

Minutes of the Board meeting held on 18th March 2026 at 6PM, Wellhouse Housing Association, 49 Wellhouse Crescent, G33 4LA.

Present:

David Gebbie	Vice Chair
Felix Lynn	Committee Member
Anna Dukova	Committee Member
Jane Heppenstall	Committee Member
Christian Dassi	Committee Member
Ann Marie Cunningham	Committee Member
Pamela Forrest	Co-optee

In Attendance:

Diane Hendry	Director (Secretary)
Bruce West	Finance and Corporate Services Manager
Bill Black	Assets & Maintenance Manager
Angela MacDonald	Housing & Customer Services Manager
Job de Bruin	Corporate Services Officer
Peter Freer	Allia C&C (external)
Eleanor McTaggart	Curb (external)
Emma Sharp	Curb (external)
Trish Knight	RGDP (external)

Minutes Suzanne Halbert (Corporate Services Assistant)

1. Welcome, Sederunt & Apologies

Apologies were received from Maureen Morris, Gordon Kerr, Mary Cawley.

2. Declarations of Interest

The staff team declared an interest under AOCB where the Committee was asked to decide on the possibility of an additional public holiday on 15th June.

3. Minutes of 21st January 2026.

The minutes were approved.

These were proposed by Pamela Forrest and seconded by Ann Marie Cunningham

4. Draft minutes of Audit and Risk 12th Feb 2026

The draft minutes were noted for information.

5. Matters Arising & Actions

The committee agreed to vary the order of business by bringing forward Items 10, 9 and 11 to follow Item 6.

6. Meeting Schedule & plan 2026/27

The Committee were asked to comment on the revised meeting schedule introduced in 2025/26, which reduced full Management Committee meetings from 10 to 7 on a pilot basis.

Members noted that the revised frequency had worked well overall. It was commented that the reduced number of meetings was acceptable provided the current level of information and reporting continued to be made available. The Committee agreed that the revised meeting schedule should continue for 2026/27

The recommendation was proposed by Felix Lynn and seconded by Jane Heppenstall.

Data protection audit report & action plan

The Committee received a presentation from Trish Knight from (RGDP) on the GDPR compliance audit and the subsequent action plan.

An executive summary of the audit undertaken in September 2025 was provided. Areas of good practice were noted, including technical security, FOI management, data maintenance and risk management. Areas identified for improvement included policy and procedure updates, privacy notices, breach management, record keeping, DPIA processes, data sharing agreements and website compliance.

Members noted progress already made since the audit, including updates to ICO and DPO records, privacy notices, policies and IT security arrangements. The action plan, priorities and timelines for implementation were also outlined.

A member commented positively on the level of cyber security being undertaken by the Association.

The recommendation was proposed by Jane Heppenstall and seconded by Ann Marie Cunningham

Trish Knight left the meeting at this point.

9. Borrowing Tender Approval

The report previously circulated set out the final draft of the £20.0m of borrowing invitation to tender and tender list for approval and reported progress with the borrowing strategy actions due by 31 March 2026. It further proposed a provisional treasury risk map, provisional set of treasury golden rules and a change to how surplus cash deposits are managed. Finally, it confirmed the outcome of the review of long-term financial projections.

The Finance Manager summarised some key issues from the report in relation to the proposed treasury risk map and golden rules, highlighted the key issues in terms of the ongoing viability of the long term financial projections and outlined the arrangements and benefits from progressively moving up to £1,460,000 of surplus cash to the Flagstone cash management portal over the period to August and then for a full 3 month period on a trial basis.

Peter Freer, from Allia C&C, spoke to the proposed ITT document and tender list summarising the key points in relation to these and highlighting the competitive nature of the funding market. He further outlined the option to keep the Scottish Charitable Bond open as a potential source of funding and to consider that once more information on the budget for this was available.

Members of the Management Committee asked a number of questions for clarification on the operation of the Flagstone cash management portal, availability of Scottish Charitable Bond Funding, competitiveness of the funding market for housing associations and the overall financial viability and these were responded to.

The Management Committee unanimously agreed the following:

1. The invitation to tender (Appendix 1) is approved.
2. The list of potential funders invited to tender (Appendix 2) is approved.
3. To review the option of accessing funding from the Scottish Charity Bond once tenders are returned.
4. The treasury risk map (Appendix 3) is approved subject to review when a preferred lender/lenders is/are selected.
5. The treasury golden rules (Appendix 4) are approved subject to review when a preferred lender/lenders is/are selected.
6. To approve the proposals for managing surplus cash deposits as set out in section 12 of Appendix 5.
7. To note progress against the actions due to be completed by 31 March 2026 (Appendix 6).
8. To note the long-term financial projections are still viable and financially sustainable (Appendix 7).

These were proposed by Felix Lynn and seconded by Ann Marie Cunningham.

Peter left the meeting at this point.

11. Development Report

Eleanor McTaggart, the Director of Property Development for C~urb provided a detailed description of the report previously circulated to the committee.

It was noted that:

- Previous Committee approval had been given to the Heads of Terms; this approval relates only to entering the purchase missive, with final Board approval required before any purchase proceeds.

- The approval remains subject to satisfactory due diligence, legal agreements, grant offer from Glasgow City Council Neighbourhood Regeneration Services (GCC-NRS), planning permission, and any other statutory approvals including Scottish Water.
- The number of units had increased from 40 to 46 to improve financial viability and spread acquisition and development costs and approval was sought for this change
- Preliminary environmental assessments have been commissioned and are being progressed by the design team.
- Committee were asked to approve the submission of the SDFP to Glasgow City Council.

