

**MINUTES OF MEETING OF THE MANAGEMENT COMMITTEE HELD ON TUESDAY 30
SEPTEMBER 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
Mrs L. Ramsay	Treasurer	In person	Elected Member
Mr P. Shiach	Secretary	In person	Elected Member
Mr A. Blake		Online	Elected Member
Mr J. O'Donnell		In person	Elected Member
Ms L. Dickie		Online	Elected Member
Mr D. Adeoye		Online	Elected Member
Cllr G. Johal		Online	Co-opted Member
Cllr S. Traynor		Online	Co-opted Member

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

In Attendance:

Mrs L. Lees In person Chief Executive

1. Apologies

Apologies were received from Mr C. Johnston and Mrs M. Richford.

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.

3. Declaration of Interest

There were no declarations of interest.

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

Following the discussion in August, it was confirmed that the option of providing death in service cover for staff who have opted out of the pension schemes would not be progressed. This followed a cost benefit analysis and the view that this cover is a benefit for staff members paying their contributions into the schemes.

5. Management Committee Attendance update (if applicable)

Confirmation was received that committee attendance is checked following every meeting and if any member has missed 2 consequent meetings, they will be contacted. The Chief Executive stated that 1 member had now missed 2 meetings, out with of special leave requests.

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

The Chief Executive reminded the Committee that the SHARE online learning portal was being used regularly and that new training modules had been uploaded for Committee to complete.

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7. Secretary's Report

a) Correspondence

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.

8. Approval of Minutes & Actions Notes

a) Management Committee - 26 Aug 2025* (Decision/Approval Required)

There were no errors or omissions noted, and the Minute was proposed by Mrs Ramsay seconded by Mrs Boyle and unanimously approved by the Management Committee.

b) Finance, Audit & Risk Sub-Committee - 09 Sep 2025* (Decision/Approval Required)

There were no errors or omissions noted, and the Minute was proposed by Mr O'Donnell, seconded by Mr Shiach and unanimously approved by the Management Committee.

c) Housing Services Sub-Committee - 16 Sep 2025* (Decision/Approval Required)

There were no errors or omissions noted, and the Minute was proposed by Ms Smith, seconded by Mr O'Donnell and unanimously approved by the Management Committee.

Business Arising From Minutes (Decision/Approval Required)

There was no business arising from the minutes.

9. 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.

10. Emergency decisions since last meeting (Decision/Approval Required)

The Chief Executive confirmed there was one emergency decision required since the last meeting, regarding a baby gift, with the value of c. £20, which was received from a tenant for a staff member. As the staff member was leaving the Association that day, permission was sought from the Committee for the staff member to accept the gift. It was noted that this was agreed by 11 members of the Management Committee as listed.

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11. Development/Housing Emergency Action Plan update* (For information)

The Chief Executive gave the Management Committee an update on the National Emergency Action Plan that was announced on 2nd September 2025 by the Cabinet Secretary for Housing. The key points were discussed, and it was confirmed that CHA will continue to work alongside West Dunbartonshire Council and the Scottish Government where possible to tackle the current crisis. It was noted that any additional investment in social housing over the next 4 years will be welcome and incorporated into our Business Plan where relevant.

An update was also given on the Queens Quay development mainly in relation to the commercial units and the worsening condition of the common grounds landscaping, which falls under the responsibility of West Dunbartonshire Council. The Chief Executive will keep the Committee updated on these issues and she confirmed that CHA's concerns have been raised at a recent Strategic Housing Providers Forum.

12. Staffing Issues (Decision/Approval Required)

The Chief Executive referred to the above report, circulated prior to the meeting.

The report was discussed in full, and the outlined recommendations were agreed by the Management Committee.

13. Annual Submission Timetable 2024/25 – Regulatory and Governance Compliance* (For information)

The Chief Executive referred to the above report circulated prior to the meeting and confirmed the timetable details all legal and regulatory returns required to be approved by, presented to or known by the Management Committee in the year and their progress. The Chief Executive stated it served as a great reminder of what was due and that the key was green – submitted on time, orange – progressing or still to be submitted and red – delayed, in one case due to the summer recess and that prior approval had been sought in this instance.

The Chief Executive invited questions. There were none and the Management Committee noted the timetable.

14. IT Strategy Action Plan review* (For information)

The Chief Executive referred to the above report, circulated prior to the meeting by the ICT & Compliance Officer, which was for information only and to provide assurance that staff are working through and actioning tasks to ensure all systems are fit for purpose.

The Management Committee noted the update as presented.

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15. Digital Inclusion Strategy Action Plan * (For information)

The Chief Executive referred to the above report, circulated prior to the meeting by the ICT & Compliance Officer, which was for information only and to provide assurance that staff are working through and actioning tasks to ensure that the Association moves forward with digital inclusion.

The Management Committee noted the update as presented.

16. Centre81 and Wider Role Report* (For information)

The Chief Executive referred to the above report circulated prior to the meeting, and the following was highlighted:

- We currently have c. £4.5k in our Community Pot
- Our Centre81 Steering Group also ran a brilliant set of Summer Sessions featuring a Sports Day and BBQ, kid's pizza making and nutrition classes and a day trip to Briarlands Farm
- A longstanding tenant is moving out in the forthcoming months and we will ensure marketing is done to fill the available office and lets.

The report was noted by the Management Committee.

17. Focus on Governance/Risk

a) Draft Annual Assurance Statement – Compliant (inc review of AAS database)* (Decision/Approval Required)

The Chief Executive shared an on-screen presentation with the members and referred to the draft Assurance Statement that was issued prior to the meeting.

The Chief Executive explained that the AAS working group, reviews the database throughout the year and were satisfied with the evidence collated, which included Policies, Procedures, Minutes and Audit Reports. The evidence database was shared on-screen.

It was noted the AAS working group members would now be Mr Blake, Mrs Boyle and Ms Smith. Reviews were agreed to be scheduled for February 2026 and August 2026 going forward.

The Chairperson noted that the strong attendance and strengthened Governance had again contributed to compliance and that the SFHA's updated toolkit was used as a guide.

After a suggested word change to remove the phrase "minor", the compliant Annual Assurance Statement as presented was unanimously approved by the Management Committee for submission to the SHR portal by 31st October.

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b) Assurance Statement Improvement Plan

The Chief Executive referred to the ongoing Improvement Plan and noted that this would be updated with the SFHA guidance and would be available for review at a later date.

c) Notifiable Event Register* (For information)

The Chief Executive referred to the above report circulated prior to the meeting and noted that there were no open or no new Events. The report was noted by the Management Committee.

d) MC training and appraisals

The Chief Executive gave a verbal update on this issue and confirmed that we would be working with SHARE again this year for support with the appraisals process. It was noted that the draft appraisals survey would be issued for review at the next meeting and that a representative from SHARE would be in attendance.

The Chief Executive also reminded committee members that the SHARE learning portal was now active for all members and that the modules should be completed by the set completion dates.

e) Governing Body Annual Review

The Chairperson agreed with the Management Committee that this would be done at a future meeting to ensure that adequate time was spent on the review and that all members could participate.

Ms Dickie left the meeting at this point.

18. Intranet

The Chairperson checked that all members had continued access to the Association's Intranet and to contact the office should any problems arise.

19. Signing of Minutes

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

20. 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 21.11.2025</u></p> <p>Date: _____</p> <p>APPROVED</p> <p>PROPOSED</p> <p>SECONDED</p> <p>LL</p> <p>* Indicates report issued with agenda</p>
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