

Report To:	Management Board Meeting
Agenda Item:	Ag3. Minute of Management Board Meeting of 20 January 2026 held in Drumchapel Housing Co-operative Office
Date Issued:	13 January 2026
Meeting Date:	2 December 2025 at 6.00pm

1. Sederunt				
P = In Person, Z = On Zoom				
Present Due: Josephine Barnshaw (JB) Helen Eakin (HE) Elspeth Kerr (EK) Alex Kerr (AK) Joan McFarlane (JMCF) Pauline McNaught (PMcK) Karen McKenna (KMCK) David O'Hara (DO'H) Vincent Ogar (VO)	P P Z P P P P P P	Apologies: Thandiwe Malikha (TM) David Riddell (DR) Graeme MacIntosh (GMCI) Frances McLean (FMCL) Jean Forbes (JF) Tannith Diggory (TD) Absent: Leave of Absence:	In Attendance Due: Pauline Burke, Director (PB) Jaqueline McGoran (JMCG) Blaise Lambert (BL), Chief Officer Confederation of Co-Operative Housing Fettes MacDonald (FMCD) FMD Financial Services Pat Bradley (PBr) Gleneagles Consultancy Observers Due:	P P Z P P
The meeting started at 6.00pm.				
All papers issued in advance of meeting, by email and post, unless detailed in minute.				
The Chair welcomed everyone to the meeting.				

2. Declarations of Interest			
The Chair reminded Board and staff to declare interests as appropriate and reminded of confidentiality and collective responsibility.			
A Kerr declared an interest at Agenda Item 8.1 Membership Report.			
3. Minutes of Previous Meeting(s)	Lead	Due By	
Minute of the Management Board Meeting of 28 October 2025 The Chair asked everyone in the room if they had read the minutes of the last meeting and if there were any requests for corrections. The Board noted no corrections and confirmed the approval of the minutes. Proposer: DO'H Seconder: HE Chair of approving meeting to sign minute: JB	JMCG	2-12-2025	
3(i) Confidential Minutes of Previous Meeting(s)	Lead	Due By	
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4.	Meeting Action List 2025/26	Lead	Due By
	<p>Board noted and approved the action list report as an aid to ensure all actions required are considered and complete.</p> <p>There were no further actions requested or discussed</p>	ALL	Approved
5.	Matters Arising	Lead	Due By
	<p>The Chair asked if there were any matters arising from the previous meeting.</p> <p>JMcG advised Board that she had provided Board's requested response to TPT's consultation on their proposed approach to SHAPS scheme expenses. Board noted that The Pensions Trust had replied thanking the Co-operative for responding to the consultation, and that our response will be consider by the Employer Committee at its December meeting.</p> <p>Board noted the response from TPT.</p>	-	-
6.	Director's Report	Lead	Due By
	<p>6.1 The Confederation of Co-Operative Housing Report</p> <p>PB advised that the Management Board had previously considered membership of The Confederation of Co-operative Housing (CCH) and had requested that the Chief Officer, Blase Lambert be invited to provide further information on the benefits of joining. BL joined the meeting through Zoom at 6.10pm to discuss CCH membership.</p> <p>JB welcomed BL to the meeting. BL gave an overview of CCH, advising they want to establish strong relationships with Co-operatives throughout the whole of the UK and are campaigning for quality housing co-operative solutions across the UK.</p> <p>JMcF asked BL how membership would work as Scottish Co-operative's may be different to those elsewhere in UK. BL recognised the differences for example different legal framework in England than in Scotland. He advised that although Co-operative's adopt the Co-operative model to suit their needs so there may be some difference, essentially their business is the same i.e. owning/managing homes. CCH's intention in Scotland is to build relationships with Scottish Government and Scottish Housing Regulator to ensure various forms of Co-operative and community led housing organisations remain strong and sustainable. BL confirmed that the CCH have a variety of members including some Scottish Co-operative's. EK commented that "standing together" was a good idea.</p> <p>BL advised that he would be in Scotland late January/early February should the Board wish to meet in person but in the meantime if they had any further questions just to contact him.</p> <p>JB asked if there were any further questions/comments from the Board. Board commented the work of CCH was interesting and something to consider.</p> <p>JB thanked BL for his presentation.</p> <p>BL left the meeting at 6.25pm</p> <p>Board confirmed all matters raised and had no further queries.</p>		

