

**MINUTES OF THE MANAGEMENT COMMITTEE MEETING
HELD ON WEDNESDAY 26 NOVEMBER 2025 at 6.00p.m.
MEETING HELD IN THE COMMITTEE ROOM OF THE ASSOCIATION'S OFFICES**

1. Sederunt

PRESENT A. Cushingham, A. Farry, B. Harness, J. Stevenson, K. Herd
F. Laverty (MS Teams)

IN ATTENDANCE:

K. Mollins – Director
G. Kerr – Finance & Corporate Services Manager / Depute Director
G. McLachlan – Maintenance Manager
A. Nugent – Housing Manager
T. McKnight - RGDP

Apologies: None

Leave of absence: None

The Chairperson welcomed G. McNaught and K. McSherry-Stewart who were observing the meeting with a view to being co-opted onto the Management Committee.

2. Presentation on GDPR

T. McKnight, RGDP delivered her presentation on GDPR and covered the following:

- The awareness session was an annual update on GDPR and the Association's progress and compliance with the action plan.
- Detailed the legislation covering GDPR, specifically the changes associated with the Data (Use & Access) Act 2025i.e. Data Subject Rights, Data Processing Complaints, Changes to the ICO role.
- Data Protection Principles
- Definition and examples of data breaches
- Summary of GDPR terms and jargon buster
- Freedom of Information & Environments Regulations.

T. McKnight confirmed there had been excellent progress against the work programme and detailed achievements in 2025 and key tasks for 2026.

The Committee raised the following queries or questions in relation to the GDPR session

- A Committee member commented that it was a very worthwhile session and was pleased at the strong compliance and progress against the work programme.

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

T. McKnight left the meeting

3. Meeting of the Management Committee

a) 29 October 2025

i) Minute

The minutes of the Management Committee meeting on 29 October 2025 were approved by K. Herd and seconded by J. Stevenson.

ii) Matters Arising:

a) Agenda Item 3ii – Development of the Trade Team

The Director advised that the lease arrangements for the premises for the Trade & Estates Team was on a 5 year lease with a review period at the end of year 3, which was in keeping with the Committee's decision in October 2025.

He further stated that the Association could not conclude the signing of the lease as the re-set of the loan covenants with RBS was on-going to inform the draft Investment Plan.

b) Glenburn Centre

The Director advised the Committee that legal advice on the lease with TC Young was on-going and discussions would commence with ERA when this was concluded.

There were no other matters arising.

b) Master Tracker

The Director presented the progress report on the Master Tracker from the meeting in October 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, the annual signing of the H&S manual by the Management Committee, the rental of the unit for the Trade & Estates Team, authorised signatories and consultation on the rent, service charge and management fee 2026-27.

The F&CS Manager advised the Committee that RBS have confirmed their agreement to re-set the loan covenants, subject to approval of their credit committee. It is likely this will be secured on w/b 8 December 2025.

He further stated that he would be commencing the process to secure new borrowings to ensure there was sufficient liquidity to deliver the Investment Plan. This was a key consideration in RBS agreeing to re-set the loan covenants.

The Management Committee raised the following queries or questions in relation to the progress of key tasks on the Master Tracker.

- There was discussion on the RBS's decision to re-set the loan covenants and the signing of the lease for the unit at the Annick Industrial Estate to facilitate the development of the Trade Team. The Committee were agreeable to the signing of the lease following confirmation the re-set of the loan covenants had been approved by RBS's credit committee.
- The Housing Manager clarified the consultation booklet on the rent, management fee and service charge increase 2026-27 was ready to be distributed to all tenants and owner-occupiers, but they had awaited the delivery of the newsletter. These documents will be delivered by 28 November 2025.

The Committee noted the content of the report.

4. Meeting of the Audit, Finance & Performance Sub-Committee held on 10 November 2025

i) Minute

The minutes of the Audit, Finance & Performance sub-Committee are for information only.

ii) Matters Arising:

- The F&CS Manager advised that the minutes of the Audit, Finance & Performance meeting held on 11 August 2025 could not be approved at the meeting on 10 November 2025 due to a change in personnel at the sub-Committee.

