

Report To:	Management Board Meeting
Agenda Item:	Ag3. Minute of Management Board Meeting of 16 September 2025 held in Drumchapel Housing Co-operative Office
Date Issued:	21 October 2025
Meeting Date:	28 October 2025 at 6.00pm

1. Sederunt				
P = In Person, Z = On Zoom				
Present Due: Josephine Barnshaw (JB) - Chair David O'Hara (DO'H) – Vice-chair Joan McFarlane (JMcF) - Secretary Elspeth Kerr (EK) Pauline McNaught (PMcK) David Riddell (DR) Graeme MacIntosh (GMcI) Karen McKenna (KMcK) Vincent Ogar (VO) Alex Kerr (AK) Frances McLean (FMcL) Helen Eakin (HE) Tanith Diggory (TD) Thandiwe Malikha (TM)	P P P Z P P P P P P P P P P P	Apologies: Jean Forbes (JF) Absent: Leave of Absence:	In Attendance Due: Pauline Burke, Director (PB) Jacqueline McGoran (JMcG) Sharon Flynn (SF), Consultant Alice MacDonald (AMcD) (Minute-taker) Observers Due:	P P 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.			
There were no declarations of interest received.			
3.	Minutes of Previous Meeting(s)	Lead	Due By
Minute of the Management Board Meeting of 05 August 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.			
PB noted two corrections to be made. The first being under Sederunt, Section 1, whereby a T will replace the P next to EK as EK attended the meeting via Zoom. The second correction is the numbering of the sections after Section 8 Governance.			
The Board noted the corrections and confirmed the approval of the minutes.			
Proposer: PMcK Seconder: DR			
Chair of approving meeting to sign minute: DO'H			
Minute of the Management Board Election Meeting 28 August 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: HE Seconder: FMcL		AMcD	-
3(i)	Confidential Minutes of Previous Meeting(s)	Lead	Due By
Confidential Minute of the Management Board Meeting of 05 August 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. PB noted one correction to be made. The numbering of the sections after Section 8 Governance was to be corrected. The Board noted the correction and confirmed the approval of the minutes. Proposer: FMcL Seconder: PMcK Chair of approving meeting to sign minute: DO'H		AMcD	-
4.	Meeting Action List 2025/26	Lead	Due By
Board noted and approved the action list report as an aid to ensure all actions required are considered and complete. There were no further actions requested or discussed.		ALL	Approved
5.	Matters Arising	Lead	Due By
The Chair asked if there were any matters arising from the previous meeting. Board confirmed no matters arising.		-	-
6.	Reports Requiring Decision/Approval/Discussion	Lead	Due By
6.1 Annual Assurance Process The Chair asked SF to present the report SF presented this report. Management Board were asked to note the process undertaken in the lead up to the Annual Assurance Statement for 2025 and the opportunities to review evidence banks that support our statement. The Short Life Working Group of Board members, as well as the Audit, Risk & Staffing Sub-Committee, have spent time reviewing the evidence banks. SF also noted that the Tenants Panel were also invited to review the evidence, and this will be carried out before the next Board meeting on 28 October 2025. The SLWG and members have indicated that they are satisfied that they have seen and considered sufficient, appropriate and reliable evidence that combines reports, policies, advice and information to be assured and, to the best of their knowledge, have noted that there are no areas of material non-compliance to report. Board was advised that the final Annual Assurance Statement will be presented to Management Board on 28 October 2025 prior to submission to the Regulator.			