<p>Decision Made:</p> <ul style="list-style-type: none"> Board to consider joining CCH and if required arrange a meeting with BL January/February 2026 	PB	TBC
<p>6.2 Management Accounts to 30 September 2025</p> <p>The Chair asked JMcG to present the report on Management Accounts to 30 September 2025.</p> <p>JMcG presented the Management Accounts for the period to 30 September 2025 highlighting the main variances between actual and budgeted spend.</p> <p>The total comprehensive income (surplus) for the year to 30 September 2025 was £309,581 against a budgeted surplus of £221,419 resulting in a favourable variance of £88,161.</p> <p>Total Operating Expenditure for the period was £1,187,668 against a budget of £1,259,383 giving a positive underspend of £71,715. JMcG advised Board that most underspends are due to timing and costs in general are expected to come in line with budgets as the year progresses.</p> <p>There were underspends across most of the cost centres, however the main area where there was an underspend was within Estate Costs - Housing Maintenance at £44,988. It was explained that this is largely due to the timing of major repairs works which would reverse during the year as work is instructed. Board also noted the overspend of £20k in general repairs which relates to there being 24 voids in the period with the budget for the same period having been based on 15 voids.</p> <p>Board noted that Insurance costs were £14.5k higher than budgeted due to the additional premium required as a result of the substantial increase in rebuild values of stock.</p> <p>Bad debt write-offs for the period totalled £2,070.</p> <p>Interest received was £8.9k higher than budget due to higher average interest rates and higher balances on deposit than assumed in budget.</p> <p>JMcG explained that the net book value for Tangible Fixed Assets has decreased by £4.9k over the period. This was attributed to depreciation charges on housing properties and other fixed assets for the period equating to £344.1k, Planned Maintenance program additions of £304.1k for kitchens and boilers, ad-hoc component cost additions and disposals to 30 September 2025, equating to £28k, and Other Fixed Asset (OFA) additions of £7k and disposal of the fully depreciated van.</p> <p>Total cash balances were £3,170,117 at the end of Quarter 2. Cash has increased in the period by £119,789. It is currently anticipated that year end cash balances are expected to be around £3.5 million.</p> <p>Bank Loans have reduced by £65,031 representing payments made.</p> <p>Deferred Income (HAG) has reduced by £182.5k as amortisation is released over the period.</p>		

<p>Equity has increased over the period to £8,356,603 – the main factor being the addition of the £309,581 surplus generated for the year to 30 September 2025.</p> <p>The Co-operative's KPI's are broadly in line with expectations with the exception of reactive repair per unit costs which are higher due to the number of voids and associated costs received in the period.</p> <p>The Co-operative's loan covenants have been met for the period to 30 September 2025.</p> <p>JMcG advised that overall DHCL's financial position remains robust, Surplus is showing a positive variance of £88,161 for the year to 30 September 2025 which is largely due to timing of major repair works. The planned maintenance program for 2025/2026 is complete with 48 kitchens, 30 boilers and one full heating system having been installed by 30 September 2025. September 2025 which is largely due to timing of major repair works. Liquid cash balances and working capital remain high</p> <p>Board confirmed all matters raised and had no further queries.</p> <p>Decision Made:</p> <ul style="list-style-type: none"> Board approved Management accounts to 30 September 2025 	JMCG	-
<p>6.3 Royal Bank of Scotland Deposit Report</p> <p>The Chair asked JMcG to present the report.</p> <p>The Board noted that the Co-operative's £417.7k 1 Year Fixed Interest deposit with Royal Bank of Scotland (RBS) will mature on 9 December 2025 with accrued interest of £15,664.</p> <p>JMcG advised members that the current interest rate on offer with RBS to reinvest £433,368 is 3.02% (rates indicative as of 24/11/2025 and subject to change), Bank of Scotland rates are 2.14% and Nationwide are not currently accepting new applications for business deposits. Current funds on deposit total £2.36m.</p> <p>Board noted there were no compliance issues with policy or current Treasury Management strategy.</p> <p>Decision Made:</p> <ul style="list-style-type: none"> Board approved the rollover of funds plus accrued interest (£433,368) into RBS 1 year Treasury fixed deposit at a rate of 3.02% 	JMCG	9-12-2025
<p>6.4 Rent Review Report 2026/27</p> <p>The Chair advised Board that FMcD from FMD Financial Services had been invited to the meeting to present long term financial projections to aid Board in agreeing the rent consultation for 2026/2027.</p> <p>FMcD advised Board that the 30-year model assumptions as per DHCL's business plan are that rents increase by inflation only and confirmed that the Co-operative demonstrates financial viability using this assumption. The model had been updated for October 2025 Consumer Price Index (CPI) (3.6%) and FMcD confirmed that the 30 year projections represented a solid</p>		

