



**MINUTES OF THE MANAGEMENT COMMITTEE MEETING
HELD ON WEDNESDAY 30 APRIL 2025 at 6.30p.m.
MEETING HELD IN THE COMMITTEE ROOM OF THE ASSOCIATION'S OFFICES**

1. Sederunt

PRESENT P. Waddell, D. Barnes, C. Harvey, F. Lavery, A. Cushingham, J Stevenson, B. Hartness. A .Farry (Zoom)

IN ATTENDANCE:

K. Mollins – Director

G. McLachlan – Maintenance Manager

G. Kerr – Finance & Corporate Services Manager

N. Smith – Corporate Services Officer

Apologies: None

Leave of absence: None

2. Meeting of the Management Committee

a) 26 March 2025

i) Minute

The minutes of the Management Committee meeting on 26 March 2025 were approved by A. Cushingham and seconded by C. Harvey

ii) Matters Arising:

a) Section 18b – Neighbourhood Infrastructure Improvement Fund (NIIF Fund)

The Director confirmed that the Association submission for funding within the NIIF Fund to the Baillieston Area Partnership included the following projects:

Glenburn Park

- Upgrade and install new lighting throughout the perimeter of the park and at the play area and Muga pitch.
- Improve pathways in the Glenburn Park
- Upgrade and install new lighting throughout the perimeter of the park and at the play area and Muga pitch.
- Improve pathways in the Glenburn Park
- Extend the CCTV system to cover the Glenburn Park



Easthall Area

- Upgrade the CCTV system (12 cameras) located throughout the Easthall to mitigate crime and disorder and improve community safety.

The Director advised the Committee that the proposed works to Glenburn Park were to be costed by the City Council. The upgrade of the CCTV system was not being progressed as it was not in the Council's ownership, although they are considering the installation of 4 new cameras

The Committee raised the following queries or questions in relation to the NIIF Fund).

- The Committee discussed the position with the CCTV cameras and whether it was best value to install new cameras, as opposed to the upgrade of current system that had greater coverage in the area. The Director advised he is securing costs on the upgrade of the CCTV system and would present this to the Baillieston Area Partnership

The Committee noted the content of the report.

There were no other matters arising.

b) Master Tracker

The Director presented the progress report on the Master Tracker from the meeting in March 2025 and advised there has been excellent progress with achievement of many tasks on the Master Tracker. He highlighted to the Management Committee progress with key tasks that were on-going on the tracker:

- Committee Members subject to the 9 Year Rule. The pro-forma for the 9 year rule process was issued to members on 9 April 2025 to complete and return by 2 May 2025.
- The survey of the Glenburn Centre has been completed and the report is awaited from J.L.L.
- The Investment of cash reserves was being progress by the F&CS Manager.

The Committee noted the content of the report.

3. Declaration of Interests and Notifiable Events

A Committee member had a declaration of interest in relation to agenda Item 9 – Strategic & Development Funding Plan 2025-31

Notifiable Events - The Director gave an update and confirmed that there were no live notifiable events

5. Procurement of the Gas Servicing, Maintenance & Installations Contract

The Maintenance Manager presented his report on the tender of the Gas Servicing, Maintenance and Installations contract and he highlighted the following:

- The background of the contract.
- The tender process, which included the timeline, companies invited to tender through the Scotland Excel Procurement Framework and openings at key stages
- The quality assessment based on the tender application, which accounted for 60% of the score.
- The price assessment and details of costs by tenderers.
- The overall quality and price scores with detailed information in the appendices to the report
- The recommendation to appoint BRB Electrical Ltd as they had the highest quality/price score.
- The next steps associated with the Committee's decision

The Committee raised the following queries or questions in relation to the report on the Gas Servicing, Maintenance & Installations contract.

- A member asked if there were any other landlords using BRB Electrical Ltd. The Maintenance Manager confirmed they had a number of contracts in the Glasgow area and references supported this.
- A member asked the scale of their business contract & value to fulfil the contract.. The Maintenance Manager provided detail of BRB Electrical and was reassured through the tender process and quality assessment they had the capability and capacity to deliver the contract.
- A member asked if there a provision in place if the current contractor was to retract their services. The Maintenance Manager did not foresee this situation happening and reassured Committee there would continue to robust monitoring of the gas contract.

- A member asked if there were backup contractors in place if there was a deterioration in the performance in the contract. The Maintenance Manager confirmed that in this situation he would initially discuss this with the contractor and then assess options to ensure compliance i.e. discuss this with BRB Electrical or another contractor

The Committee approved BRB Electrical Ltd to the Gas Service and Maintenance Contract for 3 years to May 2028 with an option of a 2 year extension to May 2030.

