



**MINUTE OF THE MANAGEMENT COMMITTEE MEETING
HELD ON WEDNESDAY 29 APRIL 2026 at 6.30p.m.
MEETING HELD IN THE COMMITTEE ROOM OF THE ASSOCIATION'S OFFICES**

1. Sederunt

PRESENT A. Cushingham, R. Hartness, C. Harvey, K. Herd, K. McSherry Stewart
J. Stevenson, F. Lavery, G. McNaught

IN ATTENDANCE:

K. Mollins – Chief Executive
G. Kerr – Head of Finance & Corporate Services Manager / Depute Chief Executive
A. Nugent – Head of Housing
G. McLachlan – Head of Maintenance
N. Smith – Corporate Services Officer

Apologies: None

Leave of absence: None

2. Meeting of the Management Committee

a) 25 March 2026

i) Minute

The minutes of the Management Committee meeting on 25 March 2026 were approved by K. Herd and seconded by G. McNaught

ii) Matters Arising:

There were no other matters arising.

c) Master Tracker

The Chief Executive presented the progress report on the Master Tracker from the meeting in March 2026 and outlined the progress of tasks on the Master Tracker. He highlighted to the Management Committee progress of tasks that were on-going or to be actioned in the tracker:

- The contractor for the upgrade of the community CCTV system is company called Palmaris and they are currently on-site with the works scheduled for completion by 8 May 2026;
- The Head of Maintenance advised the lead pipe replacement, where there are on-going communications with Scottish Water to attend to the works. The Association is also secure quotes from other contractors for the works.

The Committee noted the content of the report.

3. Declaration of Interests and Notifiable Events

The Director confirmed that staff members will declare an interest in the following agenda items:

- All staff have a declaration of interest in agenda item 10 – Confidential Business

There are seen to be no other Committee or staff members in attendance with a declaration of interest in relation to the business at the meeting.

Notifiable Events - The Director gave an update on the notifiable events submitted in relation to the 5 / 30 year financial plans; lead pipe replacement and the Auditor's change of legal entity.

4. 5-30 Year Financial Plan

The Head of F&CS presented his report on the 30 year Financial Plan and highlighted the following:

- The background to the development of the 30 year financial plan, where it set out the long term projections and viability of the Association and was a key document to inform the year end audit.
- The preparation of the plan was based on the annual budget 2026-27 and extended to 30 years based a range of factors and assumptions listed in section 4.of the report.
- The Plan is based on the approved Investment Plan
- Results
 - The income and expenditure show interest payable on new loans of £686K associated with the proposed Investment Plan
 - The balance sheet shows an increased value in our housing properties associated with the Investment Plan of £12m over 5 years
 - The cash position in April 2026 was £4m, although this will reduce in 2026-27 due the veranda project and planned major repairs. The cash position will reduce to £155k in year 6 and then increase throughout the plan to £13.8m in year 30. In year 22 the cash balance will be greater than the loans.

- In summary, the 30 year plan shows a viable position with new borrowings to facilitate the Investment Plan and there is compliance with the loan covenants following their re-set with the RBS.

The Committee raised the following queries or questions in relation to the 30 Year Financial Plan.

- The committee discussed the increased costs in uplifts due to the global events.
- A member questioned if there is a need to update the Scottish Housing Regulator (SHR). The Head of F&CS will submit the 5 year financial projections to the SHR.

The Committee's decision was to approve the 5-30 financial plan.

5. Financial Submissions to the Scottish Housing Regulator (SHR).

The Head of F&CS presented his report on the financial submissions to the SHR in relation to the following:

i) 5 Year Financial Projections

The F&CS Manager advised that the 5 year financial projections were based on years 1-5 of the 30 year plan. He has updated SHR portal and detailed the position with loan covenant terms.

The Committee approved the submission of the 5 year financial projections to the SHR.

ii) Loan Portfolio Return 2025-26

The Head of F&CS advised that the loan portfolio return is a regulatory requirement by SHR, and is due to be submitted to the Regulator by 30 June 2026.

The F&CS Manager informed the Committee that the format of the return mirrors the Treasury Management report to the Audit, Finance & Performance sub-Committee and covers: our loan, covenant compliance, levels of security, etc

The Committee approved the loan port-folio return to the SHR.

