



**MINUTES OF THE MANAGEMENT COMMITTEE MEETING
HELD ON WEDNESDAY 27 AUGUST 2025 at 6.30p.m.
MEETING HELD IN THE COMMITTEE ROOM OF THE ASSOCIATION'S OFFICES**

1. Sederunt

PRESENT P. Waddell, D. Barnes, K. Herd (Co-optee) A. Cushingham, F. Lavery, J. Stevenson, C. Harvey, R. Hartness (MS Teams).

IN ATTENDANCE:

K. Mollins – Director
G. McLachlan – Maintenance Manager
N. Smith – Corporate Services Officer

Apologies: C. Cooper, A. Farry

Leave of absence: None

The Director presented his report on a request from a Committee member for a leave of absence from the Management Committee for 3 months, which if approved would result in a return to the Management Committee in November 2025.

The Management Committee decision was to approve the extension to the leave of absence to November 2025 for the Committee member.

The Director advised the Committee that a letter will be sent to the member confirming the decision.

2. Meeting of the Management Committee

a) 25 June 2025

i) Minute

The minutes of the Management Committee meeting on 25 June 2025 were approved by Davie Barnes and seconded by Alison Cushingham.

There were no matters arising.

b) Master Tracker

The Director presented the progress report on the Master Tracker from the meeting in June 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 report on the survey of Glenburn Centre by Jones Lang Lasalle, and the review of loan covenants by the RBS to inform the draft Investment Plan.

The Committee raised the following queries or questions in relation to the Master Tracker.

- A Committee member asked about the timeline for the report on the re-set of the loan covenants. The Director advised that the RBS were to respond on terms for the re-set of the covenants by 4 September 2025, thereafter this would be assessed to inform a report to the Committee in September 2025.

The Committee noted the content of the report.

3. Management Committee – Electronic Business on 7 July 2025.

i) Minute

The minutes of the Management Committee electronic business on 7 July 2025 were approved by A. Cushingham and seconded by D. Barnes.

ii) Matters Arising:

There were no matters arising

4. Declaration of Interests and Notifiable Events

The Director advised the Committee that K. Herd and A. Farry had a declaration of interest in agenda Item 10- Annual General Meeting

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 event was submitted in relation to the 5 / 30 year financial plans.

5. Close Painting Contract

The Maintenance Manager presented his report on the Close Painting Contract and highlighted the following:

- Programme of works has been created for the painting of internal/external spaces
- The aim is to secure cost certainty and quality, ensuring best value for money for any factored owners included within the programme.
- Prices were received from 2 contractors, with Trident's average cost set at £Redacted) per close
- The Association opted for a direct award through a procurement framework
- 3% Community benefit included within the tendering process

The Management Committee raised the following queries or questions in relation to the report on the Close Painting Contract.

- A member asked how we can demonstrate best value for money
 - The Maintenance Manager advised the Committee he is aware of contractor's quality of work and they are currently ranked 1st on Scotland Excel's framework, which has a quality and price assessment.
- A member queried the timeframe of closes per year and if that would extend beyond the expiry of the 5 year contract.
 - The Maintenance Manager explained more closes can be completed per year to deliver the full programme within the 5 year term, but this will come at a higher annual cost.

The Committee's decision is to approve the direct award to Trident Maintenance Services.

6. Window & Door Replacement in Kildermorie.

The Maintenance Manager presented his report on the replacement of windows and doors in the Kildermorie area and highlighted the following:

- The Association approached several contractors for supply and installation costs.
- A budget of £1.317 million is allocated for the replacement of windows and doors in 136 properties in the Kildermorie area.
- The Association aims to use underspend in planned maintenance repairs in 2025-26 due to slippage in the veranda project to fund this project.
- The tender process involved engaging with contractors for supply and installation costs, with CR Smith providing competitive rates.

- A 3% community benefit and a 2.5% levy to procurement for housing are included in the pricing.

The Management Committee raised the following queries or questions in relation to the report on the replacement of windows and doors in the Kildermorie area.