G. McLachlan left the meeting

4. Report on Property Stock Insurance Cover

The F&CS Manager presented his report on the option to extend the property stock insurance cover with QBE and highlighted the following:

- The Association's new insurance broker, Howden provided a summary report outlining the renewal of our insurance for 2025-26
- Property stock insurance cover through QBE was set for a 3 year deal in 2023-24, with one more year left in 2025-26. This is to continue to run unless significant changes within the agreed terms & rates.
- The quote received from QBE is still competitive compared to the current market. QBE have also quoted to extend the property stock insurance cover for a further 2 years beyond March 2026 to March 2028 on 2025-26 rates.
- Howden had secured quotes from other insurers and they had initially quoted higher but then agreed to price match against QBE. This would require Howden to carry out a full market exercise on our behalf, in advance of the renewal.

The Committee raised the following queries or questions in relation to the report on the option to extend the Property Stock insurance cover

- A member queried if the breakage terms for the insurance cover was 40% premium. The F&CS Manager confirmed this was the proposed terms.
- The Committee discussed the options to either extend the contract or tender the contract in 2025 for insurance cover beyond April 2026. There was agreement the extension of the contract was good value and compared favourably with other insurers' costs.

The Committee's decision was to extend the property stock insurance cover with QBE to March 2028.

6. Management Committee Succession Plan Report 2025-26.

The Director presented the Committee Succession Plan 2025-26, which is a key requirement within the Housing Regulator's Regulatory Framework. The Plan is based on the Committee Performance Reviews 2024-25 and includes an Action plan focussed on the following key objectives:

- i) Committee skills, knowledge and behaviours;
- ii) Committee's representation with the community they serve;
- iii) Committee's need to undertake appropriate learning and development; and
- iv) The requirement to raise their profile of the Committee in the community.

The Succession Plan has 2 appendices, they are

- i. An Action Plan from the Committee Performance Review Report prepared by Stuart Eglinton.
The Plan has 18 key actions in the Performance Review Report, which relate to training and development, governance arrangements i.e. succession arrangements for office bearer and designated sub-Committees and recruitment of new members, improve the effectiveness of the Committee and a more balanced workload across all members, engagement with key stakeholders, implementation of the Committee Training Plan and future plans.
- ii. The Committee Training Plan 2025-26
The Plan outlines training for new and existing members to improve members' skills and knowledge to perform their role.

The Committee raised the following queries or questions in relation to the report on the Committee Succession Plan.

- A member felt the Committee Training Plan was very comprehensive
- The Committee clarified the arrangements for the Business Plan development session on 24 October 2025 and the Mini-Conference between 30 January -1 February 2026.

The Committee approved the Committee Succession Plan 25-26 and appended Action / Training Plans for implementation.

7. Report on Committee Representation

The Director 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 2023.

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

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

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

- European, African and Asian ethnic origin;
- Living in tenement properties, preferably tenants of the Association; and
- Home owners receiving factoring services from the Association.

The Director outlined the skills gap of the Committee as outlined in the Committee Performance Reviews 2024-25, which should also be considered from applications for co-options and membership of the Committee.

The Director advised Committee there is currently three spaces for a co-option.

The Committee noted the content of the report

8. Progress Report on Equal Opportunities Action Plan 2023-25 to 31 March 2025.

The Director presented his report on progress against the Equality & Diversity Action Plan to 31 March 2025.

The Director highlighted the Action Plan was developed following the development of the Equality & Diversity Policy in August 2023. The Association's aim is to ensure continuous improvement in equality, diversity and human rights to achieve the principles set out in the policy and the relevant provisions of the Regulatory Framework.

The Director gave a summary of the achievements and areas of slippage in the plan.

The Director advised the Committee of the positive outcome of the Equal Opportunities audit completed by Quinn Internal Audit Services.



The Committee had no queries or questions in relation to the progress report on the Equal Opportunities Action Plan 2023-25.

The Committee noted the content of the report.

P. Waddell left the meeting and D. Barnes chaired the meeting.

9. Strategic & Development Funding Plan 2026-31

The Director presented the draft Strategic & Development Funding Plan (SDFP), which set out the Association's development and regeneration programme 2026-31. He explained that the SDFP allows the City Council to plan and prioritise funding for the housing association sector for new build and other regeneration projects.

The Director referred to section 2.4 of the report and outlined the following in relation to the Association's SDFP:

Block C Funding – Tenders / Funding to approved 2025-26 onwards

The Director referred Committee to the potential sites for development:

- i) Kildermorie / Arnisdale and he would seek funding from GCC for a feasibility study in 2026-27 to develop new housing on the land. He highlighted ownership and interest in sections of the land by Easthall Residents Association and Easterhouse Parish Church.
- ii) Wardie / Bogbain Road and he would discuss this development opportunity with GCC with a view to a feasibility study in 2025-26 to develop new housing on the land.

The Director highlighted the importance that these developments were viable and required no cross subsidy from the Association's reserves, due to the need to deliver the Investment Plan for the Association's existing stock.

The Committee raised the following queries or questions in relation to the progress report on the Strategic & Development Funding Plan 2026-31.