The minutes of the Audit, Finance & Performance meeting held on 11 August 2025 were approved by B. Harness and seconded by A. Cushingam.

There were no matters arising.

5. Meeting of the Staffing Sub-Committee held on 17 November 2025

i) Minute

The minutes of the Staffing Sub-Committee are for information only.

ii) Matters Arising:

There were no matters arising.

6. Declaration of Interests and Notifiable Events

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

- Agenda Item 16 - Prospective members to the Management Committee – G. McNaught and K. McSerry-Stewart

There are seen to be no 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 and lead pipe replacement.

7. Report on CCTV

The Director presented his report on the upgrade of the community CCTV systems and outlined the following:

- The background where a grant was secured from the Scottish Government to install the community CCTV system in the Easthall area.
- The Association had maintained the system, which would have been a condition of the grant.
- The benefits of the system, which was used by the Association and Police Scotland to attend to incidences of anti-social and criminal behaviour.
- The system is now over 20 years old and the maintenance contractor is experiencing difficulty in securing parts and maintaining the system to keep it fully operational.
- An application had been submitted to the GCC's Neighbourhood Infrastructure Investment Fund (NIIF Fund), although this was unsuccessful as it didn't meet the criteria for the NIIF Fund. The Director updated the Committee on recent discussions with the NIIF Fund in relation to a proposal to site additional cameras and a request that the best value options was to fund the upgrade of the CCTV system.
- The upgrade of the CCTV, where costs had been secured from our maintenance contractor, ADT and a security company called Palmaris based on a specification for the upgrade of the system.

- He proposed the appointment of Palmaris, where they had a more competitive quote for the upgrade of the system and the annual maintenance contract.

The Management Committee raised the following queries or questions in relation to the upgrade of the community CCTV system:

- A member asked if it would be more cost effective to rent the CCTV system. The Director advised that the system and wiring was in place and the cost was very competitive over the life expectancy of the system.
- The Housing Manager advised that the community Police officers have commented on the low levels of anti-social behaviour in Easthall Park compared to other communities in Easterhouse and the community CCTV is a contributory factor in this position.
- A member asked if CCTV could be installed in the Kildermorie area. The Director advised he will discuss this with Palmaris and assess the opportunity of wireless CCTV cameras linked to the system, as well as considering this in any future developments.

The Committee's decision was to appoint Palmaris to upgrade the community CCTV system and to attend to an annual maintenance contract to March 2029 at their tender costs.

8. Lead Pipe Replacement

The Housing Manager presented his report on the lead pipe replacement at Wardie Road and covered the following:

- The background to the lead pipe replacement in properties in Wardie Road.
- The delay to install new piping, which was caused by ownership within the close and on-going legal advice, as well as efforts to secure grant assistance for owner-occupiers.
- The arrangements and outcomes of proprietors' meetings and legal advice from TC Young.
- The current position and potential next steps to install new piping in the 2 closes and to fulfil our obligations as a landlord.
- The options to attend to the lead piping based on the legal advice and potential challenges to execute works.

The Management Committee raised the following queries or questions in relation to the report on the lead pipe replacement:

- The Committee discussed the challenges to replace the lead piping in mixed tenure blocks, but recognised this work was essential to fulfil their obligations as a social landlord and keep tenants and residents safe in their homes.
- It was noted there was a positive decision in a close to replace the lead piping, which was legally binding on all proprietors. There was discussion on the action i.e. legal action and associated costs to ensure access could be secured to execute works. The Housing Manager advised on potential costs but is hopeful he can secure agreement of the owner-occupiers to execute the works in the ground floor properties, which may cause some inconvenience.
- A member referred to the grants for owner-occupiers and asked if there was a cut off date for these to be claimed. The Maintenance Manager advised the approval for grants is due to an underspend and he feels it is important the claims are submitted by March 2026.

