

**MINUTES OF MEETING OF THE MANAGEMENT COMMITTEE HELD ON TUESDAY 26 MAY 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	In person	Elected Member
Mr P. Shiach	Secretary	In person	Elected Member
Mr J. O'Donnell		In person	Elected Member
Mrs M. Richford		Online	Elected Member
Mr D. Adeoye		Online	Elected Member
Cllr Johal		Online	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 Mr C. Johnson, Councillor Traynor and Mrs L. Dickie.

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

There was no business carried over.

5. Management Committee Attendance update (if applicable)

The Chief Executive confirmed that there were no concerns at present.

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

There was no feedback to report.

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)

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There were no MC Membership applications received.

d) AGM 2026 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 25 June 2026 at 7pm in Centre81.

The Chief Executive confirmed the report provides a good summary of the process. The Chief Executive will update the report to reflect that annual declaration forms are now signed at the August MC meeting.

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.

f) AGM Election Report 2026* (Decision/Approval Required)

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. It was noted a casual vacancy occurred in the year but was unfulfilled.

The Management Committee noted that 3 members picked at random to stand were [REDACTED].

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, does not apply in this re-election.

The election report was agreed and approved by the Management Committee.

8. Approval of Minutes & Actions Notes

a) Management Committee – 28 April 2026* (Decision/Approval Required)

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

b) Finance, Audit & Risk Sub-Committee – 05 May 2026* (Decision/Approval Required)

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

**c) Housing Services Sub-Committee – 19 May 2026
(Decision/Approval Required)**

The Chief Executive confirmed that due to time constraints, this minute will be provided to the next Management Committee meeting.

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 Ms Smith and unanimously approved by the Management Committee.

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

There were no emergency decisions required since the last meeting.

12. Staffing Report (verbal)

The Chief Executive stated that whilst she has delegated authority for staffing [REDACTED]

[REDACTED]. This was unanimously agreed by the Management Committee.

The Housing Services Manager provided an update on the [REDACTED]

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

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

13. a) Annual Return on the Charter 2025/26* (Decision/Approval Required)

The Head of Housing Services referred to the above report circulated prior to the meeting and was pleased to report that the external validation audit, to provide assurance to the Management Committee on data integrity, had again went extremely well. Whilst the report was only just available and had not been circulated, the Head of Housing Services noted 18 indicators had been put forward for review over 2 days, with a

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day then taken to prepare the report. The Head of Housing Services conveyed that the auditor felt that the staff had significant knowledge of the ARC and that it was great to see first-hand staff taking ownership of data and engaging with the ARC preparation, commending both their attitude and the HomeMaster system.

The Head of Housing Services noted 2 main points from the audit as follows:

- [REDACTED]
- [REDACTED]

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

- At page 15, the SHQS was 93.41% predicted to be 93.66% next year (Indicator 6)
- At page 21, it was noted that there were no fails in gas safety (Indicator 11)
- At page 22, 3 properties did not have an EICR at 31/03/26 due to one shared ownership buy back and 2 properties requiring remedial work (Indicator 29)
- At page 23, 1 property did not have the fire detection equipment which was also the shared ownership buy back as it did not have power (work completed 01/04/26) (Indicator 30)
- At page 24, it was noted that the average length of time to resolve damp and mould cases was 15.7 working days with 66 cases in the year. The Head of Housing Services stated there was no data to compare this to for benchmarking. The Chief Executive stated the Scottish Housing Regulator was now collecting this data but we are unsure how it is going to be used. It was further noted, 3 in the year were reopened due to condensation and 3 due to structural issues (Indicator 31)
- At page 28, complaints, 49 had been deal with at Stage 1 and 1 at Stage 2 with 100% being responded to in an average of 3.1 days for Stage 1 and 11 days for Stage 2 (Indicators 3 & 4)
- At page 30, 49 anti-social behaviour cases had been dealt with 97.96% being resolved and an average of 4 cases per 100 properties which is incredibly low (Indicator 14)
- At page 31, it was noted that there was 1 abandonment in the year, down from 9 in the previous year, perhaps due to the Community

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Support Officer and staff knowledge on tenancy sustainment and support (Indicator C3)