- A member asked about the style of the replacement, will it be like for like?
The Maintenance Manager explained some of the house type styles will change i.e. Balcony style properties. The advised there would be a consultation with tenants before the proposed works commenced.
- A member asked would it be the in-house trade team who would be carrying out the replacement of UPVC windows in the Easthall area in the Investment. The Director explained that window installation could be undertaken by the Trade Team and this would be covered in the next report.

The Committee's decision is to approve the award to CR Smith

7. Development of the Trade Team

The Director presented his report on the development of the Trade Team and highlighted the following:

- The background to the repairs service
- The development of the in-house repairs service to attend to reactive and void repairs, which commenced in April 2025.
- The improvement in the repair service, specifically improved response times, service delivery, repairs completed right first time, increased tenant satisfaction and value for money.
- The opportunity to develop the Trades Team to attend to planned major repairs i.e. kitchens, bathroom and windows & doors
- The significant increase in contractors' rates for planned major repairs.
- To inform the best value the report covered the following:
 - A draft structure for the Trade Team and cost assessment for each element of work.
 - Other considerations i.e. management of the trade team, salaries, premises, overheads and operating costs.
 - There was a benchmarking of costs between the Trade Team and contractors' rates for planned major repairs
 - The potential savings from each element of work
 - The development of the Investment Plan and negotiations with RBS to re-set loan covenants, which were necessary to ensure the required completions to ensure the financial viability of the Trade Team delivery option.

- The risks and opportunities of developing the Trade Team and directly managing the contractual side of the major repairs service.
- The next steps if the Committee were agreeable to the development of the Trade Team

The Director asked the Committee to decide on whether to give the development of the Trade Team their 'in principle' agreement, which would be subject to the re-set of the loan covenants to deliver the Draft Investment Plan.

The Management Committee raised the following queries or questions in relation to the report on the development of the Trade Team.

- There was discussion by the Committee on the TT terms and conditions, and they asked the Director to provide a follow-up report to their meeting in September 2025.
- A member asked are neighbouring & larger HA's still members of EVH?
 - The Director advised EVH still represents a high majority of housing associations in sector, the exception were associations with their own in-house HR team.
- A member asked if all grading of senior posts will be reviewed if the trades supervisor and operatives grades were reviewed.
 - The Director explained that senior roles are assessed based on the size and complexity of the Association through EVH 's grading guidelines. It would only be necessary to review senior posts if there was significant growth in the Trade Team or Association.

The Committee gave the development of the Trade Team their 'in principle' agreement, subject to the re-set of the loan covenants to implement the Investment Strategy and a programme of work that would make the Trade Team a viable option.

8. Veranda Report

The Director gave a verbal update on the Veranda Project:

- He reminded the Committee that the contract had been re-tendered in July, where the initial tender had a low response and tender bids were in excess of the cost plan.
- The deadline for the recent tender exercise was 14 August 2025 and there were 6 contractors that tendered for the contract.



- The Director and MAST Architects have conducted the quality scoring of tenders, where Reid Associates have assessed fee bids. Reid Associates will develop the report on the tender exercise.
- The City Council have advised they have no grant funding to support owner-occupiers with the cost to participate in the project. This will potentially have design issues in their properties.

The Director discussed the options with the Committee to present the report on the tender, specifically at either the meeting following the AGM or at the meeting on 24 September 2025.

The Management Committee raised the following queries or questions in relation to the Veranda Project.

- The Committee were pleased with the response to the tender and asked for the report on the outcome of the tender process to be submitted to their meeting on 24 September 2025.

The Committee noted the content of the report.

9. Secretary's Report

The Director in his role Secretary presented his report on compliance with Rules 62-67 in the management of minutes, registers and books throughout the year.

The Committee noted the content of the report.

K. Herd left the meeting

10. Annual General Meeting – Monday 1 September 2025

The Director presented his report on the Annual General Meeting and covered the following:

- Committee Members Standing for Re-election
- The issue of the AGM papers and nominations to be received by 25 August 2025
The Director distributed a separate report on nomination forms to join the Management Committee form K. Herd and A. Farry.
- Management Committee's meeting following the AGM to appoint the Chairperson / Vice Chairperson

The Committee considered the applications for nomination to the Management Committee.