The Committee noted the content of the report and delegated the Housing Manager to secure a positive outcome through his liaison with owner-occupier to execute works and mitigate costs to the Association.

9. Report on the Veranda Project

The Director presented his report on the progress and key issues in the Veranda Project and highlighted the following:

- The pre-start meeting had been convened, which was held on 13 November 2025 with McKean Development Ltd.
- The award of the contract has been delayed as this would necessitate a site start within a set timeframe.
- The potential savings against the tender costs through:
 - the provision of a flat for the contractor's site accommodation and welfare facilities for their operatives; and
 - the confirmation from HMRC that the Association could reclaim the VAT through the installation of property components.
- The site start, which is scheduled for 2 February 2026.
- The duration of contract and timeline for works.
- The site storage arrangements, where the Association is working with ERA to use their land on the site of the former Easthall Primary School behind the Glenburn Centre.

- Engagement with tenants and owner-occupiers:
 - The Director will convene meetings with tenants and owner-occupiers on Saturday 29th November 2025 on the project; and
 - Owner-occupiers following our legal advisor's assessment that the verandas are common and the need for proprietors' meetings to decide on the approval of the proposed renewal of the veranda screens.
- Timeline for the next stages in the project.

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

- A member referred to the potential costs for owner-occupiers and asked about grant assistance and affordable repayment arrangements. The Director gave an update on his discussions with the Private Sector Grants Team on grant assistance and efforts to engage with HMRC to re-claim the VAT, which could reduce the costs for owner-occupiers. He further stated he was liaising with TC Young on the repayment arrangements for owner-occupier, if there was a positive outcome at the proprietor's meeting.
- A member welcomed the progress to deliver the veranda project.

The Committee noted the progress and key issues in the Veranda Project.

10. Review of Policies

The Director presented the following governance policies that outline the role profiles and descriptions of Committee members and Office Bearers:

- i. **Committee Role Description**
- ii. **Chairperson Role Description**
- iii. **Vice Chairperson Role Description**
- iv. **Secretary Role Description**
- v. **Chairperson (Sub-Committees) Role Description**

The Director advised on the following:

- The policies were last reviewed in January 2022
- They took account of the roles and responsibilities of the Committee and Office Bearers as outlined in the Rules, Standing Orders, Code of Conduct, Regulatory Framework, etc

The Management Committee raised the following queries or questions in relation to the draft governance policies:

- A member commented that the policies were comprehensive and felt

the changes were negligible.

The Management Committee decision was to approve the policies on the role profiles / descriptions on the Committee, Secretary and Office Bearers positions.

vi) Planned Preventative Maintenance

The Maintenance Manager presented the draft Planned Preventative Maintenance Policy and advised on the following:

- An overview of the policy, which covers our stock, legal obligations, risks and other associated matters in planned major works.
- The focus was on the Investment Plan and programmes over 5 and 10 years
- Detailed key responsibilities and risks in asbestos management, attending to dampness and mould and electrical safety.
- The importance of a pro-active approach and regular stock condition surveys to inform component replacement and life cycle costing.

The Management Committee raised the following queries or questions in relation to the draft Planned Preventative Maintenance Policy.

- A member commented that the policy was very comprehensive with good detail on our stock and strategic approach to investment

The Committee approved the Planned Preventative Maintenance Policy.

vii) Alterations & Improvements

The Maintenance Manager presented the draft Alterations & Improvements Policy and advised on the following:

- There are minor changes to the current policy
- The definition of an alteration and qualifying conditions for compensation based on the planned major repair programme and termination of the tenancy.
- The calculation of compensation.

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

- There was discussion on the historical level of claims for alterations and improvements. The Maintenance Manager advised he was unable to source this information. It was highlighted that any claim would be on the basis the alteration was approved, it was an asset and in good condition and in these circumstances it would off-set the replacement costs in the planned major repairs programme.

- A member asked about historical claims for alterations & improvements. The Maintenance Manager advised he will make efforts to secure this information and report to the Committee in January 2026.

