YOKER HOUSING ASSOCIATION LIMITED

NOTICE OF MEETING

The Meeting of the Full Management Committee will be held on Thursday the 24th of September 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 MEMBERSHIP
  - 1.1.1 Appointment of Chair
  - 1.1.2 Appointment of Secretary
  - 1.1.3 Co-options
  - 1.1.4 Apologies
- 1.2 REGISTRATION, DECLARATIONS & CODE OF CONDUCT
- 1.3 TRAINING
- 1.4 REGULATORY & STATUTORY RETURNS 2026 / 27
- 1.5 WHISTLEBLOWING, FRAUD & NOTIFIABLE EVENTS REGISTER 2026 / 27
- 1.6 HEALTH & SAFETY MATTERS

2.0 MEMBERSHIP
- 2.1 OPENING OF SHARE REGISTER
- 2.2 NEW MEMBERSHIP APPLICATIONS
- 2.3 MEMBERSHIP SHARE CANCELLATION REPORT ***

3.0 DOCUMENTS FOR SIGNING AND USE OF SEAL

4.0 CORRESPONDENCE

5.0 MINUTES OF THE FULL MANAGEMENT COMMITTEE MEETING 27.08.26
- 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 POLICY REVIEW REPORT
  - 6.2.1 Freedom of Information and Environmental Information Policy ***
- 6.3 CHIEF EXECUTIVE OFFICER RECRUITMENT UPDATE

7.0 HOUSING MANAGEMENT & MAINTENANCE REPORTS
- 7.1 MAINTENANCE SCHEME REPORT
- 7.2 POLICY REVIEW REPORT
  - 7.2.1 Damp, Mould and Condensation Policy ***

8.0 DATE OF NEXT MEETING 29.10.26

9.0 A.O.C.B.

Management Committee

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

YOKER HOUSING ASSOCIATION LIMITED

MINUTES

Minutes of the Full Management Committee Meeting held on Thursday the 24th of September 2026 at 18:30hrs at the Association's offices, 2310 Dumbarton Roaf, Yoker and through the Association's online virtual meeting portal.

Present	In Attendance
Shields, G (Chairman)	Forrest, C J (Director)
Docherty, J	Freeman, K (Secretary / Housing Services Manager)
Donnelly, L	
Fleming, A	
Gallagher, D	
Orr, H	
Porter, J	
Ryan, I	
Smith, A	
Wood, A	
Wronowska, A	

At this point, the Director took the Chair and welcomed J Docherty and A Wood to the meeting.

1.0 MANAGEMENT COMMITTEE

1.1 MEMBERSHIP

1.1.1 Appointment of Chair

The Director invited nominations for the office of Chairman of the Association and I Ryan proposed G Shields. This was seconded by H Orr and in the absence of any other nominations, the Director declared G Shields duly appointed as Chairman of the Association.

At this point G Shields took the Chair.

1.1.2 Appointment of Secretary

G Shields invited nominations for the office of Secretary of the Association and D Gallagher proposed K Freeman. This was seconded by J Porter and in the absence of any other nominations, G Shields declared K Freeman duly appointed as Secretary of the Association.

1.1.3 Co-options

A Fleming proposed J Docherty's co-option on to the Management Committee and this was seconded by D Gallagher. G Shields then declared J Docherty duly appointed to the Management Committee.

1.1.4 Apologies

Apologies for absence were received from J McClure.

1.2 REGISTRATION, DECLARATIONS & CODE OF CONDUCT

G Shields referred to committee member registration and signing requirements. He noted that all those present had now completed their registration details, made any relevant declarations and signed the Code of Conduct.

The Director confirmed that the schedule of declarations would be updated to reflect the updated information in the registration and declaration forms.

Minutes of the Full Management Committee Meeting held on Thursday the 24th of September 2026 at 18:30hrs at the Association's offices, 2310 Dumbarton Roaf, Yoker and through the Association's online virtual meeting portal.

1.0 MANAGEMENT COMMITTEE (Continued)

1.3 TRAINING

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

The Director confirmed that a training session on the Annual Assurance Statement was scheduled for 22 October 2026 and a further training session on Awaab's Law would take place on 27 October 2026. It was confirmed that both sessions would be conducted on-line rather than in-person.

The report was then noted by those present.

At this point A Wronowska entered the meeting.

1.4 REGULATORY & STATUTORY RETURNS 2026 / 27

G Shields 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

G Shields referred to the report and noted that there were no new items to be reported at this time. However, he did confirm that he would be contacting the Scottish Housing Regulator (SHR) to confirm the outcome of the process for the recruitment of the new Director.

The report was then noted by those present.

1.6 HEALTH & SAFETY MATTERS

G Shields noted that there were no matters to report at this time.

2.0 MEMBERSHIP

2.1 OPENING OF SHARE REGISTER

K Freeman in his capacity as Secretary of the Association declared the Share Register duly open following the conclusion of the business of the Annual General Meeting.

