



NOTICE OF MEETING

The Meeting of the Full Management Committee will be held on Thursday the 1st of May 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 27.03.25	
5.1	APPROVAL OF MINUTES ***	
5.2	MATTERS ARISING	
6.0	CORPORATE GOVERNANCE REPORTS	
6.1	FREEDOM OF INFORMATION 2024/25 REPORT	
6.2	GENERAL DATA PROTECTION REGULATION 2024/25 REPORT	
6.3	SCOTTISH HOUSING REGULATOR RETURNS	
6.3.1	Stock Profile Return 2024/25	
6.3.2	Annual Return on the Charter 2024/25 ***	
6.3.3	Loan Portfolio Return 2025 ***	
7.0	FINANCE REPORTS	
7.1	AUDIT LETTER OF REPRESENTATIONS ***	
7.2	FINANCIAL STATEMENTS TO 31.03.25 ***	
7.3	2025 AUDIT SUMMARY REPORT	
7.4	LONG TERM FINANCIAL PROJECTIONS – BUSINESS PLAN UPDATE REPORT ***	
7.5	SCOTTISH HOUSING REGULATOR FIVE YEAR FINANCIAL PROJECTIONS SUBMISSION 2025 ***	
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	POLICY REVIEW REPORT	
8.4.1	Letting Policy	
8.4.2	Housing Application Suspension and Cancellation Policy	
8.4.3	Fire Safety Policy	
9.0	DATE OF NEXT MEETING 29.05.25	
10.0	A.O.C.B.	

Distribution

1. Wronowska, Agnieszka	☑☑☑	6. Orr, Heather	☒☒☒	11. Walker, Mary	☑☒☑
2. Donnelly, Lisa-Marie	☑☑☑	7. Porter, Josephine	☑☑☑	12. Vacancy	
3. Fleming, Anne	☑☑☒	8. Ryan, Isabella	☒☑☑	13. Vacancy	
4. McClure, Joseph	☑☑☑	9. Shields, Graeme	☑☑☑	14. Vacancy	
5. McKendrick, Mick	☒☒☑	10. Walker, Catriona	☑☑☑		



## MINUTES

Minutes of the Full Management Committee Meeting held on Thursday the 1st of May 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  
McClure, J  
McKendrick, M  
Porter J  
Ryan, I  
Shields, G  
Walker, C  
Walker, M

### In Attendance

Forrest, C J (Director)  
Freeman, K (Secretary / Housing Services Manager)  
McKay, K (Senior Finance Services Officer)  
  
Booth, K (Alexander Sloan)  
Gaffney, O (SHARE) (online)  
Gahagan, C (Observer)  
Gallagher, D (Observer)  
Gallagher, P (SHARE)

A Wronowska welcomed everyone to the meeting and explained that C Gahagan and D Gallagher were attending as observers as they had both expressed an interest in joining the Management Committee. She also explained that P Gallagher was in attendance as an observer as part of C Walker's Governance of Scottish Housing Associations (GoSHA) qualification assessment.

## 1.0 MANAGEMENT COMMITTEE

### 1.1 APOLOGIES

Apologies for absence were received from H Orr and A Fleming.

### 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.

### 1.3 TRAINING

#### 1.3.1 Management Committee Training Monitoring Schedule

A Wronowska noted that the Management Committee's training target had been comfortably met for the year to 31 March 2025.

The report was then noted by those present.

#### 1.3.2 SHARE – Management Committee Appraisal 2025

A Wronowska introduced O Gaffney to the meeting and explained that she would be going through the Management Committee appraisal process.

O Gaffney provided an overview of the appraisal process explaining the approach being adopted and the proposed timescale for the completion of the appraisals and the final report. She explained that a slightly different approach was being adopted this year for each individual based upon their length of service and experience.

The report was then noted by those present and O Gaffney remained in attendance to observe the conduct of the meeting.

