

**MINUTES OF THE MANAGEMENT COMMITTEE MEETING
HELD ON WEDNESDAY 29 OCTOBER 2025 at 6.00p.m.
MEETING HELD IN THE COMMITTEE ROOM OF THE ASSOCIATION'S OFFICES**

1. Sederunt

PRESENT A. Cushingam, R. Harness, F. Laverty, K. Herd, A. Farry, J. Stevenson
C. Harvey (Zoom)

IN ATTENDANCE:

K. Mollins – Director
G. Kerr – Finance & Corporate Services Manager / Depute Director
G. McLachlan – Maintenance Manager
A. Nugent – Housing Manager
N. Smith – Corporate Services Officer
E. Byrne - Arneil Johnston Consultants

Apologies: None

Leave of absence: C. Cooper.

2. Presentation on Rent Affordability

E. Bryne, Arneil Johnston delivered her presentation on the rent affordability assessment for Easthall Park Housing Association (EHP) and highlighted the following:

- She covered the following areas in the presentation:
 - Measuring rent affordability
 - Rent strategy of EHP
 - Affordability outcomes
- EHP rents are 1% lower than average peer RSL rents.
- EHP rents are below LHA rates for all property sizes in the Glasgow BRMA.
- EHP rents are significantly lower than market rents, averaging £559 (59%) less
- EHP have 48 different rent levels across 692 units, with inconsistencies where smaller properties sometimes have higher rents than larger ones.
- Properties built between 2003-2006 have rents 21% higher than pre-2003 properties.
- Single households on Universal Credit are at the 30% affordability threshold.
- EHP's rents are affordable for all households based on the minimum wage
- EHP to further develop the rent affordability through the following:
 - EHP to consider their definition of rent affordability
 - Benchmark average rents by property size with other associations in Easterhouse

- A rent harmonisation exercise will be needed to address inconsistencies in rent levels across property size.
- Consider arrangements to gather tenant income information to enhance the assessment of rent affordability.

The Committee raised the following queries or questions in relation to the rent affordability assessment.

- A member asked how long a rent harmonisation would take.
 - The Housing manager explained this can be over a long period of time, but 3 years is a reasonable timeframe.

The Housing Manager highlighted key actions from the consultancy work on rent affordability were:

- The housing manager highlighted there may be the need for a rent harmonisation as there are too many discrepancies within the rent charges set for each property.

The Committee noted the content of the presentation and key actions on the affordability of rents.

E. Byrne left the meeting

3. Meeting of the Management Committee

a) 24 September 2025

i) Minute

The minutes of the Management Committee meeting on 24 September 2025 were approved by F. Laverty and seconded by R. Hartness.

ii) Matters Arising:

a) Agenda Item 8 – Development of the Trade Team

The Maintenance Manager informed the Committee that a unit had been identified in the Annick Industrial Estate. He provided a schedule showing the rental, service charge and ground rates costs on an annual, 3 and 5 year lease. He presented the options and spoke about the risks to inform the Committee's decision on the preferred duration of the lease.

A Committee member asked if the Association could afford the costs. The Director advised that the cost of the unit was less than the provision in the report on the costs and viability of the Trade Team in September 2025. The F&CS Manager advised these costs have been incorporated into the revised Financial Business Plan.

The Committee discussed the options and were agreeable to a 3 year lease on the unit and asked the Maintenance Manager to propose a review at the end of year 1 to the letting agent, Ryden.

There were no other matters arising.

b) Master Tracker

The Director presented the progress report on the Master Tracker from the meeting in September 2025 and outlined the progress of tasks on the Master Tracker. He highlighted to the Management Committee progress of tasks that were on-going in the tracker i.e. the review of loan covenants, the action plan to develop the Trade Team, and the annual signing of the H&S manual by the Management Committee.

The Committee noted the content of the report.

4. Declaration of Interests and Notifiable Events

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

- Agenda Item 15 - Confidential Business - G. McLachlan, A. Nugent and N. Smith

There are seen to be no Committee 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 event was submitted in relation to the 5 / 30 year financial plans and lead pipe replacement.

5. Report on Authorised Signatories

The F&CS Manager presented his report on authorised signatories for 2025-26. The report covered authorised signatories for Glasgow City Council and the Association's Lenders, Nationwide Building Society and the Royal Bank of Scotland.

