

MINUTES OF MEETING OF THE MANAGEMENT COMMITTEE HELD ON TUESDAY 24 FEBRUARY 2026 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	Online	Elected Member
Mr P. Shiach	Secretary	In person	Elected Member
Mrs M. Richford		In person	Elected Member
Mr C. Johnson		In person	Elected Member
Mr A. Blake		In person	Elected Member
Mr D. Adeoye		Online	Elected Member
Ms L. Dickie		Online	Elected Member

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

In Attendance:

Mrs L. Lees	In person	Chief Executive
Mrs S. Farrell	In person	Customer & CS Manager
██████████	Online	RWH Consultancy

1. **Apologies**
 Apologies were received from Mr O'Donnell.
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**
 Declarations were made by tenant members who are CHA Power customers regarding Item 14 (Draft CHA Power Budget 2026/27) and staff members regarding Item 13 (Staffing Report), Item 15 (Policy Review – SFHA Model Entitlement, Payments and Benefits) and Item 16 (Policy Review – Gifts and Hospitality).
4. **Business Carried Over from Last Meeting**
 There was no business carried over.
5. **Management Committee Attendance update (if applicable)**
 The Chief Executive confirmed there were no concerns and nothing of note to report. The Management Committee noted that during a recent audit on corporate governance, the internal auditors were pleased with the tracking of attendance and the reporting mechanisms in place.
6. **Management Committee External Training/Conference Feedback (if applicable)**
 There was no external training or conferences attended.
7. **Secretary's Report**
 The Secretary provided the following report:

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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.

d) Annual Declarations including H&S

Nothing to report.

8. Approval of Minutes & Actions Notes

a) Management Committee - 03 Feb-2026* (Decision/Approval Required)

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

b) Finance, Audit & Risk S-C - 10 Feb-2026* (Decision/Approval Required)

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

c) Housing Services S-C - 17 Feb-2026* (Decision/Approval Required)

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

9. Business Arising from the Minutes (Decision/Approval Required)

There was no business arising from the minutes.

10. Ratification of all Minutes (Decision/Approval Required)

Ratification of all Minutes was proposed by Mrs Boyle, seconded by Mr Blake and unanimously approved by the Management Committee.

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

The Chief Executive confirmed no emergency decisions were required since the last meeting.

12. Health & Safety Training – MC Responsibilities (RWH H&S Consultant in attendance) (For information)

The Chief Executive introduced ██████████ to the Management Committee and confirmed he was a Health and Safety Consultant who had been working with the Association on a wide variety of matters recently, including carrying out fire risk assessments at CHA, C81 and the SEC. It ██████████

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[REDACTED]
[REDACTED]

The Chief Executive handed over to [REDACTED] and he informed members of his background and experience in the sector. Mr Hassan then referred to an in-depth on-screen presentation which included the following:

- Introduction
- Overall Responsibility for Organisation Health and Safety
- Management Committee Responsibilities
- Employee Duties
- Update on work to date

[REDACTED] invited questions. There were none and the Chief Executive and Management Committee thanked Mr Hassan for his time and he left the meeting at this point.

13. Staffing Report* (Decision/Approval Required)

[REDACTED]
[REDACTED]
[REDACTED]

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

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

14. Draft CHA Power Budget and Price Review 2026/27*

The Chief Executive referred to the above report circulated prior to the meeting and highlighted a proposed increase in the weekly cost to CHA Power residential customers, from £16.22 to £16.80 per week, an increase of 3.6%. The Chief Executive stated it is upheld that CHP customers are still benefiting from affordable running costs for unlimited heat and hot water. The Management Committee noted a proposed increase to the Church charges also.

The following was highlighted:

- subsidiary performance has been steady for the financial year 2025/26, as highlighted in the December 2025 Management Accounts
- income of c. £463k is expected in the year

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- gas costs are expected to come down with indications that it will be lower from 01 April so this has been reduced to c. £288k from c. £316k
- due to a new contract with Viola, generator maintenance costs have increased
- an operating surplus of c. £67k is expected which will go back into repair reserves at this time next year, all going well, when c. £92k is expected in the major repairs reserve at the year end
- detailed notes are available against each item listed
- at note 2. the proposed increase to the Church, based on consumption over the 12 months, was 5.7%

The Management Committee noted that the Association is still considering options for the future of the Combined Heat and Power station and that the Housing Services Manager is pursuing all avenues with a consultant, potentially to expand or pass on, subject to price safeguarding for customers.

