

Minutes of Management Committee Meeting
Held in Southside House on Thursday 26th June 2025 at 6.00pm

Action

- Present:** Alex Cameron (AC), Alison Devlin (AD), Munir Choudry (MC), Surjit Chowdhary (SC), Betty Macneill (BM), Shirley Robison (SR), Liz Ely (LE), Lisa Peebles (LP), Jenna Monteith (JM), Pamela McLevy (PM), Lilian Peters (LPet), Marina McCall (Observer)
- In attendance:** Paul McColgan (PMcC), Donna Reilly (DR), Pauline Fletcher (PF), Laura Brennan (LB), Des Phee (DP), Aileen Radford (AR), Alison Smith (Allanpark) Michaela Booth (Altair) and Jamie Thorn (Altair)
- Item 1:
Apologies** Apologies received from Ruth McCluskey and Paul McVey.
- Item 2:
Conflict of Interest** No conflicts of interest noted.
- Item 3:
Altair
Treasury
Management
Strategy** LB introduced the Altair representatives to the meeting and advised that they were appointed to support the design of a treasury strategy. This will consider performance against the Treasury Management Policy and is set across a 3-year timeline to ensure that the Association has sufficient funding.
- *Minutes redacted to remove commercially sensitive information****
- Committee approved the recommendation**
- Proposed by LP and seconded by AC.**
- Item 4:
Management
Committee
minutes –
29.05.2025** **Corrections** – no corrections for noting.
- Minutes were approved by Committee.**
- Proposed by BM and seconded by MC**
- Item 5:
Matters
Arising /
Outstanding
Actions** **Albert Drive Sites – **Minutes redacted to remove commercially sensitive information****
- Eviction Report** – PF advised that the eviction no. 20252005 went ahead on Tuesday. Tenant was reflective and acknowledged that they should have engaged with the Association.
- MC asked about the first eviction and PF advised that they now receive UC and payments are coming in.

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**Item 6:
Consent
Agenda
Summary**

All items are for noting and papers are within Our Place. PF advised that she attended a prestart meeting for the close cleaning and landscaping contract today with a proposed start date of 4th August.

**Item 7:
CEO Report**

Care & Repair – following updates at previous meetings this service has moved towards closure. Some staff have been moved into other roles within the association. One of the handypersons was moving to the mobile team however they have been offered another role elsewhere and accepted this. The team are working through communication with service users.

DR advised that SHA will invoice HSCP and GCC for their share of the costs at the end of July. This will allow the staff who are moving into other roles, a trial period of 4 weeks.

Contractors Dispute – **Minutes redacted to remove commercially sensitive information**

Chameleon - **Minutes redacted to remove commercially sensitive information**

Staffing Update - **Minutes redacted to remove confidential information**

Governance update – Marina McCall is attending as an observer. SR is stepping down at the AGM and PF thanked SR for her time on committee. AC will also be stepping down as Chair. Committee is therefore asked to look at the roles available and with appraisals coming up this will be discussed

Stock Condition – an update is planned for the next committee meeting.

Energy on Clyde – this is in the very early stages and is for information – there is a press release in the Herald tomorrow.

SHN Charter Insights and benchmarking – for noting and links in Our Place.

Development & Regeneration – for information. 86 Craigie Street still does not have warrant and planning permission. DR is attending the first meeting tomorrow with GCC Planning Department on Berryknowes Avenue proposals.

Lettings Plan – amendments noted

Rubixx – going live on 1st July.

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**Item 8:
Loan Portfolio
Return** LB advised that this is due to be submitted to SHR by 30th June. This details the outstanding balances of loans apart from Handelsbanken. Information is provided at each quarter within the management accounts.

Committee approved the return.

Proposed by LP and seconded by AD

**Item 9:
Annual
Procurement
Report** DR advised that this is a standard annual report confirming any procurement activities over the recommended thresholds.

The report also notes our activity for the following two years.

Committee approved the Annual Procurement Report.

Proposed by BM and seconded by AC

**Item 10:
Tender Report
– External
Audit** The report notes the outcome of the evaluation exercise in relation to submissions received in response to an invitation to tender for External Audit Services. LB commented that despite inviting several audit firms, only two tenders were received. [REDACTED] and Alexander Sloan.

The recommendation is Alexander Sloan are appointed to deliver the external audit for the following 3 years.

SR noted the disappointing return and asked if any reasons were given for not submitting a tender. DP advised that the Association had approached the top 6 firms but no reasons given.

Committee approved appointing Alexander Sloan

Proposed by PM and seconded by AC

**Item 11:
Asset
Management
Strategy** PMcC advised that the strategy sets out how SHA intends to ensure its housing stock is well maintained, sustainable and remains fit for purpose in the short to medium term. The Corporate Risk Register is attached as an appendix for information.

The guiding principles published by SHR have also been adhered to. As well as looking at energy efficiency within the strategy for the next 5 years.

