

**MINUTES OF MEETING OF THE MANAGEMENT COMMITTEE HELD ON TUESDAY 27 MAY 2025
AT 6.00 P.M. IN PERSON AT 77-83 KILBOWIE ROAD, CLYDEBANK G81 1BL AND VIA A VIDEO
CONFERENCING LINK**

ACTION

Present:

Mrs C. Boyle	Chairperson	In person	Elected Member
Ms D. Smith	Vice Chairperson	In person	Elected Member
Mr P. Shiach	Secretary	In person	Elected Member
Mr J. O'Donnell		In person	Elected Member
Mr C. Johnson		In person	Elected Member
Mr D. Adeoye		In person	Elected Member
Ms M. Richford		Online	Elected Member
Ms L. Dickie		Online	Elected Member
Mr B. McGoldrick		Online	Elected Member
Cllr S. Traynor		In person	Co-opted Member

Quorum required: 4 members (excluding co-opted)
Quorum achieved: Yes

In Attendance:

Mrs L. Lees	In person	Chief Executive
Mr J. Farrell	In person	Head of Housing Services
Mr J. Devlin	In person	Housing Services Manager
Mrs S. Farrell	Online	Customer & CS Manager

1. Apologies

Apologies were received from Mrs Ramsay and Cllr Johal.

2. Chairperson's Remarks

The Chairperson welcomed everyone to the meeting. It was noted that a quorum was present to enable the meeting to go ahead. The Chairperson approved the request to add an item onto 21 – HomeMaster Update.

3. Declaration of Interest

The staff members present declared an interest in Item 19. Policy Review – Payment of Expenses.

4. Business Carried Over from Last Meeting (Decision/Approval Required)

There was no business carried over.

5. Management Committee Attendance update (if applicable)

The Chief Executive confirmed Mr McGoldrick's intention to step down at the AGM. The Management Committee noted that there was still an interested party who could observe at the June meeting before potentially standing for election at the AGM.

6. Management Committee External Training/Conference Feedback (if applicable)

Mr Adeoye provided an update on the EVH conference he attended 16-18 May. The Management Committee noted that Mr Adeoye thoroughly enjoyed the conference and the opportunity to network and share information and experiences and would love to attend again. The Chief

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Executive asked that Mr Adeoye pass on any training material and thanked him for attending and providing feedback.

7. Secretary's Report

The Secretary provided the following report:

a) Correspondence (For information)

There was no correspondence received.

b) Share Membership Applications (Decision/Approval Required)

There were no share membership applications received.

c) MC Membership Applications (Decision/Approval Required)

There were no MC Membership applications received.

d) AGM 2025 update* (Decision/Approval Required)

The Secretary referred to the above report, circulated prior to the meeting and it was noted that the AGM would take place on 26 June 2025 at 7pm in Centre81. The Management Committee noted that whilst the share register no longer required to officially close, no share memberships could be accepted within 14 days of the AGM.

The Chief Executive confirmed the report provides a good summary of the process. The Management Committee noted that all relevant election and nomination forms had been printed off and were available to complete or would be sent on to those who were not present.

e) Compliance with Rules 62-67-Letter from Secretary* (For information)

The Chairperson referred to the above letter from the Secretary to the Management Committee circulated prior to the meeting which advised that obligations within Rules 62-67 had been complied with. The letter was noted by the Management Committee and the electronic signature register will be updated for the Secretary.

Mr McGoldrick joined the meeting at this point.

f) AGM Election Report 2025*

The Chief Executive referred to the above report circulated prior to the meeting regarding the AGM. The Management Committee noted the election position where 1/3 of the Management Committee members require to stand for re-election, not including the co-optees or casual members.

The Management Committee noted that Mr P. Shiach and Mrs C. Boyle require to stand for re-election (last in 2023) and that of the members elected last in 2024, Mr C. Johnson and Mr D. Adeoye were picked at random.

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<u>ACTION</u>	<p>The Chief Executive confirmed all paperwork will be issued for those required to stand for election. The Management Committee noted the 9 year rule where members serving over that term are required to demonstrate his/her continued effectiveness. The effectiveness of both members was discussed, noted and signed.</p> <p>The election report was agreed and approved by the Management Committee.</p> <p>8. Approval of Minutes & Actions Notes (Decision/Approval Required) a) Management Committee - 29 April 2025* There were no errors or omissions noted and the Minute was proposed by Mr O'Donnell, seconded by Mrs Boyle and unanimously approved by the Management Committee.</p> <p>b) Finance, Audit & Risk Sub-committee – 06 May 2025* There were no errors or omissions noted and the Minute was proposed by Mr Shiach, seconded by Mrs Boyle and unanimously approved by the Management Committee.</p> <p>9. Business Arising From Minutes (Decision/Approval Required) There was no business arising from the minutes.</p> <p>10. Ratification of all Minutes (Decision/Approval Required) Ratification of all Minutes was proposed by Mr O'Donnell, seconded by Mrs Boyle and unanimously approved by the Management Committee.</p> <p>11. Emergency decisions since last meeting (Decision/Approval Required) The Chief Executive referred to the above report circulated prior to the meeting.</p> <p>Decision 1 – Correspondence from Head of Housing Services Manager on 30 April 2025 - Emergency Decision Required from Management Committee Members The Chief Executive confirmed that an emergency decision was required for to confirm the level of section 5 homeless lets that the Association make to West Dunbartonshire Council for 2025/26. The Management Committee noted the 10 elected members voted and the majority (7) went for Option 3 and this was included in the contribution statement submitted to WDC. The Management Committee enquired whether a response had been received from WDC. The Head of Housing Services stated that no response had been received, only an acknowledgement.</p> <p>12. Staffing Report (For information) The Chief Executive confirmed there were no staffing issues to report on.</p>
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13. a) Annual Return on the Charter 2024/25* (Decision/Approval Required)