The Committee noted the content of the report and were agreeable that applications for nomination to the Management Committee could be put forward for election at the AGM.

K. Herd re-joined the meeting

11. Progress Report on Committee Succession Plan 2025-26 to June 2025

The Director presented the report on progress against the Committee Succession Plan to June 2025 and highlighted the following:

The achievements in the implementation of the Committee Succession Plan 2025-26:

- ✓ The Vice Chairperson attended to members subject to the 9 year rule and presented a report to the Management Committee in June 2025.
- ✓ The Association was successful in recruiting a new member to the Management Committee
- ✓ A Committee Training Plan was developed following the annual Committee performance reviews.
- ✓ Committee members attendance was 75% for the Management Committee; 75% for the Audit, Finance & Performance sub-Committee; and 100% for the Staffing sub-Committee in the quarter.
- ✓ A Committee member attended the EVH conference in May 2025
- ✓ Minutes are published on the website to May 2025.

He highlighted areas for action in the coming months, which included the development of a schedule showing training opportunities for members, the co-ordination of a meeting to discuss the Committee mini-conference 2025, the election of a new Chairperson following the AGM in September 2025

The Committee noted the progress on the Committee Succession Plan 2025-26 to June 2025.

12. Progress Report on the Operational Plan 2025-26 to June 2025

The Director presented the report on progress against the Operational Plan 2025-26 to June 2025. The report highlighted the following:

- ✓ The reports on progress of governance matters e.g. annual assurance, operational plan, corporate risk register. etc.
- ✓ The development and review of policies in governance, finance and service areas.
- ✓ The development of the audit plan 2025-26 and completion of responsive repairs and rent arrears audits.

- ✓ The review of the Written Statement of Services
- ✓ The development of the Residents Panel and community activities e.g. estate walkabout and litter pick.
- ✓ The development of the Investment Plan and progress with the procurement process to appoint contractors to attend to the planned major repairs projects.
- ✓ The highlights in the performance schedule, which were increased rent collection and good rent arrears performance; re-let performance of empty homes; low levels of ASB, excellent performance in re-active repairs and tenant safety, improved cash position and compliance with loan covenants, and good membership and attendance levels at the Committee meetings.

The Director highlighted areas for action, which included communicating the Investment Plan following a re-set of loan covenants, staff training to attend to the findings of the staff survey, review of the Staff Attendance Management Policy and the development of the Trade Team.

The Committee noted the progress on the Operational Plan 2025-26.

13. Report on the Progress of the Annual Assurance Statement 2024 to June 2025

The Director presented his report on progress against the AAS Action Plan, where achievement would further strengthen our compliance against the Regulatory Frameworks and Regulatory Standards. He highlighted the following:

- The progress against the plan covered the following areas:
 - Regulatory Framework
 - Regulatory Standards of Governance & Financial Management
 - Scottish Social Housing Charter
 - Landlord Safety
- He highlighted key areas progress to June 2025, which included:
 - ✓ The Association published the Engagement Plan 2025-26 on the website in April 2025.
 - ✓ The Annual Return on the Charter 2024-25 was submitted to the Scottish Housing Regulator in May 2025. The ARC will be the subject of an audit by Quinn Internal Audit Services in December 2025.
 - ✓ The Director developed a workplan showing the reports for 2025-26 in a calendar format to the Management Committee.
 - ✓ The Housing Manager has consulted with the Residents Panel on the format of the Annual Report 2024-25.
 - ✓ The Staff Performance reviews have been completed, and staff are currently

- preparing action and training plans.
 - ✓ There has been good progress with governance, financial and service areas policies in the quarter.
 - ✓ The Maintenance Manager has appointed contractors for the kitchen & bathroom contracts through procurement frameworks and tenders via Public Contracts Scotland.
- The Director highlighted some key tasks to achieve the AAS 2024 in the coming months: set a Committee training day to attend to the Committee Training Plan; staff training on complaints and whistleblowing; to commence the development of the Asset Management Strategy; publish the Investment Plan; to develop a new Tenant Safety Action Plan.

The Committee noted the progress on the Annual Assurance Statement 2024.