Decision Made: Board noted the update on the Annual Assurance process and the review of the Assurance Evidence Bank.	PB	-
6.2 Management Accounts to 30 June 2025 The Chair asked JMcG to present the report. JMcG presented the Management Accounts for the period to June 2025 highlighting the main variances between actual and budgeted spend. The total comprehensive income (surplus) for the year to 30 June 2025 was £219,826 against a budgeted surplus of £122,493 resulting in a favourable variance of £97,333. There were underspends across most of the cost centers, however the main area where there was an underspend was within Estate Costs - Housing Maintenance at £54,501. It was explained that this is largely due to the timing of cyclical repairs works which would reverse during the year as work progressed. Total Operating Expenditure for the period was £530,043 against a budget of £617,998 giving a positive underspend of £87,955. 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. There was no bad debt write-off in the first quarter. Board noted that they had previously approved the disposal of the works van. The favourable variance in Gain/Loss in sale of property, plant & equipment of £7,395 represents the proceeds from the sale of the van (£7,500), minus costs associated with the sale of the van (£105). Interest received was £5.5k higher than budget due to higher average interest rates and higher balances on deposit assumed in budget. JMcG answered GMcl's query about the spend to date on the tenant incentive scheme. JMcG confirmed that spend to date was approximately £850. JMcG advised Board that spends are usually higher in winter months as the fund is used primarily for fuel and food vouchers for tenants. JMcG explained that the net book value for Tangible Fixed Assets has increased by £131.5k over the period. This was attributed to depreciation charges on housing properties and other fixed assets for the period equating to £171.9k, Planned Maintenance program additions of £294.9k for kitchens and boilers, ad-hoc component cost additions (3 boilers) and disposals to 30 June 2025, equating to £7.1k, and Other Fixed Asset (OFA) additions of £1.5k (for a PC, a fridge and a Hoover) and disposal of the fully depreciated van. Total cash balances were £3,178,528 at the end of Quarter 1. Cash has increased in the period by £128,200. It is currently anticipated that year end cash balances are expected to be around £3.59 million. Bank Loans have reduced by £32,455 representing payments made. Deferred Income (HAG) has reduced by £91,250 as amortisation is released		

over the period. Equity has increased over the period to £8,266,848 – the main factor being the addition of the £219,826 surplus generated for the year to 30 June 2025. The Co-operative's KPI's are broadly in line with expectations. As the year progresses and work is completed KPI's should come in line with budget. JMcG advised Board the outturn for the first quarter of the year is less than budgeted due to the majority of planned maintenance costs having been incurred in the first quarter of the year. As the year progresses and turnover increases Interest Cover Ratio will increase and come into line with budget. Board was reminded that DHCL covenants are monitored by the society quarterly but tested annually as per covenant documentation. Asset Cover Ratio covenant compliance has been met for the period JMcG advised that overall DHC are currently in a healthy financial position. DHC's surplus is currently showing a positive variance but this is largely due to timing of cyclical repair works and it is anticipated that surplus will be more in line with budget by year end. <u>Decision Made:</u> Board approved the Management Accounts to 30 June 2025	JMcG	-
6.3 Office of the Scottish Charity Regulator (OSCR) return The Chair asked JMcG to present the report. JMcG advised that the Co-operative is required to file an annual return of the audited management accounts to the charity regulator, OSCR, by the 31 December each year. JMcG referred Board to the return for 2024/25 attached. Board was asked to approve the return for 2024/25 for submission to the Charity Regulator. <u>Decision Made:</u> Board approved the 2024/25 return for submission to the Charity Regulator, OSCR.	JMcG	31/12/2025
6.4 Financial Conduct Authority Return The Chair asked JMcG to present the report. JMcG advised that the Co-operative is required to make a return to the Financial Conduct Authority (FCA), by 31 October each year. JMcG referred Board to the return for 2024-25 attached and outlined the key areas of the return.		

Board was asked to consider and approve the return for 2024/25 for submission to the FCA. Decision Made: Board approved the 2024/25 return for the financial year ending 31 March 2025 for submission to the Financial Conduct Authority	JMcG	31/10/2025
6.5 SHR ASF Return 2024/25 The Chair asked JMcG to present the report. JMcG advised that the Co-operative is required to provide the audited financial accounts (AFS) to the Scottish Housing Regulator, by the end of September each year. JMcG noted that Board approved the audited annual accounts at the Board meeting on 1 July 2025 and referred members to the approved return for 2024-25 attached. JMcG advised that the approved audited annual accounts were submitted on 8 September 2025 by FMD Financial Services on behalf of the Co-operative. Members were asked to note the submission of audited financial accounts provided to the Regulator. Decision Made: Board noted that submission of the audited financial accounts to the Regulator by FDM Financial Services	JMcG	-
6.6 SHAPS Financial Assessment The Chair asked JMcG to present the report. Board was advised that the Pensions Regulator requires that pension providers regularly monitor and assess the financial strength of employers participating in pension schemes. As a member of the Scottish Housing Associations Pension Scheme (SHAPS), the Co-operative received a financial assessment questionnaire from The Pensions Trust. In response to the questionnaire, the Co-operative prepared the annual return to the Pensions Trust based on the final accounts. The affordable KPI score at 22.60 and forecasting value at 11.61 confirmed that the Co-operative remains in the low-risk category. JMcG advised that the return was due to be submitted by 19 September 2025 and had been submitted to The Pensions Trust on 16 September 2025. Board was asked to note the financial assessment KPI scores showing the Co-operative is in the low risk category. Decision Made: The Board noted the SHAPS Financial Assessment Report	JMcG	-