6. Report on Committee Representation

The CSO presented a report on the demographic and ethnic profile of the Management Committee compared with its tenants as outlined from the Residents Satisfaction Survey in 2025.

The CSO highlighted comparative information and findings in demographic and ethnic categories:

- Age;
- Ethnic Origin;
- Gender;
- Disability;
- Tenure;

The CSO stated that recruitment of Management Committee members and shareholders should positively encourage persons:

- Who are of an Ethnic origin of European, Asian or African.
- Between the age band of 16-54
- Mix of genders
- Mixture tenants and owner/occupiers

The Committee raised the following queries or questions in relation to the Committee representation report.

- A Committee member asked when the consultant's report on the Committee Performance Reviews would be presented to the Committee. The Chief Executive advised he had spoken to SE Training and the draft report would be issued in early May and presented to the Committee on 27 May 2026.
- A Committee member asked how many vacant places were available to be filled. The Chief Executive advised that there were 4 places as the maximum number of Committee members was 12 members.

The Committee noted the content of the report

7. Review of Policies

i) Severance & Settlement Agreement

The Chief Executive presented the draft Severance & Settlement Agreement and advised on the following:

- An overview of the draft Policy and the key considerations, circumstances, process, advice and arrangements for the Association to attend to Severance & Settlement Agreements.
- The draft Policy complies with the Regulatory Standard 5.7, which details the Regulator's expectations and process for any payments of severance payments.
- There are no material changes in the review of the draft Policy.

The Committee approved the Severance & Settlement Agreement.

ii) Best Value

The Chief Executive presented the draft Best Value Policy and advised on the following:

- The draft Policy reflects our commitment and approach to achieving Best Value across all areas of our work.
- The draft policy defines best value and sets out key principles and objectives of the policy
- The draft policy sets out the key drivers / characteristics of best value.
- How the Association intends to deliver the policy i.e. culture, procurement, development of BV Working Group, the delivery of in-house services, etc

The Management Committee raised the following queries or questions in relation to the draft Best Value Policy.

- A Committee member asked about representation on the Working Group. The Chief Executive advised there would a representative from each section and circa 5 staff on the group.

The Committee approved the Best Value Policy.

iii) Void Management

The Head of Housing presented the draft Void Management Policy and advised on the following:

- The policy aims to quickly allocate void properties, minimise rent loss, meet legal and quality standards, and ensure staff are trained and monitored
- Initiated upon tenant notice, inspections within two days, assessing the property condition, meter readings, and outstanding issues.
- All void properties are inspected and repaired to meet the Lettable Standard, including wind and watertightness, safety, and energy efficiency.

- Properties are allocated promptly following the Allocations Policy, with pre-allocations where possible. Viewings are accompanied by staff, with discretion for early viewings
- Planned repairs and cyclical maintenance are carried out during occupation or when justified
- Target turnaround times are set and reviewed annually, with priority for in high-demand properties
- The policy ensures fair treatment for all, with provisions for translations and accessible formats

The Management Committee raised the following queries or questions in relation to the draft Void Management Policy.

- A member queried about small repairs being left for the incoming tenant.
 - The Head of Housing explained that all repairs should be completed before the new tenant signed for the tenancy.
- A member queried the decoration allowance
 - The Head of Housing explained the benefits of offering the decoration vouchers and this can mitigate refusals and reduce the period the property is empty.

The Committee approved the Void Management Policy

iv) Bad Debts

The Head of Housing presented the draft Bad Debts Policy and advised on the following:

- The policy promotes consistent, fair, and transparent debt recovery and write-off procedures, safeguarding tenants and owners' privacy.
- Debts are pursued through internal efforts and external agencies, but debts may be written off if deemed unrecoverable under specific circumstances, such as death with no known estate, untraceable addresses, debts over 24 months with no contact, court sequestration, or debts below £100.
- Recharge debts for current tenants are only written off if recovery costs outweigh the debt
- Credits are refunded where possible, after verifying no outstanding recoveries or debts, and credits older than three years may be written off.
- Write-offs are approved by the Management Committee, with regular reporting, and debts may be reinstated if repayment arrangements are later made.