Glasgow City Council

The report included the list of signatories and the pro-forma for authorised signatories for the purposes of development and regeneration activity through Glasgow City Council. The F&CS Manager highlighted the staff and Solicitors with TC Young, who were proposed to be authorised signatories associated with development and regeneration activities. This would specifically include grant applications, offers, claims for funding and any associated legal activities.

Royal Bank of Scotland

The report detailed the authorised signatories for 2025-26 and listed are additional members to complete the single mandate form. It also highlighted authorised signatories that have or require to be cancelled.

Nationwide Building Society

The F&CS Manager presented the mandate form for authorised signatories, which included Office Bearers, Senior Management Team and the Finance Officer associated with our internal arrangements to attend to key areas of business with the Nationwide.

The Committee approved the staff and Solicitors in the report and authorised signatories and mandate forms for Glasgow City Council, Nationwide Building Society and the Royal Bank of Scotland.

6. Rent, Management Fee & Service Charge Increase 2026-27

The Housing Manager presented his report on the rent, management fee and service charge increase 2026-27 and highlighted the following:

- Consultation will begin in November 2025, with results presented to committee for implementation from April 1, 2026
- Rent levels to align with affordability thresholds
- A Rent Affordability Review confirms rents are competitive compared to local RSL's and significantly below Greater Glasgow Local Housing Allowance rates.
- A 5.8% rent increase will generate £191,478 additional income and ensure financial sustainability, meeting loan covenants and supporting long-term investment plans
- Smaller increases (3.8%-4.8%) would lead to deficits and cash flow challenges, requiring deferred investments or cost-cutting measures.
- Proposals; **Rent- 5.8% Management Fee 5.3% Service Charge 5.3%**

The Management Committee raised the following queries or questions in relation to the report on the rent, management fee and service charge increase 2026-27

- A member expressed its better to stay consistent within the sector.
- A member stated its better to be committed to the investment programme and will be the best way to generate money.

The Committee's decision was to consult with tenants and owner-occupiers on the proposed increases for 2026-27:

• Rent	-	5.8%	(Tenants)
• Management Fee	-	5.3%	(Owners)
• Service Charge	-	5.3%	(Owners)

A. Nugent left the meeting

7. Tenant Safety Compliance

The Maintenance Manager presented his report on Tenant Safety and highlighted the following:

Progress on the Tenant Safety Action Plan 2024-25 to September 2025

- Development of policies for Electrical, Fire, and Lift Safety.
- 100% compliance in Electrical, Gas, and Lift inspections and external audits.
- No reports of dampness and mould from tenants in the quarter.
- Completion of annual inspection and cleaning of communal water tanks.
- Commencement of a new gas maintenance contract.
- Delay in publishing information booklets on damp and mould due to staff changes and policy reviews.
- Challenges in delivering asbestos awareness training due to staff turnover, with a new target set for March 2026.
- Delays in lead pipe replacement and conversion of cold-water storage to mains water, with new target dates established.
- Development of a Scheme of Control for legionella and training for staff on Gas Safety, both scheduled for completion in early 2026

The draft Tenant Safety Action Plan 2025-27

- The draft plan has been developed based on previous action plans, internal audits, and new regulatory requirements, including Awaab's Law and updates from the Scottish Housing Regulator.
- The plan aims to enhance compliance with legislative obligations and improve safety for tenants and the public

The Management Committee raised the following queries or questions in relation to the Tenant Safety Report.

➤ A member queried the number of tanks noted in the report

-The maintenance manager noted there was a type and explained the number of tanks that could potentially need further investigation

The Committee noted the progress on the Tenant Safety action Plan 2024-25 and approved the Tenant Safety Action plan 2025-27 for implementation.

G. McLachlan left the meeting

8. Committee Performance Reviews 2025

The Director informed the Committee that the performance review form will be issued to them in November 2025 for completion by mid-January 2025. Thereafter meetings would be held by the Chairperson / governance consultant, Stuart Eglinton in January / February 2026.

The Management Committee raised the following queries or questions in relation to the Tenant Safety Report.

- The Committee discussed the timescale for the completion of the performance review forms and it was agreed they should be issued in November and for members to complete these by December 2025. This would enable the performance review meetings to be held in January 2026.