The Head of Housing Services referred to the above report circulated prior to the meeting and was pleased to report that both the preparation of the submission and the external validation audit, to provide assurance to the Management Committee on data integrity, had went extremely well.

The Head of Housing Services wished to highlight some key areas as follows:

- Number of lets during the reporting year was 67 (C3, page 4)
- There were no gas safety check failings in the year (I11, page 21)
- There were 2 court actions initiated in the year, none of which resulted in eviction (I22, page 29)
- The number of homes which became vacant in the year was 66 (I17, page 31)
- Average time to re-let properties was 9.37 (I30, page 36). The Head of Housing Services was very pleased with this low figure and stated it was down to improvements in working with contractors and staff communication. The Chief Executive asked if the target had been reduced down and the Head of Housing Services stated it could now go down to 10/12
- Rent collected as a percentage of rent due was 99.93% which was pleasing (I26, page 39)
- Gross rent arrears were 2.48%, a significant drop of over £30k on the previous year (I27, page 40)
- Percentage of rent lost through void properties was 0.13% (I18, page 42) which totalled c. £7k

The Housing Services Manager highlighted some further areas:

- Of 1,213 units, 1,118 units meet the Scottish Housing Quality Standard (SHQS) and expecting 1 further exemption next year (78) (C9, page 13)
- Emergency repairs were carried out on average in 3.56 hours, within the 4 hour target, which is slightly higher than the previous year (I8, page 18)
- Non-emergency repairs were carried out on average in 4.4 days (I9, page 19)
- 85.32% of repairs were completed right first time (I10, page 20)

The Head of Housing Services shared the audit report on screen and explained the auditors spent two days on site with various staff explaining the data and showing evidence of where it came from. The Management Committee noted at the time of audit that 19 indicators were checked, with 14 being validated and 5 online for validation. The Head of Housing Services stated it was a great process and experience which found anomalies which could be addressed but also highlighted good practice, such as the calculation of staff sickness. The Chief Executive stated the

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auditors were very complimentary about the staff and about the data to hand. The Head of Housing Services concluded that it was the most positive report to date and read aloud the following from the Findings Section, “It was clear that CHA staff have significant knowledge and understanding of the Charter indicators, and that staff throughout the organisation are being encouraged to take ownership of data feeding into the ARC.”

The Management Committee was surprised that returns to the Regulator are not required to be externally validated. The Chief Executive stated this is something which may become a requirement.

The Chief Executive confirmed that additional benchmarking can be undertaken with others who have commissioned the audit.

Questions were invited. There were none and the return was unanimously approved for submission to the Scottish Housing Regulator by the deadline of 31 May.

b) Annual Stock Return 2024/25* (For information)

The Head of Housing Services referred to the above report circulated prior to the meeting and stated it was a breakdown of stock provided annually to the Regulator and included categories such as amenity, wheelchair and ambulant disabled housing and the Association’s 1,213 units were all detailed.

The return was noted by the Management Committee.

14. Scottish Government Cladding Data Collection* (For information)

The Chief Executive referred to the above report circulated prior to the meeting regarding data the Government is collecting on cladding on buildings as defined in the Housing (Cladding Remediation) (Scotland) Bill.

The Management Committee noted the Association has no properties over 18m built between 1992 and 2022 and the only property with cladding, which is not brick, is Cart Street which has partly timber construction.

The report was noted by the Management Committee and will be submitted by the 23 June deadline.

15. SHR Five Year Financial Projections (FYFP) 2024/25* (Decision/Approval Required)

The Chief Executive apologised that the financial projections had been omitted from the meeting papers as they had yet to be finalised. The Management Committee noted they were delayed due to the significant pressure of the financial audit being undertaken but would be with members in the coming days for approval. The Management Committee noted that they will be based on the accounts, budget and rent

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projections and major repairs planned outlay. Once approved, the Chief Executive confirmed the completed return would be submitted to the Regulator.

16. SHR Loan Portfolio Return 2024/25* (Decision/Approval Required)

The Chief Executive referred to the report and Return circulated prior to the meeting, which sets out details of loan obligations as at 31 March 2025 and agrees to the balances within the Association's annual accounts for the same period.