- At page 34, only 64 properties had become vacant in the year, which is 5.27% of stock and again is likely down to the tenancy sustainment support (Indicator 16)
- At page 37, time to relet properties was low at 9.95 calendar days which met the internal target of <10 calendar days (Indicator 26)
- At page 38, 98.51% of new tenants had sustained their tenancy for more than a year (Indicator 15)
- At page 41, rent collected was noted at 99.50% slightly down from the previous year (99.93%) (Indicator 22)
- At page 42, gross rent arrears were noted as 2.14%, a low amount considering over c. £5.5m in rent due. The Management Committee noted that this amount had been adjusted by 0.02% from the amount reported to the previous Housing Services Sub-Committee following audit (Indicator 23)
- At page 44, 0.14% of rent was lost due to properties being empty (Indicator 17)
- At page 46, direct housing costs (from benefits) totalled c. £2.55m (Indicator C5)
- At page 47, former tenant arrears at the year end totalled £10,433, 28%, less than the c. £20k in the previous year, although it was noted that debts continue to be pursued where possible despite being written off (Indicator C6)

Questions were invited. There were none but the Management Committee commended such a good set of results, and the Chief Executive stated this feedback would be passed to staff. The Management Committee unanimously approved the return for submission to the Scottish Housing Regulator by the deadline of 31 May.

b) Annual Stock Return 2025/26* (Decision/Approval Required)

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 1,214 units were all detailed.

The return was noted by the Management Committee.

14. SHR Five Year Financial Projections (FYFP) 2025/26*

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 external audit currently being undertaken but would be with members in the coming days for approval. The Management Committee noted that they will be based on the fully audited accounts, the approved budget for 2026/27 and the financial plans. Once approved, the Chief Executive confirmed the completed return would be submitted to the Regulator.

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15. SHR Loan Portfolio Return 2025/26* (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 2026 and all information is pulled from the audited annual accounts for the same period.

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

- There have been no new loans
- The interest free loan to purchase the electric vehicles in 2019 was repaid in August 2025
- A mixture of interest-free and variable rate loans
- 61% of stock is unencumbered which can be used for future loans (1,001 units)
- All covenants for loans met comfortably with all lenders receiving this report information and covenant compliance statements

The Chief Executive stated the return confirms a strong financial position with low debt per unit.

The Chief Executive invited questions. There were none and the Management Committee approved the Return for submission before the deadline of 30 June 2026.

16. Maintenance Report* (Decision/Approval Required)

The Housing Services Manager referred to the above report circulated prior to the meeting and explained the background where the Glasgow Flightpath Fund will provide financial assistance to properties assessed to be most impacted by noise from flights to and from the Airport.

It was noted that the Association recorded an interest for [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED] within the funding parameters.

The Management Committee noted that there is a risk to the Association, whereby the costs would have to be covered by the Association initially but also if decibel levels did not drop to the pre-determined levels in the post-work survey, funding would not be able to be drawn down. The Housing Services Manager confirmed he will meet with the funders to minimise this risk and would absorb any costs within the maintenance budget if necessary.

The Chief Executive thought it would be good for the Association to be involved in the pilot, which may then expand to other areas such as Fleming Avenue. The Chairperson enquired as to how the work has been procured and whether it was triple glazing. [REDACTED]

[REDACTED]

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

The Management Committee unanimously approved the work.

17. Annual Contract Procurement Report* (For information)

The Chief Executive confirmed this was a new report from the Housing Services Manager, an annual overview of contract procurement, which had come up in a recent procurement audit as good practice to provide.

The Housing Services Manager welcomed any questions or suggestions for improvement. The Management Committee noted it was a very comprehensive report. The Chief Executive highlighted the excellent community benefits received. The Management Committee noted the report can be redacted and uploaded to the website.

The Chairperson invited questions. There were none and the report was noted.

18. 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.

b) MC Succession Plan* (Decision/Approval Required)

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. It was noted that no-one had indicated their intention to step down. The Chief Executive confirmed that active recruitment has commenced as numbers are below 12 (11).

The Plan was noted by the Management Committee.

19. Intranet

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

20. Signing of Minutes

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

21. Date and Time of Next Meeting/Training Session

Per the schedule.

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<u>ACTION</u>	<u>Meeting closed.</u> Checked by: <u>LL</u> Date: <u>18.06.2026</u> APPROVED PROPOSED SECONDED LL/SF * Indicates report issued with agenda
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