financial position with cash sitting at the 30 year mark of around £6.8million using reasonable assumptions.

Board noted that major repair costs per unit over long term are approximately £46k which compared with other RSL's feels adequate (comparison with another 10 RSL's showed an average of around £40k). Staff costs as a proportion of income are around 21% and are reasonable when comparing to others which are 20-23%. Overhead costs (with insurance costs removed) are at the higher end when comparing to others but it was acknowledged that this could be due to dis-economies of scale due to DHCL being small. Loans are at reasonable margins and loan debt value is low. FMCD advised Board

that overall, this should provide some comfort that there is adequate provision been built into the 30 year projections.

Finally, FMCD detailed to members various sensitivity analysis both positive/negative and discussed the impact on overall cash through the long-term projections of these scenarios.

JMCG then discussed with Board the outcome of the Rent Affordability study carried out by Northstar in October 2025 which used the Scottish Federation of Housing Association's (SFHA) Rent Setting tool to test the affordability of DHCLs average rents by size (including service charges). The benchmark in terms of rent as a ratio of income has tended to be to consider it acceptable for housing costs to be 25-30% of income.

Although it was recognised that the Co-operative's average rents are higher than the local peer group average across all property sizes, when using the SFHA Affordability Tool, the Co-operative's rents are below the 25% of income affordability threshold for all households for all property sizes

JMCG advised at the Strategy Day Board had requested further detail regarding the 45.5% of tenants who fell into the "other" category to establish rent affordability for this group. Housing staff collated further information which was detailed within the report for the Board's consideration. In addition, for those within the "other" group who were not in receipt of housing benefit/universal credit Board were advised that 75% of those who responded stated the rent was affordable.

Board noted that the key findings from the Tenant Satisfaction Survey carried out in July 2025 were:

- 88.7% of tenants said the Co-operative's rents represent value for money.
- 55% of tenants find rents very or fairly easy to afford, 45% of tenants find rents just about affordable, no tenants' said rents were unaffordable.
- Tenants top 3 priorities are
 - Repairs and maintenance of homes
 - Investment in improving the quality of housing
 - Keeping tenants informed about services and decisions
 -