### 1.4 REGULATORY & STATUTORY RETURNS 2025 / 26

A Wronowska referred to the report and noted that as the schedule now related to a new financial year, most of the regulatory and statutory returns due were yet to be completed and submitted. The Director confirmed that a number of these returns were on the agenda and would be completed following completion of the business of this meeting.

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 were three new membership applications from a bona fide applicant as follows:

<u>Share Certificate No.</u>	<u>Name</u>	<u>Address</u>
1377	[REDACTED]	[REDACTED]
1378	[REDACTED]	[REDACTED]
1379	[REDACTED]	[REDACTED]

Approval of these membership applications was proposed by C Walker, seconded by I Ryan, 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

Those present noted the following items of correspondence.

#### L Cairney – Resignation from the Management Committee on grounds of ill health

A Wronowska noted with disappointment that L Cairney had decided to step down from the Management Committee on grounds of ill health.

There were no other items of correspondence.

### 5.0 MINUTES OF THE FULL MANAGEMENT COMMITTEE MEETING 27.02.25

#### 5.1 APPROVAL OF MINUTES

The Minutes were proposed by L Donnelly, seconded by M Walker, and unanimously approved by those present.

#### 5.2 MATTERS ARISING

There were no matters arising.

At this point A Wronowska proposed taking the finance agenda items in order to allow K Booth of Alexander Sloan to complete his submission and be released from the meeting.



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### 7.0 FINANCE REPORTS

#### 7.1 AUDIT LETTER OF REPRESENTATIONS

A Wronowska referred to the audit letter of representations and the Director provided an explanation of the reasons for providing and the content of the letter.

Following brief discussion, the audit letter of representations was unanimously approved by those present for signing and submission to the external auditors.

#### 7.2 FINANCIAL STATEMENTS TO 31.03.25

A Wronowska referred to the Financial Statements and K Booth of Alexander Sloan provided an overview of the results for the year. Those present noted that the overall results were consistent with the management accounts that had been reported to the Association through the course of the year.

He went on to explain that the Association had made a healthy surplus for the year albeit lower than the previous year. The Association's financial position remained strong with healthy cash balances despite high levels of investment in housing properties over the same period.

Following brief discussion, signing of the Financial Statements was proposed by M Walker, seconded by I Ryan and unanimously approved by those present.

#### 7.3 2025 AUDIT SUMMARY REPORT

A Wronowska referred to the report and K Booth provided a detailed overview of the content of the report.

He confirmed that the Financial Statements provided a "clean" audit opinion but that he was not at this stage in a position to sign off the audit opinion as he was still awaiting independent confirmation of bank balances from one of the Association's bankers. He went on to explain that he hoped to obtain this confirmation within the next few days at which point he would be happy to sign off the audit opinion.

In response to a question from G Shields, K Booth confirmed that there had been instances in the past where the bank letter had not agreed with the Financial Statements but that in every case this had been an error on the part of the bank.

K Booth concluded his report by explaining that there were no internal control issues found during the course of the audit and as such no recommendations to management in this regard.

There then followed brief discussion on the content of the report following which it was noted by those present.

At this point K Booth submitted his apologies and left the meeting.

#### 7.4 LONG TERM FINANCIAL PROJECTIONS – BUSINESS PLAN UPDATE REPORT

A Wronowska referred to the report and the Senior Finance Services Officer explained that the report detailed the updates to the Association's Business Plan and their impact on the long-term financial position of the Association.

The Senior Finance Services Officer went on to explain that the updates were necessary following completion of the accounts to the end of March 2025, review and approval of the budget for 2025/26, the recent rent review and a review of the key assumptions underpinning the financial projections. Key assumptions included inflation, staffing levels and the long-term planned maintenance programme.

G Shields noted that following the rent review and implementation of the policy of maintaining rents at inflationary levels, the projections no longer indicated borrowing requirements around 2034. The Senior Finance Services Officer acknowledged that while there were years when the Association would be in deficit as a result of planned maintenance expenditure, this would not result in an overall cash deficit at any time in the plan period.