The Committee approved the Alterations & Improvements Policy.

viii) CDM Regulations 2015

The Maintenance Manager presented the draft CDM Regulations 2015 Policy and advised on the following:

- The draft policy on Construction, Management & Design Regulations ensure compliance with H&S in the design and implementation of contracts.
- An overview of the roles and responsibilities of the duty-holder, principal designer and H&S coordinator.
- The role of principal contractor i.e. for sub-contractors and all h&s matters on site
- The cost of these services for each contract to ensure compliance.
- The Policy would be reviewed in the event of any change in legislation.

The Management Committee raised the following queries or questions in relation to the draft CDM Regulations 2015 Policy.

- A member asked if there was an independent survey of asbestos during contracts. The Maintenance Manager advised that at the design and pre-construction stages we would provide details from our asbestos register and commission any surveys of the properties. He outlined the strategy and work to further enhance the data on asbestos to inform the Asbestos Register.

The Committee approved the draft CDM Regulations 2015 Policy.

11. Committee Performance Reviews 2025

The Director advised the members that the pro-formas for the Committee members' annual performance reviews were issued on 14 November and require to be completed and returned to the Corporate Services Officer by Friday 12 December 2025.

The Chairperson asked member to consider their interest in Office Bearers' position to inform the completion of their form and the impending performance review meeting.

12. Progress Report on Committee Succession Plan to 30 September 2025

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

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

- ✓ There was a successful AGM, which included the recruitment of two new members
- ✓ An advert was published to recruit new members to the Management Committee in September 2025
- ✓ The CSO convened meetings of the working group to discuss the arrangements for the Committee mini-conference, which will include training to enhance the Committee knowledge and skills.
- ✓ The continues to be good attendance at the Management Committee and designated sub-Committee meetings.
- ✓ There has been turnover in the Chairperson's role due to family commitments and personal reasons.
- ✓ The Committee training budget is underspent to September 2025, although this should improve with members' attendance at conferences and the impending mini-conference event.

He highlighted areas for action in the coming months, which included the development of training plans for each sub-Committee, and to promote membership of the Residents Panel and Management Committee.

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

13. Report on Operational Plan 2025-26 to 30 September 2025.

The Director presented the report on progress against the Operational Plan 2025-26 to September 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 an investment strategy to achieve the investment plan for planned major repairs.
- ✓ The submission of regulatory returns to the SHR i.e. annual accounts and annual assurance statement.
- ✓ The completion of the rent affordability exercise by Arneil Johnston to inform the annual rent increase 2026-27.

- ✓ The issue of the report to the Committee on the annual rent, management fee and service charge increase 2026-27.
- ✓ The procurement of maintenance contracts.
- ✓ The procurement and progress of the Upvc window and door replacement project in Kildermorie.
- ✓ There has been excellent performance in rent collection, void management, lets to homeless applicants, repairs, tenant safety and staff attendance as detailed in the Performance Schedule 2025-26

The Director highlighted areas for action, which included communicating the Investment Plan following a re-set of loan covenants, review of staffing policies e.g. flexi-time, homeworking, staff absence & attendance management, a review of procedures in housing management, a housing demand assessment and to progress tasks in the tenant safety action plan.

The Management Committee raised the following queries or questions in relation to the progress against the Operational Plan 2025-26.

- A member commented on the achievements of the staff team and work being undertaken to improve our service and to invest in our tenants' homes and communities.

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

14. Report on the Annual Assurance Statement Action Plan 2024 to September 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 September 2025, which included:
 - ✓ The AAS 2025 was approved by the Committee in September 2025 and issued to the SHR and published on our website for tenants and other customers.
 - ✓ The Housing Manager delivered training on the Complaints Policy to all staff.
 - ✓ The development of the Trade Team report was presented to the Management

Committee in August 2025, with a follow-up report on the Action Plan to implement the Trade Team in September 2025..

- ✓ The Maintenance Manager developed the Tenant Safety Action Plan 2025- 27, which was approved by the Management Committee in October 2025
- Association published the Engagement Plan 2025-26 on the website in April 2025.
- ✓ The Staff Performance reviews have been completed.
- ✓ There has been good progress with governance, financial and service areas policies in the quarter.