JMCG detailed the planned maintenance program for 2026/2027 and

<p>associated costs and highlighted other areas in which the most significant rise in costs have occurred such as ground maintenance (64.2%), gas maintenance (39.7%) and an increase in insurance costs since 2022/2023 of 207%. Board also noted that due to the removal of the bulk uplift service by Glasgow City Council the Co-operative now incurs annual costs of £19.6k for a weekly bulk uplift service. This service is not to date charged to tenants.</p> <p>JMCG detailed the reasons behind the previous two years higher than October CPI increases due to the half inflation rent increase in 2023/2024 that seen cash in the 30 year model almost half from £10.5m to £5.5m. JMCG also referred Board to the Glasgow & West of Scotland 2026/2027 rent increase survey results which showed that almost all Registered Social Landlords are consulting on higher than CPI rent increases for 2026/2027.</p> <p>Board discussed the challenge of minimising rent increases while the Co-operative costs continue to rise due to the current financial climate and recognising that our average rents are higher than our local peer group.</p> <p>Decision Made:</p> <ul style="list-style-type: none"> Board after due consideration agreed to approving consultation with tenants on October CPI 3.6% rental increase for 2026/2027 which is as per DHCL's business plan model. 	MG	20-01-2026
<p>6.5 Draft Budget Report 2026/27</p> <p>The Chair asked JMCG to present the report.</p> <p>JMCG advised Board the setting of the annual budget forms part of the annual business planning cycle and should reflect the Co-operative's current business plan, operational plans and longer term financial forecasts.</p> <p>Board noted the following key points:</p> <ul style="list-style-type: none"> ➤ Budgeted surplus for the year (total comprehensive income) is £510,292 ➤ Rents increased by 3.60% (October 2025 CPI only) ➤ Service charges income increased by 0% - frozen. ➤ Rental Void Loss rate of 0.50% ➤ Cash balances increase by £399,559 from £3,338,150 to £3,737,709 ➤ Bank loan balances - reduce from £997,542 to £818,570 ➤ Bank loans – no additional borrowing or refinancing assumed ➤ Past service pension deficit (PSD) contributions - £47,203 ➤ Employer SHAPS DC pension contributions - 8.45% ➤ Planned maintenance expenditure (capital) - £193,255 ➤ Direct employee related costs - £602,232 ➤ EVH salary increase of 5.10% (October25 CPI +1.5%) ➤ Consultancy costs (includes legal & finance services) - £96,135 ➤ Total bad debts write-off costs (1.00%) - £26,647 ➤ Property insurance costs - £89,000 (Nil% uplift applied) <p>Board also noted with regards to Covenants and key performance indicators:</p> <ul style="list-style-type: none"> ➤ Interest Cover and the Asset Cover Covenants are met by the year 		

<p>end.</p> <ul style="list-style-type: none"> ➤ There is a healthy operating surplus “headroom” of £481.3k (£386.7K – 2025/2026) before the interest cover covenant is breached at the year end. ➤ Current market expectations for BASE are that if inflation continues to fall over 2025/2026 there may be further cuts of up to 0.25% by March 2026. However, for prudence we have tested whether a further <u>1% increase</u> of BASE/SONIA rates from 3.75% to 4.75% next year could be sustained. The result was that the interest cover covenant was still met. ➤ Staff Costs to Turnover % is above the local peer group but alongside national peers. ➤ Budgeted Management Administration per Unit has not risen materially against last year’s budget. It is higher than both local and national peers. ➤ Reactive Repairs per Unit is lower than both local and national peers. ➤ Cyclical & Planned Revenue Costs per Unit is higher than the local peer group and the national average/medium. The main reason for the rise upon last year is the inclusion of the painter works programme <p>JMCG advised that the surplus is £15k more than the surplus projected in the recent approved April 2025 Scottish Housing Regulator projections for the year 2026/2027 and explained the reasons for this.</p> <p>Decision Made:</p> <ul style="list-style-type: none"> • The Board after considering the budget had no recommendations. The final budget will be presented at the meeting on 24 February 2026. 	JMCG	24.02.2026
<p>6.6 Risk Management Review – Mid Year Review Report</p> <p>The Chair asked PB to present the report.</p> <p>PB advised members that the annual review of the Risk Register was approved by Board at the July 2025 Board meeting with the mid-year review taking place November 2025. Board noted the Audit, Risk & Staffing sub-Committee review the risk register quarterly and note any actions or new mitigations for the coming months.</p> <p>At the November sub-Committee meeting following the mid-year review the following actions were noted within the high risk category:</p> <ul style="list-style-type: none"> • Risk E2, Rent Increase, Rent Affordability Assessment was completed and presented at the Strategy Day on Friday 14 November 2025. • Risk E3, Cyber Fraud, The Co-operative received Cyber Essentials Plus Accreditation for 2025. In addition, cyber 		