The Chief Executive concluded by confirming a healthy cash balance and good reserves. The Management Committee unanimously agreed the Draft CHA Power Budget 2026/2027. The Management Committee noted that letters will be sent out to all customers notifying them of the increase, providing 28 days' notice.

**15. Policy Review – SFHA Model Entitlement, Payments and Benefits*
(Decision/Approval Required)**

The Chief Executive referred to the above Policy text for review circulated prior to the meeting, with significant tracked changes shown in blue and red.

The Management Committee noted this updated had come from the Scottish Federation of Housing Associations, whose membership is made up of 95% of the body of Housing Associations in Scotland, following their recruitment of governance specialist, Linda Ewart to review the document. The Chief Executive particularly highlighted the updated information on declaring and managing interests and the new sections on awarding contracts to connected people, safeguards and key principles and aims.

The Chief Executive explained this policy is covered annually with all staff and in inductions due to its significance in day-to-day work.

The Chief Executive reiterated the importance of this Policy to Committee Members also, to protect everyone. Following discussion, the Management Committee was reminded not to use any approved contractors and to approach the Chief Executive in the event of services from a specialist contractor requiring to be engaged.

The Management Committee unanimously approved the Policy content and noted it would now be adopted into the Association's style.

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<u>ACTION</u>	<p>possible, such as if another landlord approaches the Association for a reference and debt was outstanding.</p> <p>The Management Committee unanimously agreed the Policy/report and all write offs as detailed.</p> <p>18. Customer Consultation/Communications Report* (For information) The Customer & Corporate Services Manager referred to the above brief report, welcomed any suggestions for improvement or questions, and the following was highlighted:</p> <ul style="list-style-type: none"> • At 1. the conclusion of the rent setting consultation and the research into methods of all GWSF members whose response rate was over 20% • At 2. Radnor Park Multis Tenant & Residents Association (RPMTRA) 5 members were recently in to discuss the rent increase • At 3., the contract for the large-scale Owner Occupier satisfaction survey has been awarded to Research Resource and all pre-start information is currently being prepared. The feedback received from the surveys is incredibly useful and exactly what is said to the researchers and that a summary will be provided to the Management Committee • At 4., the forthcoming Away Day and the Good Neighbour Awards • At 5., Charter Report Feedback is shown at the back of the report and shows the report, the content and shape of which must be shaped by tenants, is still well received • At 7., one customer remains under Active Management with 3 customers being monitored for their behaviour/language <p>The Customer & Corporate Services Manager invited questions. There were none and the report was noted by the Management Committee.</p> <p>The Management Committee enquired as to the progress of the stock condition survey. The Chief Executive confirmed that she had met with the Head of Housing Services and Housing Services Manager the week prior to look at a refreshed 5-year plan for tenants.</p> <p>19. Focus on Governance/Risk a) 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 Management Committee noted the report.</p> <p>20. MC Annual Training Information a) MC surveys and Training Plan update The Chief Executive confirmed that annual appraisal surveys were underway with a return date of 20 March and that Share will draft group and personal training plans at the conclusion of the appraisal process.</p>
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<u>ACTION</u>	<p>The Chief Executive promoted the use of the Share e-learning portal for use at any time and encouraged members to let the Association know should there be any access issues.</p> <p>21. Intranet The Chairperson checked that all members had continued access to the Association’s Intranet and to contact the office should any problems arise.</p> <p>22. Signing of Minutes The Chief Executive had noted that the use of electronic signatures is ongoing.</p> <p>23. Date and Time of Next Meeting/Training Session Per the schedule.</p> <p><u>Meeting closed.</u></p> <p>Checked by: <u>LL 24.04.2026</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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