The Chief Executive read over the report in full and highlighted the following:

- all of the variable rate loans for the new Developments from CAF Bank, alongside the [REDACTED] Green Loan. The variable rates allow the Association to take advantage of current interest rates
- the interest free loan to purchase the electric van
- the Scottish Government Fire and Carbon Monoxide Detectors Loan has been fully repaid
- 61% of stock is unencumbered which can be used for future loans

The Chief Executive stated the return confirms a strong financial position with low gearing which is lower than the peer group.

The Chief Executive invited questions. There were none and the Management Committee approved the Return for submission before the deadline of 30 June 2025.

17. Proposed Shared Ownership buy back* (Decision/Approval Required)

The Chief Executive referred to the report circulated prior to the meeting and confirmed it was an open market purchase of a 50% share. It was noted it was a two-bedroom, main door flat, valued in the Home Report at £70k. The Management Committee noted that although the £100k for property purchases had been redirected for 2025/26 to another project, c. £64k was carried over from 2024/25. The Chief Executive confirmed that due to the high level of immediate work required, estimated at c. £16.5k, the proposed offer would be £20k, with works capped at £15k for now.

The Chief Executive highlighted the following:

- The two-bedroom property will begin to contribute to the income stream after year 15, well within the 30-year period outlined in the Policy
- The 2-bedroom purchase will be with vacant possession with c. 470 housing applicants on this list
- Any arrears owing would be deducted from the purchase price
- There are no adverse housing management issues envisaged, and no factoring or maintenance concerns predicted

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Discussion ensued and given that it meets with all the Policy requirements and in order to secure the property, the Management Committee unanimously agreed for the Chief Executive to offer up to £25k.

18. Policy Review – Membership Policy* (Decision/Approval Required)

The Chief Executive referred to the above draft existing Policy circulated prior to the meeting and highlighted that it had undergone a significant review in March 2024 and that proposed changes were tracked in red, including more clarity on refusal of membership and transferring shares.

The Chief Executive invited questions. There were none and the Management Committee unanimously agreed the Policy review as presented.

19. Policy Review – Payment of Expenses* (Decision/Approval Required)

The Chief Executive referred to the above draft existing Policy circulated prior to the meeting and highlighted that it was last approved in June 2024 and that proposed changes were tracked in red, to enhance Childcare or Caring Responsibilities and bring it in line with other Association's policies.

The Chief Executive invited questions. There were none and the Management Committee unanimously agreed the Policy review as presented.

**20. Focus on Governance/Risk* (For information)
a) Notifiable Event Register***

The Chief Executive referred to the above report circulated prior to the meeting and noted that there was 1 new case since the last meeting which had since been closed off regarding the fire at Lennox View, Radnor Park in early May. The Management Committee noted the Regulator was satisfied that no property had been impacted and that staff had been on site on the bank holiday updating and reassuring tenants. The Management Committee enquired whether there were smoke detectors in the bin stores. The Housing Services Manager confirmed that the bin stores have closers to compartmentalise any fire, which had activated, and, additionally, there are common area smoke alarms on each floor. The Head of Housing Service confirmed that the Scottish Fire & Rescue Service was satisfied all processes operated as they should have but that it once again highlights the importance of not having combustibles lying out and caretakers will now be working through a programme of inspections to ensure no door mats or other combustible items are found. The Management Committee noted that the removal of door mats had presented push-back from tenants.

The report was noted by the Management Committee.

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b) CHA Governance Improvement Plan

The Chief Executive referred to the Improvement Plan which was circulated prior to the meeting and it was noted that just a few items remain outstanding following the Governance review report. The Management Committee noted that the full report had been sent to the Regulator on 01 May but no response had been received to date.

The Improvement Plan was noted by the Management Committee.

c) MC Succession Plan*

The Chief Executive referred to the above report which was circulated prior to the meeting where it was noted that the priorities are to identify a replacement for the Secretary and Chairperson, from 2026 as detailed. The Chief Executive confirmed that active recruitment would commence if numbers fell below 12, with the Regulator needing notified if they fell to 7.

The Plan was noted by the Management Committee.

22. a) Intranet

The Chairperson checked that all members had continued access to the Association's Intranet and asked that they let the Chief Executive know if they had any issues. The Chief Executive asked members to keep an eye out for an email from SHARE in the next 24 hours to register for their e-learning portal.



b) HomeMaster

The Head of Housing Services wished to update the Management Committee on the [REDACTED] Association's housing software

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

23. Signing of Minutes

The Chief Executive had noted that the use of electronic signatures is ongoing.

24. Date and Time of Next Meeting/Training Session

Per the schedule.

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<p><u>ACTION</u></p>	<p><u>Meeting closed.</u></p> <p>Checked by: <u>LL 20.06.2025</u></p> <p>Date: _____</p> <p>APPROVED</p> <p>PROPOSED</p> <p>SECONDED</p> <p>LL/SF</p> <p>* Indicates report issued with agenda</p>
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