<p>security has been enhanced with the addition of Penetration Testing which is designed to identify any vulnerabilities within our IT systems and SOC which provides 24/7 threat monitoring, detection, and response services.</p> <ul style="list-style-type: none"> • Risk 01, Tenant & Staff Health & Safety Compliance, Complete review of Electrical Installation Condition Reports data which confirmed the integrity of data held is compliant. • Risk 02, Planned Maintenance Programme, the programme for 2025-26 is now complete <p>Board noted no changes to risk ratings within the High-Risk category.</p> <p>The following actions were noted within medium risks mid-year review:</p> <ul style="list-style-type: none"> • Risk 03, Internal Fraud, Members were informed that the result of an internal audit highlighted a discrepancy in an Electrical Installation Condition Report (EICR). The internal audit report concluded that the issue appeared to be an isolated incident. A further internal audit to review and validate all EICR data to fully ensure compliance was concluded on 12 August 2025 providing substantial assurance with two recommendations. An audit of gas safety including fire protection was completed and findings presented to the Management Board October 2025 providing substantial assurance with no recommendations. • Risk 08, Tenant Satisfaction and Engagement, a Tenant Satisfaction Survey was completed October 2025 and presented to the Management Board at the October Board Meeting. An action plan will be created to address points raised by tenants within the survey. <p>The Co-operative identified nine medium risks at the annual review, members were asked to note the risk ranking for those risks remain the same. No changes were made to increase Risk 03 Internal fraud due to the internal audit concluding this was an isolated incident.</p> <p>Decision Made:</p> <ul style="list-style-type: none"> • Board noted the actions as detailed in the report and approved the updated risk register 	PB	-
<p>6.7 Board Mid-Year Review Report</p> <p>The Chair asked PBr to present the report.</p> <p>PBr advised Board of the following:</p> <ul style="list-style-type: none"> • Board members mid-year appraisals 		

<ul style="list-style-type: none"> • New Board member induction and skills analysis • Board members training and Personal Development Plans (PDPs) <p>PBr confirmed to Board that all thirteen Board members have completed their mid-year review with feedback being very positive. Induction and skill analysis have been completed for the two new members, and their skills analysis will be reviewed in line with the appraisal process at the annual reviews.</p> <p>Board noted that PBr will draft individual PDPs for members which will be built into the Board training plan for 2026/2027.</p> <p>PBr advised that DHCL is clearly proactive in succession planning. The fact that there has been a smooth transition between the previous and current Chairperson at the Annual General Meeting 2025 confirms this.</p> <p>Decisions Made: Board noted the contents of the report</p>	PBr	-
<p>6.8 Donation Report</p> <p>The Chair asked PB to present the report.</p> <p>PB advised members that a donation request had been received from New Hope Community, based at Invercanny Drive, Drumchapel as they are hosting their annual Christmas party on 22 December 2025 at the Goodyear social club. They are looking for a monetary donation to help to provide this event to the Drumchapel community.</p> <p>JMcF asked for clarification of who the organisation was and was advised that New Hope Community is a registered charity (SC052490). Their purpose is the prevention or relief of poverty, the advancement of education and the relief of those in need by reason of age, ill-health, disability, financial hardship or other disadvantage.</p> <p>Board noted that there was £1,150 left in the donation budget for 2025/2026 and discussed an appropriate level of donation to be made</p> <p>Decisions Made:</p> <ul style="list-style-type: none"> • Board approved £150 donation to New Hope Community for their annual Xmas party. 	JJ	22-12-2025
<p>6.9 Telephony System Upgrade</p> <p>The Chair asked JMCG to present the report.</p> <p>JMCG advised Board that the Co-operative are currently operating a 20+ years dated Panasonic telephone system using old analogue lines that are being phased out and will be switched off by 2027 as part of a nationwide upgrade. Board was advised that although our procurement policy requires two quotes, three suppliers were contacted to provide quotes for both our main telephone system and mobiles, our existing provider and two others. All suppliers carried out office visits and then submitted their quotes. Details of quotes were</p>		

provided to Board within body of report. The lowest quotes were provided by Telecom Networks. Board was advised that as per Financial Regulations the Director has the authority level to purchase office furniture, computer and office equipment including contracts with no limit for budget expenditure. Due to the mobile contract ending November 2025, the main line requiring three months termination notice and the costs for the new contract providing significant savings and being within budget, it was decided to provide notice to Focus and move to Telecom Networks once notice period with Focus is served for continuity due to the importance of the telephone system and to provide cost certainty the five-year contract period was selected.

Decisions Made:

- Board noted the contents of the report and that following the telephony services exercise, Telecom Networks were the preferred provider due to services provided and associated costs, therefore awarded the contract for main telephony services (5years) and mobiles (3years).

JMCG

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7. Policy Review

7.1 Policy Review Report

The Chair asked PB to present the report.

Board was asked to consider and approve the following policies with the following changes:

7.1(i) Anti-Bribery Policy.