6.7 SHAPS – Early Repayment of Deficit Contributions The Chair asked JMcG to present the report. Board noted JMcG’s enquiry to The Pension Trust (TPT) regarding the option to advance pay the pension deficit contributions in order to receive a reduction. The Co-operative has moved to a defined contribution structure in the scheme but still had a liability for the past service deficit in the defined benefit scheme. Board noted that from 1 April 2026, overall Scheme deficit contributions will be £15.6million per annum. The Co-operative’s share of the deficit contributions is £47,204 per annum increasing by 3% each year. This deficit contribution will be payable for four years until 31 March 2030. The Co-operative have budgeted for an average annual deficit contribution of approximately £136.5kin years 2-5 in the five year financial projections. from in DHC’s 5-year budget plan. Board noted TPT’s response advising that the applicable discount rate for an advanced payment of the deficit contributions in relation to the 2024 actuarial valuation of SHAPS, would be 6.2%, equating to approximately £12,200. However, TPT advised that the Co-operative may need to seek actuarial advice or input which can be expensive. Therefore, the probable costs of actuarial services would likely outweigh any savings as a result of prepaying deficit contributions. Board was also advised that TPT had cautioned at their recent webinar that if deficit contributions were prepaid and the market improved to the extent that employer payments were curtailed there could be a risk that refunds would not be possible. JMcG advised that due to the probable costs of actuarial services, the recommendation is for the Co-operative to repay deficit contributions monthly. Decisions Made: Board approved re-paying the contributions monthly, rather than a prepayment	JMcG	-
6.8 Bank of Scotland – 1 year fixed rate saver monthly The Chair asked JMcG to present the report. The Board noted that the Co-operative’s £400,000 1 Year Fixed Rate Saver deposit with Bank of Scotland (BOS) will mature on 18 September 2025 with accrued interest of £15,000. JMcG advised that the Co-operative still maintains sufficient current account cash to cover the minimum cash requirements over the next twelve months. JMcG also advised that the 12-month headroom of current account cash above the minimum cash requirement is £244,000, and that the Co-operative could therefore increase time deposits by a further £240,000.		

Board noted that the current interest rates on offer for 12-month deposits, whilst subject to change, are: • Royal Bank of Scotland (RBS) - 3.25% • BOS - 2.24% JMcG advised that Nationwide are currently not accepting new applications for Business deposits. JMcG noted that the options open to the Co-operative are: 1. To help spread the risk, DHC could rollover the BOS deposit with BOS and increase the amount by £240,000. Thereby investing £400k + accumulated interest + added £240,000 with BOS. 2. Rollover the £400k+accumulated interest with BOS for another year and then also open a new deposit with RBS for £240,000. 3. Return of BOS funds at maturity (£400k+accumulated interest) and then open new time deposit with RBS (£400k+accumulated interest + added £240k) all at the higher rate JMcG advised that although the RBS rate for a 12-month deposit is higher than BOS, there is already a significant amount of cash tied up in RBS. Board also noted that FMD have recommended Option 1 as it will save time and better spread capital risk. JMcG advised that the return differences between the options are not material. Board was asked to consider the three options with a view to approving their preferred option. <u>Decisions Made:</u> • Board approved Option 1, to re-invest the Bank of Scotland 1 Year fixed term deposit facility of £400k plus accrued interest which matures 18 September 2025 and increase the deposits by an additional £240k, thus having £655k on 1 year fixed rate deposit with BOS.	JMcG	-
6.9 Delivery Plan Mid-Year Review The Chair asked PB to present the report. PB presented an update to Board on the progress of DHC's 12-month aims within the Delivery Plan, advising that DHC has range of activities which will receive increased focus by the end of March 2026. PB highlighted the following points: • An additional update column has been added to the delivery plan which will be updated throughout year as actions occur; PB confirmed that all items should be achievable. • Senior staff have engaged with North Star regarding recommencing the Rent and Service Charge Review that was postponed 2022. A meeting will take place over the coming weeks to agree a proposal for the review.		

