T (McConnell)
 Chapman, D (McConnell)

 Campbell, D (SHARE) (online)

1.0 MANAGEMENT COMMITTEE**1.1 APOLOGIES**

There were no apologies.

A Wronowska welcomed T McKeller and D Chapman of McConnell to the meeting and it was unanimously agreed that they be allowed to give their presentation under Agenda Item 8.1 at this point.

8.0 HOUSING MANAGEMENT & MAINTENANCE REPORTS**8.1 MAINTENANCE SCHEME REPORT**Commercial Photovoltaic & Battery Storage Systems for Tenement Properties

T McKeller provided a brief overview of the work carried out by McConnell, the company background and client base.

D Chapman then provided a presentation on the nature of the commercial photovoltaic and battery storage system, providing an overview of how the system would be deployed and the expected outcomes for the Association.

There then followed a question-and-answer session during which a number of those present obtained clarification of how the system might work in practice and the benefits for participation by the Association.

Following conclusion of the discussion and prior to making any decision, it was agreed that a more detailed session be arranged. This would allow more accurate financial projections based upon the Associations stock profile and further opportunity for any questions to be answered.

At this point A Wronowska thanked T McKeller and D Chapman for their attendance and they left the meeting.

Following further brief discussion, it was agreed that the Director would in the first instance review the legal agreements which the Association would be required to enter into to progress the scheme. This would allow further questions to be answered prior to making any decision in principle as to whether the Association should participate. It was also agreed that following any decision in principle, agreements would be sent to solicitors for final review before approving for signing.

The Director also reminded those present that there would be potential Value Added Tax (VAT) implications for the Association were the proposal to be taken forward. That might require a subsidiary undertaking to be set up to avoid the complications of partial exemption.



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1.0 MANAGEMENT COMMITTEE

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 declarations of interest from those present.

However, the staff declared an interest in Agenda Item 6.5 and those present agreed to take this item towards the end of the meeting.

1.3 TRAINING

1.3.1 Management Committee Training Monitoring Schedule

A Wronowska referred to the schedule and noted that all Management Committee members continued to meet their minimum training requirements.

The report was then noted by those present.

1.3.2 SHARE – Management Committee Appraisal 2026

A Wronowska welcomed D Campbell of SHARE to the meeting and explained that she would be presenting the outcome of the Management Committee annual appraisal process to those present.

D Campbell then provided her presentation explaining that the process had been incredibly positive with just two recommendations from the report. She also referred to the external evidence that reinforced the positive appraisal outcomes and the fact that the Management Committee had a strong governance culture.

The report was then noted by those present.

At this point D Campbell left the meeting.

1.4 REGULATORY & STATUTORY RETURNS 2026 / 27

A Wronowska referred to the report and noted that all submissions were complete or scheduled for completion within the required timescales.

The report was then noted by those present.

1.5 WHISTLEBLOWING, FRAUD & NOTIFIABLE EVENTS REGISTER 2026 / 27

A Wronowska referred to the report and noted that there were no new items to be reported at this time.

The report was then noted by those present.

1.6 HEALTH & SAFETY MATTERS

A Wronowska noted that there were no matters to report at this time.



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2.0 ANNUAL GENERAL MEETING 23.09.26

A Wronowska referred to the report and noted that four of the current members were required to stand down at the Annual General Meeting leaving a total of eight vacancies.

The Director confirmed that one nomination had been received and that assuming all four members standing down were standing for re-election, this would mean there were five nominations for the eight places available. In the absence of any further nominations, all the nominees would be appointed without the need for an election.

The report was then noted by those present.

3.0 DOCUMENTS FOR SIGNING AND USE OF SEAL

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

4.0 CORRESPONDENCE

Scottish Housing Associations' Pension Scheme (SHAPS)

A Wronowska noted the report from SHAPS confirming the results of the annual financial assessment that had been completed for the year to March 2026. This confirmed that the Association remained "low risk" in terms of the criteria used by SHAPS.

There were no other items of correspondence.

5.0 MINUTES OF THE FULL MANAGEMENT COMMITTEE MEETING 25.06.26

5.1 APPROVAL OF MINUTES

The Minutes were proposed by I Ryan, seconded by L Donnelly, and unanimously approved by those present.

