

**MINUTES OF THE MEETING OF
THE MANAGEMENT COMMITTEE
HELD ON WEDNESDAY 11 MARCH 2026 at 6.30 PM
HYBRID MEETING**

MEMBERS PRESENT: Keith Kintrea (Chair)
Ghazala Hakeem
Elnimiery Khalifa
Iain Doherty
Barbara Robertson
Audrey Flannagan
Paul Callander
Jackie Donnelly

IN ATTENDANCE: Jennifer Cairns, Chief Executive (CEO)
Claire McGraw, Director of Tenant Services (DTS)
David Robb, Director of Finance and IT (DFIT)
Alan McDonald, Director of Development & Property
Services (DDPS)
Alison Kevan, Director of Corporate Services & HR (DCSHR)
Erin Cullinan, Minutes

1) Apologies

Apologies were received from Mujeeb Ur-Rehman and Jennifer Cassells.

[REDACTED]

2) Declarations of Interest

None

3) Draft Minutes of the Management Committee held on 11 February 2026

[REDACTED]

[REDACTED]

- There are no updates on the sale of the former Hutcherson's Grammar School.
- The outcome of the meeting with [REDACTED] will be discussed later in the meeting.

The minutes were proposed by Paul Callander and seconded by Jackie Donnelly.

4) External Audit Plan

Stuart Beattie, the external auditor from CT, joined the meeting online and presented the external audit plan to the Management Committee, highlighting the key goals and risks of the audit:

- Look at budget and financial forecasts beyond March 2026 by examining cash flow to ensure everything is in line with comparable Housing Associations across Scotland.
- Look at governance standards through examining internal audit reports, minutes and fraud registries to ensure everything is in line with SHR policy.
- Look at key housing stock and assets, as well as voids, unrepairable properties, and other impairments.
- Calculate depreciation rates and the competency of accounting
- Sample testing for accurate rent reporting, fraud, and management override expenditure through looking at management journals.

The external auditor assured the Management Committee the audit would be entirely external to the Association. An interim audit will take place the week after this meeting, with the main portion of the auditing taking place later in 2026. Management Committee thanked the auditor.

Stuart Beattie left the meeting at 6:52pm.

The Committee noted and approved the contents of the External Audit Plan.

5) Standing Items

5.1 Notifiable Events

200 Butterbiggins Rd Refurbishment

The Chief Executive advised the fire suppression system at the property on 200 Butterbiggins Road has been signed off by the fire engineer. We are now in a position to apply for a Building Warrant.

Barclays Covenant

The DFIT advised Barclays have requested that agreement is reached by next Wednesday as the deadline for signing is the 31st of March.

Falling Masonry at 28 and 36 Langside Road

The CEO advised the structural engineer's reports have been received and further investigation is required in 2 first floor flats. Both flats have been surveyed and this report is expected by Friday. Owners and tenants are being updated and when the structural engineer's final report including recommendations is received, formal meetings with owners and tenants will be arranged.

RIDDOR Report

As part of the RIDDOR process a meeting regarding the incident was held with the Association and HSE in December. The HSE also met with the injured contractor in January.

The Association have a Health & Safety (H&S) process in place to assess smaller contractors (less than 5 employees) but they are not required to provide risk assessments under H&S legislation. The Association is reviewing this process to ensure the requirements noted in the HSE letter are met, a new policy is being drafted to capture these measures and mitigate any future risks.

An action plan will be sent by the Chief Executive which outlines the H&S changes being implemented before 13 April 2026.

A member queried how the Association can ensure it is not larger contractors are procured for jobs and if any controls will be introduced to prevent this. It was advised there is a current policy in place, but the affected contractor is a smaller contractor has been working with the Association for over 30 years and as he was a smaller contractor there was not a legal requirement to request risk assessments. The main aim of the action plan is to put processes in place to ensure we are checking H&S requirements for all contractors and this will enable us to continue using smaller contractors and meet the requirements detailed in the HSE letter. The Chief Executive noted staff training will also be provided for the appointment of contractors in line with the action plan. All of the Association's small contractor works have been temporarily suspended until the action plan is completed and staff training has been provided.

A member queried if the affected contractor had been given assistance to set up the required risk assessment products. The Chief Executive provided assurance that all available resources to establish a risk assessment for small contractors have been sent to the contractor. The Association does not want to prevent small contractors being procured but needs to ensure all policies have been tightened and are up to standard.

Management Committee noted the contents of the Notifiable Events report and their status at the time of the meeting.

Submissions of Returns

Content covered in section 6.4.

Health & Safety Update

None

Tenancy Sustainment Update

None

6) For Approval

6.1 Appointment of Co-Opted Management Committee Member

The Chief Executive and Chair met with Rose O’Docherty, a former Committee member interested in rejoining. Both think she would be an asset to the Committee. They recommend the Committee approve her to be a co-opted member until the September AGM.

Management Committee approved the appointment of Rose O’Docherty as a co-opted Management Committee member.

6.2 Banking Mandates

The DFIT advised that it was good housekeeping to review and refresh banking mandates periodically. As the DDPS was retiring in May, DFIT advised the mandates would be updated once a successor was in place. DFIT drew Committee’s attention to the signing rules per the Financial Procedures and proposed they be replicated in the bank mandates.

Management Committee noted the content of the report and approved the proposed signing rules.

6.3 Drawdown of Funds from CAF Bank

DFIT was seeking approval for the drawdown CAF loan of [REDACTED] with a non-utilization fee of 0.7% per annum chargeable to the point the funds are drawn down.