PMcC added that financial planning is a major factor and it is important that committee understand that we align the business plan and other strategies within the association.

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There is a lot of information about cyclical and planned maintenance and this will also align with the stock condition survey and the 30-year life cycle costs.

PMcC also noted that when procuring services this is on the open market to ensure value for money as well.

Acquisitions and disposals are also an important element and where these occur this will require changes to the strategy.

This Strategy will be reviewed annually to take into account some of the unknown elements with any changes being brought back to committee.

SR noted that tender costs are outwith our control, however have we prioritised what can be done. PMcC commented that we also ensure we prioritise compliance and health & safety. The strategy will also review what programmes may not be achievable and how these will be managed.

Committee approved the Asset Management Strategy.

Proposed by AC and seconded by MC.

**Item 12:
Pensions
Report**

Minutes redacted to remove commercially sensitive information

**Item 13:
Community
Involvement
Engagement
Strategy**

PF advised that this Strategy came to committee in November as a draft and consultation has now taken place with staff and tenants.

There was a low response in numbers but was positive in the direction of the strategy.

Only change made from the draft to the final version was to include more focus on our external communication. The original draft was limited to how we would engage and involve customers, whereas how we communicate with them is also a key component of this strategy and is now included. .

Committee approved the Community Involvement & Engagement Strategy.

Proposed by AD and seconded by LP.

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Item 14:
Policies for
Approval

Whistleblowing Policy

DP advised that this is a light review of the previously policy approved in July 2022 which reflected the enhanced focus on whistleblowing introduced by the SHR's revised regulatory framework.

Changes arising from the review of the policy are set out at section 3.2. Some of these are relatively cosmetic to reflect internal changes both in terms of Leadership Team, and Governance Structure. Some enhanced emphasis on the difference between a workplace grievance or complaint and a whistleblowing incidence.

Sections 6 and 7 sets out the procedure or reporting a whistleblowing disclosure both internally and externally to prescribed persons e.g. Scottish Housing Regulator.

Committee approved the Whistleblowing Policy

Proposed by BM and seconded by MC.

Settlement Agreements Policy

DP noted that this is a revision of an existing policy which sets out the Association's position in using Settlement Agreement to end the employment relationship with an SHA employee, usually in exceptional circumstances where there is a challenging or intractable situation with an employee.

A full schedule of changes is set out at Section 2.1 of the cover report. There is also a new section 4 which sets out the steps in initiating a Protected Conversation and also the Association's position where the Senior Officer is the subject of a potential Protected Conversation. There is also a strengthened Data Protection section 9 which sets out the primacy of statutory rights vis-à-vis subject access which cannot be negated by the terms of a Settlement Agreement.

Committee approved the Settlements Agreement Policy

Proposed by LP and seconded by AD

Item 15:
Shared
Ownership
Update

BM left the meeting.

****Minutes redacted to remove commercially sensitive information****

DP asked to suspend standing orders – proposed by AD and seconded by PM.

Item 16:
AGM
Preparation

AR commented on the attached report which gives details for the upcoming AGM in September.

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One third of the management committee must stand down prior to the AGM and this does not include any casual or co-optees, who are required to stand down also. Details of those standing down are as follows:

LPet – filled a casual vacancy during the year.

SR – confirmed she will be standing down

LE and RMcC – standing down as longest standing members.

One further name was picked out a hat between SC, AC, AD and BM.
SC will also stand down.

It is important that anyone standing down who wishes to remain on the management committee, must complete a nomination form when these are issued with the AGM papers.

Committee noted the report.

**Item 17:
Secretary's
Report
Compliance
with Rules 62-
68**

DP advised that this a pre-AGM report in line with the Association's Rules to show we comply with the Rules 62-68 set out at Section 2 of the Report. This is the Secretary's role to show compliance but in practical terms this is delegated to staff under the Scheme of Delegated Authority.

Committee noted the report.

**Item 18:
Eviction
Report**

PF went through the eviction report advising that the tenancy commenced in 2024 and shows similar patterns to previous evictions. There has been limited engagement with housing staff also no engagement with welfare rights staff. Employment has been on and off.

SR commented that it was disappointing to see that quite often there has not been a lot of contact. Do we need to review procedures. PF confirmed we are starting the review of our Rent Management policy and procedures which will look at the contact required.

The eviction was approved by committee

Proposed by LP and seconded by PM

**Item 19:
Governance
Matters**

Application for Membership

- No. 417 [REDACTED]

Committee approved the application for membership

Proposed by AD and seconded by BM.

Item 20:

Nothing to report.

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**Relationship
with other
bodies**

Item 21: Notifiable Event

SHR

Guidance **Minutes redacted to remove commercially sensitive*
Notes etc *information**

Committee noted the report.

Item 22:

**Any other
competent
business**

LB advised the Management Committee that she will be leaving the Association in September. LB has taken up a new post with Glasgow University.

Item 23:

**Date of next
meeting**

The next meeting will take place on **Thursday 28th August 2025.**