5.2 MATTERS ARISING

There were no other 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 were either on schedule or ahead of schedule.

The report was then noted by those present.

6.2 BUSINESS PLAN COMPLIANCE MONITORING – QUARTERLY KPIs TO 30.06.26 REPORT

A Wronowska referred to the report and noted that all but one strategic objective was achieving high levels of compliance based upon the relevant key performance indicator data.

The Director explained that objective six – acquisition, construction and adaptation of homes – was likely to improve over the course of the year as several acquisitions and adaptations were in the pipeline.

In response to a question from G Shields, the Housing Services Manager explained that the key performance indicator relating to complaints was only achieving fifty percent against a target of one hundred percent as a complaint raised in the first quarter had not been concluded until the second quarter.



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6.0 CORPORATE GOVERNANCE REPORTS (Continued)

6.2 BUSINESS PLAN COMPLIANCE MONITORING – QUARTERLY KPIs TO 30.06.26 REPORT (Continued)

Following discussion, it was unanimously agreed by those present that going forward, the key performance indicator should only include complaints concluded by the quarter end.

The report was then noted by those present.

6.3 QUARTERLY RISK MANAGEMENT REPORT

A Wronowska referred to the report and noted that risk associated with the imminent retirement of the Association's Director had been included within the report but that there were no other significant changes to the Association's risk profile.

There then followed brief discussion on the risk register but in the absence of any proposed further amendments, the report was noted by those present.

6.4 FREEDOM OF INFORMATION REPORT

A Wronowska referred to the report and the Housing Services Manager explained that the report was primarily concerned with updates to the Guide to Information which was updated on an annual basis.

The Housing Services Manager confirmed that the Guide to Information had been updated to ensure that links to reports and policies had been updated to the latest versions and to any new policies introduced since the last review.

The update to the Guide to Information was then proposed by A Fleming, seconded by H Orr and unanimously approved by those present.

Those present noted that Agenda Item No. 6.5 would be taken at the end of the meeting.

7.0 FINANCE REPORTS

7.1 QUARTERLY CASH FLOW TO 30.06.26 REPORT

A Wronowska referred to the report and noted that the Association had performed better than budget with a cash flow approximately one hundred and eighty-four thousand pounds higher than budget.

The Finance Services Manager then provided a summary of the main variances that had contributed to the positive results for the quarter.

The report was then noted by those present.

7.2 QUARTERLY PROPERTY MANAGEMENT ARREARS TO 30.06.26 REPORT

A Wronowska referred to the report and the Finance Services Manager confirmed that around forty thousand pounds of arrears had been collected since the end of June.

In response to a question from G Shields the Finance Services Manager confirmed that the owner who had failed to complete a grant application form from Glasgow City Council for stone repair works was now personally responsible for the full amount of the repair. She also confirmed that a Notice of Potential Liability (NoPL) would be served on the property and that the Association was the majority owner of the common close.

The report was then noted.



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7.0 FINANCE REPORTS (Continued)

7.3 QUARTERLY MANAGEMENT ACCOUNTS TO 30.06.26 REPORT

A Wronowska referred to the report and noted that the Association had made a surplus of over three hundred and seventy-seven thousand pounds for the first quarter of the financial year. She also noted that this was approximately fifty-five thousand pounds higher than the budgeted surplus for the quarter.

The Finance Services Manager then provided a summary of the key variances that had contributed to the results and some discussion took place on the current reactive maintenance overspend and budget.

In response to a question from G Shields, the Finance Services Manager confirmed that there was a budget for staff recruitment costs.

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

7.4 TREASURY MANAGEMENT REPORT

A Wronowska referred to the report and noted the positive ratings for the institutions on the Association's approved list.

The recommendation that six hundred thousand pounds of funds currently on instant access be placed on a fixed term deposit was proposed by D Gallagher, seconded by G Shields and unanimously approved by those present.

The report was then noted 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 provided an update confirming the kitchen replacement, bathroom replacement, roof and gutter inspection and render repair works were all now well under way. He also confirmed that the close painting contract had now been completed.

The report was then noted by those present.

