



NOTICE OF MEETING

The Meeting of the Full Management Committee will be held on Thursday the 26th of March 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
 - 1.4 REGULATORY & STATUTORY RETURNS 2025 / 26
 - 1.5 WHISTLEBLOWING, FRAUD & NOTIFIABLE EVENTS REGISTER 2025 / 26
 - 1.6 HEALTH & SAFETY MATTERS
 - 2.0 **SHARE REGISTER**
 - 2.1 NEW MEMBERSHIP APPLICATIONS
 - 2.2 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 26.02.26**
 - 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 RISK MANAGEMENT STRATEGY REVIEW REPORT
 - 6.3 INTERNAL AUDIT
 - 6.3.1 Tenant Engagement & Participation Audit Report
 - 6.3.2 Scottish Housing Quality Standard (SHQS) Compliance Audit Report
 - 6.3.3 Follow-up Audit Report
 - 6.3.4 Annual Report 2025/26
 - 6.3.5 Annual Plan 2026/27
 - 7.0 **FINANCE REPORTS**
 - 7.1 2026/27 BUDGET REPORT
 - 7.2 PROPERTY MANAGEMENT ARREARS WRITE-OFFS REPORT
 - 7.3 POLICY REVIEW REPORT
 - 7.3.1 Committee Members' Expenses Policy
 - 7.3.2 Risk Management Policy
 - 8.0 **DEVELOPMENT REPORTS**
 - 8.1 POLICY REVIEW REPORT
 - 8.1.1 Development Contract Control Policy
 - 9.0 **HOUSING MANAGEMENT & MAINTENANCE REPORTS**
 - 9.1 MAINTENANCE SCHEME REPORT
 - 9.2 POLICY REVIEW REPORT
 - 9.2.1 Rent Setting Policy
 - 9.2.2 Void Property Decoration Allowance Policy
 - 9.2.3 Reactive Repairs Policy
 - 9.2.4 Rechargeable Repairs Policy
 - 10.0 **DATE OF NEXT MEETING 30.04.26**
 - 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 26th of March 2026 at 18:30hrs at the Association's offices at 2310 Dumbarton Road, Glasgow and through the Association's online virtual meeting portal.

Present

Wronowska, A (Chairman)
 Donnelly, L
 Gallagher, D
 Orr, H
 Porter, J
 Ryan, I
 Shields, G
 Smith, A
 Walker, C

In Attendance

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

 McNeill, C (Wbg LLP – Internal Auditors)

 Carmichael, J (Tenant – Observer)

A Wronowska welcomed J Carmichael to the meeting and hoped that she might consider joining the Management Committee once she had experienced a meeting or meetings.

1.0 MANAGEMENT COMMITTEE

1.1 APOLOGIES

Apologies for absence were received from A Fleming, M McKendrick and J McClure.

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 still meeting its training target despite two members remaining short of their required training hours.

In response to a question from I Ryan, the Director confirmed that there was no restriction on the training budget and that there remained adequate funds to meet all committee training requirements.

1.4 REGULATORY & STATUTORY RETURNS 2025 / 26

A Wronowska referred to the report and reminded those present 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 or fraud events having been raised since the last meeting.

However, it was noted that following the change of ownership status of the external auditors, the Scottish Housing Regulator (SHR) had been a Notifiable Event. This notification had been acknowledged by SHR and no further action was considered necessary by SHR who subsequently closed the notification on their portal.

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 SHARE REGISTER

2.1 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>
1395	[REDACTED]	[REDACTED]

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

2.2 MEMBERSHIP SHARE CANCELLATION REPORT

A Wronowska referred to the report and noted that six membership shares were being recommended for cancellation either because the member had deceased or the member was a former tenant who had failed to provide a forwarding address.

Cancellation of the six shares was then proposed by G Shields, seconded by H Orr and unanimously approved by those present.

3.0 DOCUMENTS FOR SIGNING AND USE OF SEAL

There were no documents for signing or use of Seal.

4.0 CORRESPONDENCE

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

Glasgow City Health and Social Care Partnership (HSCP)

A letter reminding Associations of their obligations in assisting Glasgow City Council to meet its statutory duties through the acceptance of homelessness referrals.