2.2 NEW MEMBERSHIP APPLICATIONS

There was one new membership application from a bona fide applicant as follows:

Share Certificate No.	Name	Address
1399	[redacted]	[redacted]
1400		
1401		

Approval of these membership applications was proposed by D Gallagher, seconded by J Porter, and unanimously agreed by those present.

2.3 MEMBERSHIP SHARE CANCELLATION REPORT

G Shields noted that there were no membership shares being recommended or proposed for cancellation at this time.

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3.0 DOCUMENTS FOR SIGNING AND USE OF SEAL

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

4.0 CORRESPONDENCE

Scottish Housing Regulator –Scottish Social Housing Charter National Report and Landlord Reports 2025/26

There were no other items of correspondence.

5.0 MINUTES OF THE FULL MANAGEMENT COMMITTEE MEETING 27.08.26

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

Proposed installation of photovoltaic (PV) panels and battery systems
It was agreed that a session to discuss the proposals further and agree any further queries be held immediately following the conclusion of the training session scheduled for Tuesday 27 October 2026.

There were no other matters arising.

6.0 CORPORATE GOVERNANCE REPORTS

6.1 BUSINESS PLAN COMPLIANCE MONITORING – MONTHLY DEPARTMENTAL ACTIVITY PLAN REPORT

G Shields 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 POLICY REVIEW REPORT

6.2.1 Freedom of Information and Environmental Information Policy

G Shields referred to the policy and noted that there were no recommended changes to the policy at this time as there had been no changes in guidance or legislation.

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

At this point, the Director and Housing Services Manager left the meeting at the request of the Chairman.

6.3 CHIEF EXECUTIVE OFFICER RECRUITMENT UPDATE

G Shields provided feedback on the outcome of the recruitment process along with A Wronowska and I Ryan. They explained that while the process had been overseen by staff from Employers in Voluntary Housing (EVH), they had retained ownership of the final decision on the most appropriate candidate.

Nonetheless, he explained that the EVH staff present had fully endorsed the decision arrived at by the committee and agreed that Kevin Freeman had been the best candidate for the position by a significant margin.

Discussion then took place on appropriate arrangements for the current Director's retirement and those present agreed to admit the Housing Services Manager back into the meeting to discuss the practicalities.

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

6.0 CORPORATE GOVERNANCE REPORTS (Continued)

6.3 CHIEF EXECUTIVE OFFICER RECRUITMENT UPDATE (Continued)

G Shields referred to proposed arrangements for the Director's retirement and after brief discussion the Housing Services Manager agreed to make the necessary arrangements to take the proposals forward.

At this point, the Director returned to the meeting.

7.0 HOUSING MANAGEMENT & MAINTENANCE REPORTS

7.1 MAINTENANCE SCHEME REPORT

G Shields referred to the report and the Housing Services Manager confirmed that the kitchen and bathroom replacement programme was progressing well and was likely to be completed before the end of the calendar year.

He went on to confirm that the render repair works were now completed and referred to the before and after images that had been included in the report. In response to a question from J Porter, he confirmed that this work may have to be carried out on a cyclical basis – perhaps on a ten-year cycle.

With respect to tender works, G Shields noted that there were very few tender submissions. The Housing Services Manager confirmed that it had been challenging to get tenderers for some works and that a number of contractors who had expressed their intention to tender did not in fact make a submission.

Those present agreed that this issue may have to be looked at further in the future if the current public procurement model was not providing enough tender submissions.

The report was then noted by those present.

7.2 POLICY REVIEW REPORT

7.2.1 Damp, Mould and Condensation Policy

G Shields referred to the policy and noted that the policy was being reviewed ahead of schedule.

The Housing Services Manager confirmed that the recommended changes to the policy were in response to legal provisions of the Housing (Scotland) Act 2025 that were due to take effect from 6 October 2026.

The Housing Services Manager then provided an overview of the main changes being made to the existing policy including new definitions of dampness and mould as well as other changes in response to the statutory guidance issued by the Scottish Government.

Following discussion, the policy was proposed by D Gallagher, seconded by A Smith and unanimously approved by those present.

8.0 DATE OF NEXT MEETING 29.10.26

G Shields reminded those present that the next scheduled meeting would take place on Thursday the 29th of October 2026.

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9.0 A.O.C.B.

SCARF (Save Cash and Reduce Fuel)
J Porter referred to the charity known as SCARF and asked if the Association was aware of the work they carried out to alleviate fuel poverty.

The Housing Services Manager confirmed that the Association had worked with tenants in obtaining assistance from SCARF and agreed to promote their work through the office Open Day and through the Association's newsletter.

Open Day
I Ryan confirmed that the office Open Day was scheduled for Tuesday 20 October 2026 from 11:00 am until 2:00 pm. She invited all those present that might be available to come along on the day and assist to do so.

There being no other competent business the meeting closed at 19:30 hrs.

Proposed By _____

Seconded By _____