Clarification was provided in response to questions on the suspensive conditions.

Further information was sought around heating design options. The committee were advised appraisals have been provided by the energy advisers to be considered by the design team.

A discussion took place around the contents of the purchase missive and members were keen to have sight of this before proceeding to approval.

The Committee approved the change from 40 to 46 units and submission of the SDFP to GCC. They requested sight of the draft purchase missive and the terms outlined. This was proposed by David Gebbie and seconded by Felix Lynn.

Eleanor McTaggart, Emma Sharp and Ann Marie Cunningham left the meeting at this point.

Post meeting note: The draft purchase missive was circulated by email to all members and approval to proceed was granted.

7. Final Draft Budget 2026/27

The Finance Manager spoke to the previously circulated report setting out the final draft budget for 2026-27. He summarised the key points in the report in relation to constraints, assumptions and changes from the previous draft budget. He confirmed the draft budget was compliant with existing loan covenant, in line with overall cash flow as per the long-term financial projections and there were funds available to create a one-off ad hoc budget of £50,000 for 2026-27, which the Director would bring forward proposals to utilise. It was highlighted that the terms for insurance renewal had still to be finalised and a sum of £151,400 had been included in the final draft budget for 2026-27.

The Management Committee unanimously resolved to

- Approve the final draft budget for 2026-27.
- Note that the sum of £151,400 has been provided in the budget for the total cost of insurance and approved that renewal of insurance can be accepted by the Director if the final cost is contained within this amount.

Proposed by Pamela Forrest and seconded by David Gebbie

8. Quarterly Financial Reporting

The Management Committee considered the quarterly financial review, the terms of which were noted.

10. Bad Debt write-off report

The Housing Manager asked the committee to consider the report outlining former tenant rent arrears and owner arrears proposed for write-off. It was noted that the report included former tenant arrears over and under £350, owner debts, and the basis for the proposed write-offs. Members were advised that a significant proportion of cases related to tenants in receipt of benefits, abandoned tenancies, or circumstances where recovery was unlikely, including cases involving fleeing violence.

This was proposed by Jane Heppenstall and seconded by Felix Lynn.

11. Policy report

The Director informed the committee of amendments to governance policies. It was noted that full policy documents had been made available within the Board Effect portal for members' reference.

The Committee approved the amended versions; these were proposed by Jane Heppenstall and Pamela Forrest.

12. Annual Assurance Statement Standard 2

Following approval of the Annual Assurance Statement in October 2025, the Committee agreed that individual standards would be reviewed periodically throughout the year. Annual Assurance Standard 2 shown relates to openness, accountability, and taking account of the needs and priorities of tenants and other stakeholders. Members were advised that 52 pieces of evidence had been identified to support compliance with the standard. It was noted that the report provided a summary of the evidence held, with full supporting documentation available within the Board Effect resource library.

The Committee reviewed a sample of evidence and noted assurance in respect of Regulatory Framework Standard 2.

13. Q3 KPI & Performance

The Housing Manager provided an update on letting quotas and presented the Quarter 3 KPI figures and year-to-date performance information.

14. Q3 Health & safety report

The Committee noted the report providing assurance on current health and safety matters as both landlord and employer.

Members were advised that the fire risk assessment identified a moderate risk level. A survey is being undertaken in relation to replacement of fire doors, which date from the original 1994 build, and updates to the fire alarm system are also being considered.

It was noted that EICRs are programmed for next year, with only a small number of smoke detectors requiring replacement. Staff training on Awaab's Law is planned, with final consultation guidance awaited. Regular asbestos management activity continues.

15. Q3 Delivery plan update

The Committee noted the report providing an update on delivery of the strategic objectives within the business plan 2025–28 for the period October to December 2025. Members considered the progress made against the strategic objectives during the reporting period.

16. Q3 Complaints & compliments

The Committee noted the report outlining the volume and nature of complaints handled by the organisation, together with compliments received. Members were advised that all complaints received during the quarter had been resolved within the reporting period.

17. Directors operational update

The Committee noted the operational update, and the request of the Maintenance Officer's working days will reduce from five to four per week. Plans are in place to review internal succession options to allow an employee to step up and gain additional skills. The committee approved this proposal.

The Committee noted that, as part of the Investors in People action plan, a staff working group has been formed to develop activities to support staff wellbeing and minimise absence.

The Committee approved the proposal to close the office to the public at 4pm on Fridays instead of 4:30pm. This does not affect contracted hours and allows staff to prepare for the following week or finish early if flexi time permits. A minimum of two staff will remain to lock up the building where this is required.

18. Correspondence (Director)

The committee noted the renewal of the GWFS membership.

Confidential internally until published (2nd of April) - The Committee noted that a letter of engagement had been received from Scottish Housing Regulator confirming the organisation's compliance position. Members were advised that the Regulator wishes to engage further in relation to the level of borrowing.

Suggested public holiday for Monday 15th June

The Committee considered a proposal to designate Monday 15 June as an additional public holiday.

All staff members left the meeting at this point

The committee approved the additional public holiday.

19. Use of Delegated Authority

The Committee noted the use of delegated authority to approve removal of security over an owned property, relating to a charge dating from 2015/2016, to allow a sale to proceed.

20. Notifiable events

One outstanding from August 2025 (Cyber Security) due to waiting on further communication from the information commissioner's office.

21. AOCB

Meeting close: 8.00pm. Next Meeting Wednesday 20th May 2026

I certify that the above minute has been approved as a true and accurate reflection of the proceedings:

Signed Date:.....