Scottish Housing Regulator – 2026 Annual Assurance Statement (AAS)

Letter confirming requirement to provide additional specific assurance on two areas of (1) data on homes and (2) compliance with Scottish Government minimum site standards for gypsy / traveller sites in the 2026 AAS.

There were no other items of correspondence.

5.0 MINUTES OF THE FULL MANAGEMENT COMMITTEE MEETING 26.02.26

5.1 APPROVAL OF MINUTES

The Minutes were proposed by I Ryan, seconded by A Smith, 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.

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6.0 CORPORATE GOVERNANCE REPORTS (Continued)**6.2 RISK MANAGEMENT STRATEGY REVIEW REPORT**

A Wronowska referred to the report and noted that there were a number of minor amendments being recommended at this time. However, she noted that the overall strategic approach to risk management was unchanged.

The Director confirmed that the strategy was not being materially altered but that additional risk factors identified through the quarterly risk review process had been incorporated into the strategy.

Following brief discussion, the strategy was proposed by D Gallagher, seconded by H Orr and unanimously approved by those present.

6.3 INTERNAL AUDIT**6.3.1 Tenant Engagement & Participation Audit Report**

C McNeill of Wbg LLP referred to the outcome of the internal audit of the Association's approach to tenant engagement and participation. He confirmed that the overall conclusion of the report was that systems were "Strong" and that the Management Committee could therefore have high levels of assurance regarding the Association's management in this area.

He concluded his report by explaining that there were no recommendations and that this compared favourably with the average number of recommendations usually found in this area of audit.

In response to a question from G Shields, he confirmed that the sample size for comparable organisations was between fifty and sixty.

The report was then noted by those present.

6.3.2 Scottish Housing Quality Standard (SHQS) Compliance Audit Report

C McNeill of Wbg LLP referred to the outcome of the internal audit of the Association's compliance with the SHQS.

As with the previous report, he confirmed that the overall conclusion of the report was that systems were "Strong" and that the Management Committee could also therefore have high levels of assurance about the Association's management in this area.

In the absence of any recommendations and following brief discussion the report was then noted by those present.

6.3.3 Follow-up Audit Report

C McNeill of Wbg LLP referred to the outcome of the follow-up review of recommendations made in the previous year's internal audits.

As with the previous report, he confirmed that the overall conclusion of the report was that systems were "Strong" and that the Association's management had fully implemented the recommendations made in the previous year.

The report was then noted by those present.

6.3.4 Annual Report 2025 / 26

C McNeill of Wbg LLP referred to the report which provided an overview of the Association's performance outcomes in internal audit for 2025/26.

He explained that the report simply confirmed the reported outcomes showing that the Management Committee could rely on high levels of assurance from the internal audit process.

The report was then noted by those present.



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6.0 CORPORATE GOVERNANCE REPORTS (Continued)

6.3.5 Annual Plan 2026 / 27

A Wronowska referred to the report and C McNeill confirmed that timetable and schedule of areas to be reviewed as part of the 2026 / 27 internal audit programme.

In response to a question from G Shields, C McNeill confirmed that there were no areas omitted from the programme that might represent a risk to the Association and which Wbg LLP had identified as risk areas from their other fifty or sixty housing clients.

C McNeill went on to review the risk map included within the report and stated that he had not come across a client with a better risk map than that of the Association.

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

7.0 FINANCE REPORTS

7.1 2026 / 27 BUDGET REPORT

A Wronowska referred to the report and the Finance Services Manager provided an overview of the budget projections and the key assumptions that had been made in setting the budget for 2026 / 27.

Those present noted that a surplus of just under nine hundred and ninety-four thousand pounds was projected with an increase of just over eight hundred and sixty-eight thousand pounds in cash balances. Cash balances were not expected to fall below three million four hundred thousand pounds during the year.

G Shields noted that the property management fee had not been increased and asked for assurance that the fee currently being charged was sufficient to cover both the direct costs of the service and a share of overheads. The Finance Services Manager confirmed that the property management account was making a positive contribution to office overheads and that the current fee was sufficient to meet the costs.

A significant reduction in overhead management and administrative staff costs was noted because of the decision to pay off the share of the Scottish Housing Associations' Pension Scheme deficit in a lump sum.

Following further brief discussion the budget for 2026 / 27 was unanimously approved by those present.