The Committee noted the content of the report

9. Glenburn Centre

The Director presented his report on Jones Lang Lasalle's assessment of the lease and valuation of the Glenburn Centre and highlighted the following;

- This was a follow-up to his report to the Committee in January 2025 on the outcome of stock condition survey and proposed investment plan for the Glenburn Centre.
- He provided a summary of the report in January 2025, which covered:
 - The cost of re-active and planned major repairs to the Centre between 2025-2055.
 - The shortcomings and lack of provision, where there was additional work to the draft investment plan i.e. replacement of the alarm, electrical systems, limited provision for central heating boilers and replacement kitchens
 - There was no provision to pay for planned major repairs in the Glenburn Centre.
 - An overview of the lease and management agreement, which covered ownership arrangements, rent and review arrangements, insurance, the payment of utility and other costs.
- The Director gave a summary of J.L.L's report:
 - The reasons for the delay in the report, which was issued in August 2025.
 - The valuation of the Glenburn centre.
 - Their assessment of market rent for the Glenburn Centre.
 - Their assessment of the lease and management agreement between GCC / EPHA and EPHA / ERA.

- J.L.L's calculation on the floor area, which varied from the management agreement.
- The assessment of Hardies SCS, which included:
 - The level of capital expenditure in the next 30 years.
 - The need for an asbestos survey on the centre.
 - The current and new responsibilities for energy performance on non-domestic buildings.
 - The valuation methodology for the market value and market rents.

The Director detailed the recommendations and next steps:

- To procure the services of TC Young to assess the leases.
- To consider these findings to discussions with GCC / ERA.
- To discuss the J.L.L's floor calculations with ERA to inform the separation of costs.

The Management Committee raised the following queries or questions in relation to the report by Jones Lang Lasalle on the Glenburn Centre.

- The Committee discussed the report and commented on the importance there was provision to pay for the component replacement in the Glenburn Centre.
- A Committee spoke about the importance of the partnership with ERA, but the rent position had to be reviewed to cover costs.
- It was agreed there would be discussion with GCC / ERA following the legal advice on the leases.

The Committee noted the content of the report

10. Committee Mini-Conference

The Corporate Services Officer confirmed she had met with working group and discussed arrangements for the Committee mini-conference:

- The Corporate Services Officer, plus 2 other members met in early October to discuss proposed venues. The sub-group were provided with the hotel costs/amenities
- Sub-group are going to visit the venue in early November to view conference rooms and hotel accessibility.
- Corporate Services officer will report back to the management committee in late November with the venue of choice along with dates/programme.

The Committee noted the content of the report.

11. Review of Policies

a) Procurement Policies

The Director presented the draft Procurement Policy and advised on the following:

- The policy was last reviewed in October 2022.
- It sets out the threshold for the procurement of works, services and supplies as outlined in legislation and for non -regulated procurement as outlined in the policy.
- The key roles and responsibilities in the procurement of contracts.
- The various options to procure contracts i.e. PCS – open tender and quick quote and the use of framework agreements.
- The arrangements and authorisation for the award of contracts and payments.

The Committee approved the Procurement Policy.

12. Correspondence

There was no correspondence

13. Recruitment of Committee Members

The Director advised that an advert for Committee members had been placed on the Association and EVH's websites with a closing date of 31 October 2025.

The Director stated he would liaise with the Chairperson to invite suitable applicants to observe the Management Committee in November 2025.

The Committee noted the content of the report.

14. Election of Chairperson

The Director referred to his e-mail to members on 22 October 2025 to advise that the Chairperson, David Barnes had resigned due to personal reasons.

He advised the Committee that the Association required to appoint a new Chairperson and he would administer this process through his role as Secretary. He asked the Committee for nominations for the position of Chairperson.

A Cushingham was proposed by F. Laverty and seconded by C. Harvey.

There was no other nomination and A. Cushingham having accepted the nomination was elected as Chairperson for the Association.

N. Smith left the meeting

15. Confidential Business

i) Minute

The minutes of the Confidential Business at the Management Committee meeting on 24 September 2025 were approved by R. Hartness and seconded by F. Laverty.

ii) Matters Arising:

There were no other matters arising.

16. Any Other Business

a) SFHA Finance Conference – 11-12 November

The Director informed the Committee that D. Barnes was scheduled to attend the conference, but due to his resignation there was an available space. J. Stevenson and F. Laverty to consider attending and to liaise with Corporate Services Officer.

There was no other business

17. Date of Next Meeting

Management Committee:

Wednesday 26 November 2025 at 6.00p.m. to be held in the Committee room in the Association's office.

Sub-Committees:

Audit, Finance & Performance



Monday 10th November 2025 at 6.30p.m. to be held in the Committee room in the Association's office.

Staffing Sub-Committee

Monday 17th November 2025 at 6.30p.m. to be held in the Committee room in the Association's office.

Chairpersons Signature: _____

Date: _____