The Committee approved the Bad Debts Policy

v) Damp, Mould & Condensation

The Head of Maintenance presented the draft Damp, Mould & Condensation Policy and advised on the following:

- This policy outlines Easthall Park Housing Association's commitment, procedures, and standards for managing damp, mould, and condensation in social housing to protect tenant health and maintain property quality.
- The Association aims to ensure homes are free from damp, mould, and condensation by providing effective repairs, timely identification, and tenant guidance, prioritising health and welfare.
- Reports are logged as specific repairs, with risk assessments based on tenant vulnerabilities. Inspection priorities are set by risk level, with urgent cases inspected within 24-48 hours, and reports issued within 3 days post-inspection.
- All cases are logged, tracked, and monitored via a management system, categorised into three levels based on source identification and complexity. Follow-up visits ensure resolution, with a focus on first-time fixes where possible.
- Remedial plans are developed for categories 2 and 3, including repairs, self-treatment kits, and specialist interventions like ventilation or insulation. Severe cases may require tenant relocation, with ongoing communication and support, including referrals to welfare services.
- Investigation must be completed within 10 working days, with a written summary provided within 3 days. If safety work is needed, it must start within 5 days of investigation completion.

The Committee approved the Damp, Mould & Condensation Policy

vi) Asbestos

The Head of Maintenance presented the draft Asbestos Policy and advised on the following:

- This policy Easthall Park Housing Association's comprehensive approach to managing asbestos risks, ensuring legal compliance, tenant safety, and effective maintenance practices
- Ensures no persons are exposed to asbestos risks as far as reasonably practicable
- Applies to all buildings, staff, contractors, and stakeholders without exception.
- The association is dedicated to minimising health risks from asbestos in its properties through proactive surveys, risk assessments, and adherence to legislation and an up-to-date asbestos register.

The Management Committee raised the following queries or questions in relation to the draft Asbestos Policy.

- A member queried about Artex in properties
- The Head of Maintenance explained an asbestos specialist will carry out any works required.

The Committee approved the Asbestos Policy

G. McLachlan left the meeting

8. Membership of the Management Committee

The Chief Executive advised the Committee that A. Farry had resigned from the Management Committee due to personal reasons. He informed the Committee he had thanked A. Farry for his time and commitment as a member of the Management Committee.

The Chief Executive advised the Committee there were 8 members on the Management Committee and the implication of reduced membership. He stated he has placed an advert for new members on the website and in sector publication / websites.

The Management Committee raised the following queries or questions in relation to the membership of the Committee:

- They discussed the current membership levels and opportunities to recruit new members.
- The Head of Housing to discuss membership of the Management Committee with the Residents Panel
- Staff to promote membership of the Association and Management Committee.

It was agreed that the Chief Executive would meet people interested in joining the Committee and invite any suitably experienced applicants to observe a meeting of the Management Committee.

The Committee noted the content of the report.

9. Correspondence

There was no correspondence

N. Smith left the meeting

10. Confidential Business

i. Staffing Matter – Grading Guidelines

The Head of Housing presented a report on the staffing matter.

The minute has been redacted due to the confidentiality of the report

A. Nugent left the meeting

ii. Staffing Matter – Senior Management Team

The Chief Executive presented a report to the Committee relating to the impending retirement of the Head of F&CS / Deputy Chief Executive.

The minute has been redacted due to the confidentiality of the report

There was no other confidential business.

11. Any Other Business

a) EHRA Conference – 23 October 2026

The Chief Executive referred to the proposed EHRA conference on 23 October 2026. He advised members he was working with EHRA Directors and there was a need to establish the number of attendees to assess whether the event would be viable. He asked the members if they could confirm whether they would be able to attend the event.

There was a positive response from Committee members to confirm their attendance at the EHRA Conference.

The Chief Executive advised the Committee that Committee members, senior staff and staff in EHRA organisations would be in attendance at the event.

There was no other business



12. Date of Next Meeting

Management Committee:

Wednesday 27 May 2026 at 6.30p.m. to be held in the Committee room in the Association's office.

Sub- Committees

Finance, Audit & Performance

Monday 11 May 2026 at 6.30p.m. to be held in the Committee room in the Association's office.

Staffing Sub-Committee

Monday 18 May 2026 at 6.00p.m. to be held in the Committee room in the Association's office.

Chairpersons Signature: _____

Date: _____