A member queried whether this was budgeted. DFIT answered that it is budgeted in the 5-year plan.

Management Committee noted the contents of the report and approved the drawdown of the CAF Bank loan of [REDACTED] and delegated authority to the Director of Finance and IT to sign the side letter displayed in the appendix to this report.

6.4 Update of Loan Portfolio Return

The DFIT was seeking the retrospective approval of the loan portfolio return. The return was due on the 13th of March 2 days after this meeting, so the DFIT found it best to submit the interim returns and seek retrospective approval from Committee, as was agreed with the SHR regulation manager. The Chair noted that nothing included in item 6.4.2 was a shock and was comfortable with HFIT's decision to submit the return.

The Management Committee noted the contents of the report and retrospectively approved the in-year loan portfolio return.

6.5 Safeguarding Policy

The DTS gave overview of draft policy and confirmed she is seeking approval.

The DTS summarised the policy highlighting this safeguarding policy sets out a frameworks for safeguarding and the emphasis is safeguarding adults at risk and children and makes clear that this is everyone in the Associations responsibility.

This is especially applicable to cases of child safeguarding, with certain cases requiring social services to be contacted within 48 hours of a safeguarding issue being reported by staff. Cases of adult safeguarding are also covered in this policy. A member queried as to how staff are meant to identify safeguarding concerns. DTS explained that the policy outlines examples and includes training. One way DTS advised the Association to spot safeguarding concerns is through increased home visits. A member remarked that if Committee members aren't responsible for safeguarding issues, are they still able to report potential issues seen within the community. DTS responded that this is not the responsibility of the Committee, as they are regarded as members of the public and not staff. A member then followed up, asking how these cases will be recorded. DTS explained that online diaries will document all interactions with customers, and potential safeguarding cases will be flagged as sensitive and can thus be used as reporting material at any time.

The DTS summarised that all staff are responsible for safeguarding including Trust staff and training will be carried out. Contractors of the Association will be issued annually with this policy. The Association has a Designated Child Protection Lead (DCPL) and Safeguarding Lead and this will be the Director of Tenancy Services.

The Management Committee:

- ***Approved the Safeguarding Policy 2026-2029 and***
- ***Noted the responsibilities placed on the organisation, its staff and its contractors in ensuring the safeguarding of children and adults at risk***

6.6 Information Report

DCSHR presented a report outlining a proposed new policy and those requiring review.

- Data Protection
- Freedom of Information and Environmental Regulations
- ICT, Internet and Email
- Information Security
- Social media

The new policy is the “Disclosure Scotland Information Handling Policy”. We became aware of this requirement when adding the new Chief Executive as a counter signatory. DCSHR was seeking approval of the new policy and asked Committee to note that there were no changes to the other listed policies.

The Management Committee noted and approved the revised and new policies. Management Committee noted the information updates.

6.7 Assurance Process Review

The Chief Executive presented information found within a review carried out by the previous Director. Overall, the outcomes were good, showing the Good Practice Self-Assessment is a productive tool for staff. The Chief Executive expressed a desire to introduce a new approach to reporting for both the Sub-Committees and the Management Committee. This approach was formulated by looking at assurance statements and best practice statements from the Scottish Housing Services. The Chief Executive will return to the August Management Committee meeting with a review of our compliance against the SHR Standards and Requirements. The Chief Executive asked if any members were willing to join the Assurance Working Group that will meet twice over the Summer will review our compliance, with H&S being one of the featured areas to focus on this year.

Barbara Robertson, Paul Callander and El Nimiery Khalifa volunteered for the Assurance Working Group.

The Management Committee noted the review of the assurance process and approved the proposed change in self assessment approach detailed in 5.3. Management Committee approved Health & Safety as the area of focus this year.

7) For Notification

7.1 Committee Briefing

The Chief Executive added this new report, as it would felt that it would be beneficial to give the Committee updates re some key activities and information that didn't necessarily require a full report:

- Currently recruiting for a Director of Property Services. 4 candidates initially interviewed, with 2 going on to the second stage of interviews.
- There will be a business planning process session held next Thursday, March 19th, at 5 pm.

The members commented that they appreciated this report being added and would like it to continue in future meetings.

Management Committee noted the content of the Committee Briefing.

8) Minutes of Sub-Committees

- Operations meeting held on 12 November 2025
- GCDT meeting held on 28 January 2026
- F&GP meeting held on 4 February 2026

Management Committee noted the minutes of the Sub Committees presented for information.

9) Report Back from Other Organisations

No representatives were present from EVH or GWSF.

10) Documents for Formal Execution

None

11) Correspondence

None

12) A.O.C.B

Possible Additional Public Holiday – Monday 15 June 2026

The CEO advised EVH circulated an update to its members regarding an additional public holiday approved by the Scottish Government following Scotland’s first match at this year’s World Cup.

The JNC agreed this date should be added to the EVH Public Holiday list for 2026 and the decision is at the discretion of each individual housing association’s Governing Body. The Chief Executive asked Management Committee if they wanted to approve this additional public holiday for Association staff.

The Management Committee approved the additional Public Holiday for staff on Monday 15th June 2026.

[Redacted content]

Development & Property Services Contracts for Signing
Formal Building Contracts for Major Repairs 6 & Boyd Street and the Kitchen/Bathroom Replacements were signed by the Secretary.

13) Date of Next Meeting

April 22nd at 6:30 pm

The meeting concluded at 7:34 pm.