14. Review of Policies

i) Electrical Safety

The Maintenance Manager presented the draft Electrical Safety Policy and advised on the following:

- The current Electrical Safety Policy is outdated and due for review to align with the Scottish Housing Charter.
- It highlights a proactive approach to electrical safety across all premises.
- The policy reflects the Association's values and strategic objectives, focusing on resident engagement.
- The policy states electrical installations to be tested every five years.
- It requires inspections before new tenancies and during significant works.
- Tenants must allow access for inspections and are responsible for their own appliances.
- The policy includes a comprehensive record-keeping system for inspections and compliance.

The Committee approved the Electrical Safety Policy.

ii) Fire Safety Policy

The Maintenance Manager presented the draft Fire Safety Policy and advised on the following:

- The existing Fire Safety Policy is outdated and requires revision to comply with the Scottish Housing Charter.
- The new policy aims to adopt a proactive approach to fire safety across all premises, reflecting the Association's values and strategic objectives.
- It highlights resident engagement in policy development to improve service delivery.
- The policy will emphasis on staff members' roles & responsibilities in regards to fire safety.
- The policy will be updated with the newly appointed Fire Marshalls.

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

- A member asked if we had a tenant who was vulnerable or they are struggling to enter/exit the property in a safe manner
 - The Maintenance Manager explained there are a number ways to support tenants in these situations i.e. they could apply for a transfer, we could install aids and adaptations recommended by the Occupational Therapist. The Director advised that all tenants had been issued with a Fire Safety booklet and were encouraged to plan their escape from their home in the event of a fire.

The Committee approved the Fire Safety Policy.

iii) Lift Safety Policy

The Maintenance Manager presented the draft Lift Safety Policy and advised on the following:

- The existing Lift Safety Policy is outdated and requires revision to align with the Scottish Housing Charter
- The policy covers 695 properties and the Easthall Park office, where the lift is located.
- Focuses on safety risk management and staff training
- The lift is routinely checked 4 times per year by a competent contractor.

The Committee approved the Lift Safety Policy.

15. Correspondence



There was no correspondence

16. Confidential Business

There was no confidential business

17. Any Other Business

a) Rent Affordability Study

The Director advised the Committee that Arneil Johnston had been appointed to undertake a rent affordability exercise, which will be completed in September 2025. He stated that Arneil Johnston will present the findings of the study to the Committee and wished to agree a suitable time with the Committee.

The Committee were agreeable to Arneil Johnston attending the Management Committee at 6.00p.m. at their meeting on 29 October 2025.

b) Strategic & Development Funding Plan (SDFP) 2025-31

The Director discussed the development opportunity at Wardie Road / Bogbain Road, which was included in the Association's SDFP 2025-31.

He informed the Committee that City Property have advertised this land for sale and he has met with Glasgow City Council – Development & Regeneration Services to discuss the site.

The Director provided the Committee with information on the site, specifically, City Property's ownership of the land, the master planning of the Loch's Shopping Centre, Housing Association Grant arrangements, and possible options to move this development forward.

The Management Committee discussed City Property's advert to sell the land and agreed they were keen to develop the site subject to HAG levels and being viable for the Association.

The Director advised he would arrange to meet with City Property to discuss their advert to sell the land.

c) Chairperson's Resignation from the Management Committee



The Vice Chairperson thanked the Chairperson, Paul Waddell for his commitment to the Management Committee and leadership as the Chairperson in the last 3 years.

d) Glenburn Park – Play Area

A Committee member about plans to develop the play area in Glenburn Park with new equipment. The Director advised the development of play area was included in the Association/ ERA's application to the Neighbourhood Infrastructure & Innovation Fund being administered by Baillieston Area Partnership. He further stated the Baillieston Area Partnership had identified this project and other improvements in the park for costing by the City Council.

There was no other business.

18. Date of Next Meeting

Management Committee:

Wednesday 1 September 2025 at 7.00p.m. to be held in the Committee room in the Association's office. (Election of Office Bearers / Agreed Business)

Wednesday 24 September 2025 at 6.30p.m. to be held in the Committee room in the Association's office.

Chairpersons Signature: _____

Date: _____