The Anti Bribery Policy was reviewed by our Finance Agent FMD. There were very minor changes, the main ones being the inclusion of Staff Terms & Conditions, Financial Regulations and Board Expenses policies at Section 9 - Key Related Policies

7.1(ii) Settlement Agreements Policy.

The Settlement Agreements Policy was last reviewed August 2021. The 4-year review has now taken place, and some amendments have been applied for consideration:

- Section 3.2 – Wording changed from ‘In no circumstances will the total value of any payment exceed the upper limit achievable’ to ‘and any such payment would not normally exceed the maximum payment an employee would receive (weeks’ pay basis)
- Section 4.1 – Increasing the recommended amount payable for the employee’s solicitors’ fees to up to £500 + vat. This has been updated to be reflective of current rates for this type of service.
- Section 4.2 – Additional wording of ‘We may also mix and match – for example our HR people may deal with the difficult “negotiations” stage before passing the matter onto another adviser/ACAS official/lawyer to write up the formal agreement paperwork.
- Section 6.3 – Addition to the EVH ‘Pre-termination Discussions & Settlements Agreements’ Information Note (February 2023) and Code

<p>of Conduct [attached at Item Ag7.1(iii)]</p> <ul style="list-style-type: none"> Completion of Equality Impact Assessment <p>7.1 (iii) EVH Pretermination and Settlements Information Note Members were asked to note the EVH 'Pre-termination Discussions & Settlements Agreements' Information Note</p> <p>7.1 (iv) Landlord Safety Manual A full list of updates was provided as an appendix for Board to review. Board noted that EVH have advised that they are aware that Housing (Scotland) Bill, which is currently progressing through parliament, will have an impact on elements of the Landlord Safety Manual, in particular Damp and Mould. EVH will provide any further updates for the Landlord Safety manual, shortly after the final information is available from the Scottish Government, to ensure DHCL are compliant with any change in the legislation</p> <p>Decisions Made:</p> <ul style="list-style-type: none"> Board reviewed and approved the changes to the Anti-bribery Policy, Settlement Policy and Landlord Safety Manual. Board also noted the EVH 'Pre-termination Discussions & Settlements Agreements' Information Note 	PB	-
8. Governance	Lead	Due By
<p>8.1 Membership Report The Chair asked AK to leave the meeting. AK left at 7.33pm.</p> <p>The Chair asked PB to present matters for decision on the Membership Report.</p> <p>PB advised there are there are 20 prospective members for Board approval this month and four share certificates to be approved and signed by the Office Bearers.</p> <p>Board noted the report, and no additional queries were raised.</p> <p>AK rejoined the meeting at 7.36pm</p> <p>Decisions Made:</p> <ul style="list-style-type: none"> Board approved prospective members and Share Certificates for signing Office Bearers to sign Share Certificates after the meeting <p>8.2 Ethical Conduct and Notifiable Events The Chair asked PB to present matters for decision on the Membership Report.</p> <p>PB provided the Board with the update on the Notifiable Event (31398) and confirmed the event is closed with the Scottish Housing Regulator.</p> <p>Board noted the report, and no additional queries were raised.</p> <p>Decisions Made:</p> <ul style="list-style-type: none"> Board noted the update and closure of the notifiable event. 	JMCG	2-12-2025
	PB	-