7.2 PROPERTY MANAGEMENT ARREARS WRITE-OFFS REPORT

A Wronowska noted the small balance of former owner property management arrears being proposed for write-off.

Following brief discussion, the write-off was proposed by D Gallagher, seconded by C Walker and unanimously approved by those present.

7.3 POLICY REVIEW REPORT

7.3.1 Committee Members' Expenses Policy

A Wronowska referred to the revised policy and the Finance Services Manager explained that there were no significant changes being recommended to the policy at this time.

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



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7.0 FINANCE REPORTS (Continued)

7.3 POLICY REVIEW REPORT (Continued)

7.3.2 Risk Management Policy

A Wronowska referred to the revised policy and the Finance Services Manager explained that a number of revisions were being recommended at this time to more accurately reflect risk identification and assessment. She also explained that an appendix had been added to the policy to illustrate the risk matrix tool and how it was used to evaluate and severity and likelihood of risk.

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

8.0 DEVELOPMENT REPORTS

8.1 POLICY REVIEW REPORT

8.1.1 Development Contract Control Policy

The Director referred to the policy and explained that there were a number of amendments being recommended at this time.

These amendments were (1) an extension to the policy review period in the context of the Association's decision not to carry out development activity for the foreseeable future; (2) amending references to the "development officer" to anyone "acting in the capacity of the development officer" to reflect the fact that the Association does not currently employ a development officer; (3) amending references to the "Finance Officer" to the "Finance Services Manager" following internal promotion; and (4) increasing delegation for variations from "ten" to "twenty" thousand pounds to reflect the increase in contract costs since this figure was last increased.

There then followed discussion on the amendments being recommended and the reasons for the amendments following which the policy was proposed by C Walker, seconded by I Ryan and unanimously approved by those present.

9.0 HOUSING MANAGEMENT & MAINTENANCE REPORTS

9.1 MAINTENANCE SCHEME REPORT

A Wronowska referred to the report and the Housing Services Manager provided an update explaining that while the planned maintenance work for 2025 / 26 was now complete, staff were now focused on preparing for the 2026 / 27 programme of planned maintenance.

In response to a question from G Shields, the Housing Services Manager confirmed that the planned work to remove the staining of white render on some buildings was purely cosmetic. He confirmed that the structural integrity of the building remained unaffected by the exterior damage which was caused by the weeping of soluble salts from the existing render.

The report was then noted by those present.

9.2 POLICY REVIEW REPORT

9.2.1 Rent Setting Policy

A Wronowska referred to the policy and noted that the amendments were simply to reflect the approved increase in rent from 1 April 2026.

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



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9.0 HOUSING MANAGEMENT & MAINTENANCE REPORTS (Continued)

9.2 POLICY REVIEW REPORT (Continued)

9.2.2 Void Property Decoration Allowance Policy

A Wronowska referred to the policy and noted that the only amendment was to reflect increases to the decoration allowances. The Housing Services Manager confirmed that the increase applied was an inflationary sum equal to that applied to the Association's rent levels.

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

9.2.3 Reactive Repairs Policy

A Wronowska referred to the policy and noted that only two amendments were being recommended at this time.

The Housing Services Manager provided an explanation of the changes being recommended following which the policy was proposed by I Ryan, seconded by C Walker and unanimously approved by those present.

9.2.4 Rechargeable Repairs Policy

A Wronowska referred to the policy and the Housing Services Manager provided an explanation of the main changes being recommended at this time.

In response to a question from L Donnelly, the Housing Services Manager confirmed that the policy would not be to recharge the costs of a forced entry to a tenant where the forced entry was as a result of a welfare check.

Following further brief discussion, the policy was proposed by D Gallagher, seconded by G Shields and unanimously approved by those present.

10.0 DATE OF NEXT MEETING 30.04.26

A Wronowska reminded those present that the next scheduled meeting would take place on Thursday the 30th of April 2026.

11.0 A.O.C.B.

Net Zero Conference

I Ryan explained that she had attended this conference and was disappointed that no staff had been in attendance. There was then discussion on the merits of attending such events when the requirements remained unclear.

SFHA Annual Conference

A Wronowska suggested that newer members in particular might benefit from attendance in June at this year's event.

There being no other competent business the meeting closed at 19:55 hrs.

Proposed By _____

Seconded By _____