- A member of the committee asked if there has already been a feasibility study done at this site. The Director advised the Committee he was aware there had been assessment of the site and he would ask the Council to source this information.

- A member queried if the Association will still be investing in current stock if this was to go ahead. The Director confirmed the investment in our existing stock was our main priority and any new development would have to be viable, without the need for any cross subsidy.

The Committee approved the Association's SDFP 2025-31.

P. Waddell rejoined the meeting and chaired the meeting.

10. Review of Governance Policies

i) Committee Expenses

The Director presented the draft Committee Expenses Policy and advised on the following:

- The policy was last reviewed in June 2022.
- A proposed uplift in allowances.
- To maintain the overnight subsistence payment at £35.
- Revise loss of earning and align this to the living wage of £12.21 per hour or £85.47 based on 7 hours or more.

The Committee raised the following queries or questions in relation to the Committee Expenses Policy.

- A Committee member felt the living wage in 2025-26 was higher than £12.21. The Director will check this and update the Committee at the next meeting.

The Committee approved the Committee Expenses Policy.

ii) Openness & Confidentiality

The Director presented the draft Openness & Confidentiality Policy and advised on the following:

- The policy was last reviewed in May 2022.
- An overview of the policy, which covered:
 - Key principles and objectives of the policy
 - Legislation and regulatory requirements;
 - Publication of information to our tenants and other customers;
 - Processing requests for information, specifically FOI
 - Safeguarding information.
- The policy is next due for review in May 2028.



The Management Committee raised the following queries or questions in relation to the draft Openness & Confidentiality Policy.

- A member queried if there had been any breaches reported in the year 2024/25. The Director advised there have been no breaches and reported incidents to the ICO.

The Committee approved the Openness & Confidentiality Policy.

iii) Risk Management

The Director presented the draft Risk Management Policy and advised on the following:

- The policy was last reviewed in April 2022.
- The findings of the audit of Business Planning & Risk Management, where there was full assurance and highlighted, 'there was robust control in place for monitoring and control of business planning and risk management processes'
- The draft Policy builds on the significant improvement in risk management and updates relate to the new governance structure, review of the Business Plan, the F&CS Manager will perform the role as Risk Co-ordinator
- The importance to assess new and emerging risks by the SMT and Finance, Audit & Performance sub-Committee.
- The timescales for assessment of risks to reflect the risk matrix.
- Revised roles and responsibilities for the SMT and Finance & Audit & Performance, which are in keeping with delegated authority.
- The suite of appendices to inform the risk management process.

The Committee approved the Risk Management Policy.

11. Welhouse & Queenslie Community Council

The Director informed the Committee he had been contacted by Wellhouse Housing Association to establish whether the Association would support the re-establishment of the Wellhouse & Queenslie Community Council, which previously covered the Easthall area.

The Director outlined the role of Community Councils and process required for the City Council to consider the development or re-establishment of the Community Council.

The Management Committee raised the following queries or questions in relation to the Wellhouse & Queenslie Community Council.

- A member queried what benefit would it bring to the area by joining the Community Council. The Director gave the Committee an overview of the role and benefits of the Community Council.
- A member asked if the Community Council will cover the area of kildermorie. The Director advised that the previous boundary included Easthall only.
- The Committee felt the name of the Community Council should include 'Easthall'.

The Committee were agreeable to support the re-establishment of the Wellhouse & Queenslie Community Council.

A. Farry left the meeting

12. Report on Membership

The Corporate Services Officer presented her report and sought Committee approval for the following memberships applications.

New Share Applications

M Atkinson- Share - Redacted

Cancelled Shares

Mr Keith Renwick	-	Redacted
Ms Karen Knox	-	Redacted
Miss Sarah-Lee Evans & Mr Sean Clyde-		Redacted
Miss Natallie Gallacher	-	Redacted
Mr Robert & Mrs Catherine Carrol	I-	Redacted
Ms Carol Allan	-	Redacted
Mr John Campbell	-	Redacted
Mrs Vera Elliot	-	Redacted

The Committee approved the membership application and cancellations to the Share register as noted in the report.

13. Advert for Committee Members

The Director informed the Committee that there was interest from the recent advert for Committee members. He gave the Committee information on the applicant's experience in the maintenance service and interest in joining the Committee



The Committee agreed to invite the applicant to observe the Management Committee meeting in May 2025.

14. Correspondence

i. EVH Conference

The Director advised Committee on the arrangements for the EVH annual conference at the Dunblane Hydro between 16-18 May 2025.

There was no other correspondence

15. Confidential Business

There was no confidential business

K. Mollins, G. Kerr and N. Smith left the meeting

16. Any Other Business

- i) The Chairperson advised the Committee of his intention to resign from the Committee at the AGM due to personal reasons.

There was no other business

17. Date of Next Meeting

Management Committee:

Wednesday 28 May 2025 at 6.30pm to be held in the Committee room in the Association's office.

Chairpersons Signature: _____

Date: _____