➤ The Director advised there has been some slippage in; the implementation of the Committee Training Plan; Whistleblowing training for staff, which has been rescheduled to December 2025, training on the SHR portal for the new Chairperson, the development of the Asset Management Strategy due to the position with the demand assessment and investment plan.

➤ The Director highlighted that the new action plan for the AAS 2025, which was approved in September 2025 would now be implemented and the subject of progress reports. The first report would be in February 2026 on progress of the Action Plan to December 2025.

The Committee noted the progress on the Annual Assurance Statement 2024 to September 2025.

A. Nugent and G. McLachlan left the meeting

15. Committee Mini-Conference

The F&CS Manager presented the Corporate Services Officer's report on the Committee mini-conference 2025-26 and highlighted the following:

- The event is scheduled for Friday 30 January -1 February 2026 in the Mercure Hotel, Ayr
- The meetings of the working group to assess the suitability of the venue and develop the programme for the event.
- An overview of the programme i.e. Tenant Safety, Residents Satisfaction Survey, Role of the Regulator, Governance – Board Development, Notifiable Events and Governance Delivery Plan
- The budget and cost of the event, specifically the accommodation, cost of external trainers and expenses.

The Management Committee raised the following queries or questions in relation to the report on the Committee Mini-Conference.

- The Chairperson spoke about the benefits of the event in relation to training, team building between Committee and the senior staff team.

The Committee noted the report on the Committee mini-conference.

G. McNaught and K. McSherry-Stewart left the meeting

16. Report on Prospective members to the Management Committee.

The Director presented his report on applications to become a co-opted member of the Management Committee and covered the following:

- Outlined the provisions of the Association's Rules relating to co-options to the Management Committee.
- The current membership of the Committee and the content of the Committee Succession Plan 2025-26, which identified the skills and profile of new members to enhance the capability and representation of the Committee.
- He provided an overview of the applicants for membership.

The Management Committee raised the following queries or questions in relation to the applicants interested in a co-option:

- There was discussion on regular remote attendance of members and the opportunities and challenges this presents to the Committee.
- There was discussion on regular remote attendance of members and the opportunities and challenges this presents to the Committee.

The Management Committee decided:

- To co-opt G. McNaught and K. McSherry-Stewart to become members of the Management Committee.
- To invite S. Smylie to observe the meeting in January 2026, where there would be discussion on challenges and opportunities through his remote attendance to inform a decision on his co-option to the Management Committee.

17. Management Committee – Election of Vice Chairperson

The Director advised the Committee that the Association required to appoint a new Vice - Chairperson, as A. Cushingham had been appointed to the Chairperson's role. He asked the Committee for nominations for the position of Vice - Chairperson.

J. Stevenson was proposed by A. Farry and seconded by A. Cushingham.

There was no other nomination and J. Stevenson having accepted the nomination was elected as Vice-Chairperson for the Association.

18. Correspondence

a) EVH Database

The Director informed the Committee that EVH had issued a pro-forma on organisational information to inform the renewal of the annual subscription for 2026. He advised that the form includes a section for two representatives of the Committee to sent information from EVH.

The Committee decided that the two representatives would be:

- A. Cushingham
- J. Stevenson

There was no other correspondence

19. Confidential Business

There was no confidential business.

20. Any Other Business

- a) Staff Salary Increase - The Director advised the Committee that EVH had communicated the increase of 5.1% in 2026-27 to the EVH Staff Salary Structure based on year 2 of the 3 year agreement set in 2024 for the period 2025-27

K. Mollins and G. Kerr left the meeting



b) Director's Appraisal

The Chairperson gave the Committee an update on the Director's appraisal, which was held on Tuesday 18th November 2025.

There was no other business

21. Date of Next Meeting

Management Committee:

Wednesday 28 January 2026 at 6.30p.m. to be held in the Committee room in the Association's office.

Chairpersons Signature: _____

Date: _____