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### 7.0 FINANCE REPORTS (Continued)

#### 7.4 LONG TERM FINANCIAL PROJECTIONS – BUSINESS PLAN UPDATE REPORT (Continued)

Following further brief discussion the amended long-term financial projections were proposed for incorporation into the Business Plan by M Walker, seconded by G Shields and unanimously approved by those present.

#### 7.5 SCOTTISH HOUSING REGULATOR FIVE YEAR FINANCIAL PROJECTIONS SUBMISSION 2025

A Wronowska referred to the report and the Senior Finance Services Officer confirmed that the submission incorporated the actual audited results for 2024/25, the approved budget for 2025/26 and the subsequent years from the long-term financial projections that had been approved at Agenda Item 7.4.

As the submission was consistent with the long-term financial projections, A Wronowska suggested that it should be approved for submission to the Scottish Housing Regulator (SHR).

Submission was then proposed by J Porter, seconded by I Ryan and unanimously approved by those present.

### 6.0 CORPORATE GOVERNANCE REPORTS

#### 6.1 FREEDOM OF INFORMATION 2024/25 REPORT

A Wronowska referred to the report and the Housing Services Manager provided a summary of the compliance actions the Association had taken over the year to 31 March 2025 in order to ensure that it met its obligations under Freedom of Information legislation.

In the absence of any questions, the report was noted by those present.

#### 6.2 GENERAL DATA PROTECTION REGULATION 2024/25 REPORT

A Wronowska referred to the report and the Housing Services Manager summarised the legal and regulatory framework that the Association was required to comply with under data protection legislation.

The Housing Services Manager went on to confirm that the Association had received no subject access requests in the year to the end of March 2025.

The report was then noted by those present.

#### 6.3 SCOTTISH HOUSING REGULATOR RETURNS

##### 6.3.1 Stock Profile Return 2024/25

A Wronowska referred to the return and the Director provided a brief summary of the stock analysis as at 31 March 2025 that required to be submitted to the SHR.

In response to a question from G Shields, it was agreed that the Association review the continued ownership of the two unlettable units that had been held pending a comprehensive tenement refurbishment at the Lady Anne Street / Dumbarton Road. It was agreed that funding was unlikely to be forthcoming for the refurbishment of these units for the foreseeable future.

Submission of the return was then proposed by J McClure, seconded by C Walker and unanimously approved by those present.

##### 6.3.2 Annual Return on the Charter 2024/25

A Wronowska referred to the Annual Return on the Charter (ARC) submission and noted that this was accompanied by a comparative analysis of most of the ARC results for the previous four years.



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### 6.0 CORPORATE GOVERNANCE REPORTS (Continued)

#### 6.3 SCOTTISH HOUSING REGULATOR RETURNS (Continued)

##### 6.3.2 Annual Return on the Charter 2024/25 (Continued)

The Director explained that the comparative report did not include tenant satisfaction data as this was reported upon separately as part of the three-yearly tenant satisfaction survey report. However he confirmed that the tenant satisfaction survey data in the ARC submission was in line with the independent survey results.

The Director went on to explain that there was a late amendment to the ARC to reflect additional Universal Credit and Housing Benefit that had been received post year end that related to the previous year. Accordingly indicator twenty-seven had been amended to reduce the reported rent arrears from £96,636 (3.35%) to £87,684 (3.04%).

G Shields suggested that the Association's internal maintenance satisfaction survey results be amalgamated with the corresponding independent survey results when the next independent survey is conducted. Thereafter these could be routinely included within the ARC statistics.

Following discussion on the content of the ARC and the results being achieved, the submission was proposed by M McKendrick, seconded by G Shields and unanimously approved by those present.