8.2 QUARTERLY COMPLAINTS HANDLING REPORT

A Wronowska referred to the report and noted that six complaints had been raised in the first quarter of the current financial year.

The Housing Services Manager confirmed that all complaints had been completed within the required timescales and that one complaint had been escalated to stage two in the model complaints handling procedure.

In response to a question from A Wronowska, the Housing Services Manager confirmed that the stage two complaint had been completed and the tenant had been informed of their right to escalate their complaint to the Scottish Public Services Ombudsman (SPSO) if they remained dissatisfied.

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

8.3 TENANT PARTICIPATION STRATEGY REPORT

A Wronowska referred to the report and noted that it reflected actions completed in the first quarter of the current financial year to ensure compliance with the Association's tenant participation strategy.

The Housing Services Manager explained that the next quarter was scheduled to host the tenant open day. Subject to availability on the day, D Gallagher, H Orr, I Ryan and A Wronowska agreed to participate in the event and to assist in making the arrangements.

The report was then noted by those present.



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8.0 HOUSING MANAGEMENT & MAINTENANCE REPORTS (Continued)

8.4 RENT ARREARS CASES REPORT

A Wronowska noted that decree for recovery of possession had been granted by the court in the case under consideration and that a decision was therefore to be made to enforce decree.

The Housing Services Manager then provided an update on the case and the latest engagement with the tenant.

Following detailed discussion of the case, C Walker proposed that enforcement of the decree be deferred on the basis that the tenant maintained their current repayment arrangement. However, decree should be immediately enforced if the tenant defaulted on the repayment arrangement. This was seconded by J McClure and unanimously approved by those present.

8.5 POLICY REVIEW REPORT

8.5.1 Domestic Abuse Policy

A Wronowska referred to the policy and noted that there were significant changes being incorporated into the policy because of provisions in the Housing (Scotland) Act 2025.

The Housing Services Manager then provided an overview of the key changes being made to the existing policy following which the policy was proposed by A Fleming, seconded by G Shields and unanimously approved by those present.

8.5.2 Procurement Policy

A Wronowska referred to the policy and noted that this was being brought forward for review in advance of schedule.

The Housing Services Manager explained that this was because of the Association's participation in the Scottish Government's Continuous Improvement Programme for Procurement. He explained that these changes related to procurement thresholds and provided a brief explanation of the changes being recommended.

The policy was then proposed by I Ryan, seconded by D Gallagher and unanimously approved by those present.

8.5.3 Succession Policy

A Wronowska referred to the policy and noted that this policy was also being brought forward for review in advance of schedule.

The Housing Services Manager confirmed that the policy required amendment because of changes brought in by the Housing (Scotland) Act 2025. He then provided a brief explanation of the changes being recommended.

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

At this point A Wronowska moved Standing Orders as the meeting was about to run over two hours.



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9.0 DEVELOPMENT REPORTS

9.1 POLICY REVIEW REPORT

9.1.1 CDM Regulations Policy ***

A Wronowska referred to the policy review report and the Director explained that there were no major changes being recommended at this time as there had been no statutory or other regulatory changes since the policy was last reviewed.

The Director did however refer to changes to the policy cover sheet to bring it up-to-date and in line with the Association's model.

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

10.0 DATE OF NEXT MEETING 24.09.26

A Wronowska reminded those present that the next scheduled meeting would take place on Thursday the 24th of September 2026 – the day following the Annual General Meeting.

At this point the Director, Housing Services Manager and Finance Services Manager declared an interest and left the meeting.

6.0 CORPORATE GOVERNANCE REPORTS

6.5 RECRUITMENT OF DIRECTOR – UPDATE

A Wronowska referred to the ongoing recruitment process for the appointment of a new Chief Executive Officer (CEO) and together with the other members of the recruitment panel, provided an update on progress. She explained that the candidate selection process and interviews were scheduled for completion by week ending 18 September 2026.

At this point the Director, Housing Services Manager and Finance Services Manager returned to the meeting.

11.0 A.O.C.B.

Training

D Gallagher explained that she had not yet prepared her list of questions for training purposes but still planned to collate her questions with a view to putting these on the agenda for discussion or relevant training at a future date.

There being no other competent business the meeting closed at 20:50 hrs.

Proposed By _____

Seconded By _____