9. Audit, Risk and Staffing Sub-Committee	Lead	Due By
<p>9.1(i) Minutes of the Audit, Risk & Staffing sub-Committee meeting on 14 August 2025.</p> <p>The Chair presented the minute to the Board for approval.</p> <p>9.1(ii) Confidential minutes of the Audit, Risk & Staffing sub-Committee meeting on 14 August 2025.</p> <p>The Chair presented the confidential minute to the Board for approval.</p> <p>9.2 Recommendations from the Audit, Risk & Staffing sub-Committee meeting on 13 November 2025.</p> <p>The Chair asked PB to present the paper for noting and approval.</p> <p>PB asked Board to note the finalised audit reports for Gas Safety (including Fire/CO detection systems) and Compliance with Scottish Housing Regulator, Regulatory Framework – Annual assurance statement.</p> <p>PB advised Board that the Internal Auditor had suggested at the Audit, Risk and Staffing meeting, since both EICR and Gas Safety audits had been completed this year that both the Reactive Repair and Stock Condition survey audits be moved to next year.</p> <p>The following were also noted by Board:</p> <ul style="list-style-type: none"> • Office Health and safety audit and fire risk assessment have been scheduled to align with the commencement of the Corporate & Governance Officer • Annual Leave, TOIL, Flexitime and Other Leave Policy was reviewed by the Sub-Committee and the recommendation is for the Management Board to ratify the policy • An anonymous Training Needs Analysis Survey incorporating employee wellbeing was completed October 2025. Brian Coyle, from Proactive Training led on survey with the outcomes presented at the Strategy Day. The Management Board is asked to ratify the report and actions therein. • Board was updated on staff resourcing and recruitment. The Sub-Committee agreed to extend [REDACTED] contract to 31 March 2026. Therefore, the recommendation is for the Management Board to ratify the extension to the contract • Equality data for the recruitment of the Senior Maintenance Officer • Update on the notifiable event and its subsequent closure • Potential Disciplinary outcome and associated recommendation <p>The Board considered the recommendations from the Audit, Risk & Staffing sub-Committee meeting on 13 November 2025.</p> <p>The recommendations were:</p> <ul style="list-style-type: none"> • To move reactive repair and stock condition audits to 2026/27 internal audit plan. 		

<ul style="list-style-type: none"> • Approve the Annual Leave, TOIL, Flexitime and Other Leave Policy • Approve Training Needs Analysis Survey report and actions therein • Extend [REDACTED] Contract to 31 March 2026 • Approve option 2 in the potential disciplinary to bring it to a close <p>All recommendations were noted and approved.</p> <p>Decisions Made:</p> <ul style="list-style-type: none"> • Approved the minute of the Audit, Risk & Staffing sub-Committee meeting on 14 August 2025. • Approved the confidential minute of the Audit, Risk & Staffing sub-Committee meeting on 14 August 2025. • Noted and approved the recommendations detailed within the report from the Audit, Risk & Staffing sub-Committee. 	PB	-
<p>10. Housing and Maintenance Sub-Committee</p> <p>10.1 Minutes of the Housing and Maintenance Sub-Committee meeting on 8 September 2025.</p> <p>The Chair presented the minute to the Board for approval.</p> <p>10.2 Recommendations from the Housing and Maintenance Sub-Committee meeting on 20 November 2025.</p> <p>PB asked the Board to consider the recommendations from the Housing & Maintenance sub-Committee meeting on 20 November 2025, namely.</p> <ul style="list-style-type: none"> • approval of the bad debt write-offs for quarter 2 totalling £1,488.84. • the Sub-Committee recommended the approval of the Tenant and Resident Health & Safety update which provided assurance on each of the tenant and residents' safety compliance areas <p>Decisions Made:</p> <ul style="list-style-type: none"> • Approved bad debt write off totalling £1,488.84 • Approved Tenant and Resident Safety update 	JJ	20-01-2026
<p>11. A.O.C.B.</p> <p>The Chair invited any other business to be presented at the meeting.</p> <p>11.1 - PB advised that Drumcog Gas Maintenance Contract with City Building's paperwork is not concluded however confirmed there is an extension in place until all is finalised.</p> <p>11.2 - PB advised that Glasgow City Council (GCC) had sent details of compulsive purchase orders in the G31, G32 and G41 areas for organisations to note an interest for the purchasing of the properties. GCC advised there was no guarantee of funding. Board decided not to note an interest.</p> <p>11.3 - PB advised that the Quality Efficiency Forum (QEF) which DHCL is a member of has ceased to trade. DHCL are now looking at other organisations that provide benchmarking such as Scottish Housing Network and will report back in due course.</p> <p>11.4 - JB advised she had received notification from Alice MacDonald who wanted to pass her thanks to the Board for all their support from them whilst she was employed at DHCL.</p>		

12. Date of the Next Meeting

The Chair thanked everyone for their attendance and input.

There being no other business, **the Chair closed the meeting at 7:55pm**

The date of the next meeting is **Tuesday 20 January 2026 at 6.00pm** at Drumchapel Housing Co-operative Office and via Zoom.

Chair.....J BARSHAW.....Date.....20/1/26.....