##### 6.3.3 Loan Portfolio Return 2025

A Wronowska referred to the return and the Director explained that this had not been included in the papers for the meeting as it had only been released by the SHR for completion earlier that day.

However the Director explained that as it was a nil return, it had been included on the agenda for the meeting with a view to approving submission as soon as possible. He confirmed that the Association remained debt free and as such there was nothing to report other than that the Association had 670 properties, no loan debt and no security over any of its properties.

Submission of the nil return was then proposed by M Walker, seconded by I Ryan and unanimously approved 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 on the progress of work and tenders for planned maintenance being carried out in 2025/26.

He went on to explain that the only decision required by Committee was in relation to the completion of the final two rear screens at 1917 and 1925 Dumbarton Road. He suggested that these should be completed through a Non-Competitive Action in line with the Scottish Government Procurement Journey guidance and for the reasons included within the report.

Following discussion, it was unanimously agreed that the Association obtain a non-competitive action quotation for the completion of the rear screen works and that this be brought to the next meeting for approval prior to instruction.

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

#### 8.2 QUARTERLY COMPLAINTS HANDLING REPORT

A Wronowska referred to the report and the Housing Services Manager confirmed that this report covered the twelve months to the end of March 2025. He went on to explain that the report provided an analysis of complaints received and any action points raised.





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### 8.0 HOUSING MANAGEMENT & MAINTENANCE REPORTS (Continued)

#### 8.2 QUARTERLY COMPLAINTS HANDLING REPORT (Continued)

G Shields noted that only three complaints had been upheld but noted that all three complaints related to contractor performance. The Housing Services Manager confirmed that the complaints related to three different contractors but acknowledged that such complaints were likely to have a detrimental impact upon tenant satisfaction levels.

In the absence of any further questions, the report was noted by those present.

#### 8.3 TENANT PARTICIPATION STRATEGY REPORT

A Wronowska referred to the report and the Housing Services Manager again confirmed that the report covered the twelve-month period to the end of March 2025.

The Housing Services Manager confirmed the various actions and outcomes from the strategy including the introduction of more post completion repairs follow-up checks. He confirmed that this had resulted in a positive response from tenants and that in only two out of one hundred and eighty-six follow-ups had any further action been required. In both cases the repair issues had been resolved.

He went on to explain that some of the policy review consultation target dates had not been met but that in all cases this had been down to a change in the timing of meetings and the reviews completed by the following meeting date.

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

#### 8.4 POLICY REVIEW REPORT

##### 8.4.1 Letting Policy

A Wronowska referred to the policy and the Housing Services Manager provided a summary of the changes being recommended to the policy.

He explained that the main changes related to the inclusion of additional points for certain medical needs and additional points in relation to under-occupancy.

Following brief discussion the policy was proposed by J Porter, seconded by J McClure and unanimously approved by those present.

##### 8.4.2 Housing Application Suspension and Cancellation Policy

A Wronowska referred to the report and noted that there were no recommended changes to the policy at this time as it worked well in practice and there was no feedback from tenant consultation.

Following brief discussion and explanation it was agreed that the policy be amended to specify a twelve-month suspension period for aggression / violence / threats of violence against any staff or committee member of the Association.

Subject to that amendment, the policy was proposed by G Shields, seconded by M Walker and unanimously approved by those present.

##### 8.4.3 Fire Safety Policy

A Wronowska referred to the policy and noted that this was a new policy being introduced.

The Housing Services Manager explained that the policy was a formalisation and consolidation of all the various fire safety actions and processes and procedures currently undertaken by the Association.

Following brief discussion, the policy was proposed by J Porter, seconded by L Donnelly and unanimously approved by those present.



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### 9.0 DATE OF NEXT MEETING 29.05.25

A Wronowska reminded those present that the next scheduled meeting would take place on Thursday the 29th of May 2025.

### 10.0 A.O.C.B.

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

Proposed By \_\_\_\_\_

Seconded By \_\_\_\_\_