PB advised that this is a longer-term consultation with Board and tenants. - Regarding tenant safety, gas safety, electrical safety, water safety, fire safety, lift safety and asbestos, and tackling damp and mould, that these items have been broken down within the plan so that there is a clearer differentiation in progress for each item. - Focusing on Energy Efficiency, Social Housing Net Zeros Standard and decarbonisation, PB advised that DRUMCOG Senior Officer Group are in discussion with the decarbonising-focussed organisation, Changeworks, regarding desktop baseline assessments for each organisations stock as there could be potential cost savings as a group. - DHC still awaiting the return of the Stock Condition Survey for 2025/26 from Reid Associates LLP with completion November 2025. Once completed the Asset Management Plan will be reviewed as part of the Business Planning process in the last quarter of the year. - The procurement for gas servicing has been carried out. The DRUMCOG Gas Maintenance Procurement for 2025/29 was procured through Public Contract Scotland. The contract documents are still being finalised with Atkinson Partnership Ltd and City Building. This contract has been extended until the new documentation is finalised. - The procurement for finance services is complete with FMD Financial Services Ltd appointed as Financial Agents for the Co-operative. - Focussing on staff development and wellbeing, an anonymous survey has been issued to staff by Brain Coyle, Consultant, to determine staff training needs and to allow for an action plan to be developed to address training and wellbeing for staff. Board was asked for any further comments or questions regarding the Delivery Plan. Board confirmed all matters noted and no additional queries to raise. Decisions Made: - Board noted the progress of the actions noted in the Delivery Plan Review	PB	-
6.10 Scottish Housing Regulator – Landlord Report 2024/25 The Chair asked PB to present the report. PB presented the SHR Landlord Report for 2024/25. The Scottish Housing Regulator publishes annually all Registered Social Landlord's (RSLs) performance alongside average rents data and compares it to the Scottish average of all other RSLs. The table included in the report highlights the Co-operative's performance in comparison to the Scottish average and illustrates how well the Co-operative performed in 2024/25. P Burke advised Board that rents are in line with the Scottish average with the exception of 4 and 5+ apartments. P Burke advised that rents continue to be an area that members are focusing on and continues to be a strategic objective for the Co-operative.		

Board however noted that all other areas of performance look to be above the Scottish Average and that the Co-operative are performing well with no areas for concern. Decisions Made: Board noted that SHR Landlord Performance report for 2024/25		
7.1 Tenant and Residents Health & Safety	PB	-
The Chair asked PB to present the report. PB presented to Board the report on Tenant and Residents Health & Safety. In this year's Annual Assurance Statement, landlords are to confirm whether they meet all their duties in relation to tenant and resident safety. PB illustrated the measures that the Co-operative is taking to comply with both legislative requirements and best practice and any steps being implemented to address emerging issues identified through reviews, risk assessments or new information in the following areas: 1. Gas safety 2. Electrical safety 3. Water safety 4. Fire safety 5. Asbestos 6. Damp and Mould 7. Lift Safety Board noted the contents of the report and confirmed all matters noted and no additional queries to raise.	FI	-
8. Policy Review	Lead	Due By
8.1 Policy Review Report The Chair asked PB to present this report. Board was asked to consider and approve the following policies: the Data Protection Policy; Standing Orders; Succession Planning; and the Water System Management & Legionella Policy With regard to the Data Protection Policy, PB confirmed that there were no changes to the policy following a review by the Data Protection Officer, Maura McAulay, although advised that a new Equality Impact Assessment has been carried out and attached to the Policy. PB advised that a further review of the Data Protection Policy will be required once certain elements of the new Data (Use and Access) Act 2025 comes into effect. The Succession Planning Policy was due for review which has taken place taking into consideration SFHA guidance on succession planning. A succession plan template has also been incorporated into the policy.		

An Interim Review of the Standing Orders was carried out. Following the review, a terms of reference for Housing & Maintenance Sub-committee was added to the Orders. Board noted that with regard to the Water System Management & Legionella Policy that this policy is compliant with legislation and does not require any changes. Following the assurance review exercise, Board were also asked to consider and approve the revised policy review timetable for 2025-26 to include an additional 6 policies that are due for renewal in 2025-26, that were not included in the original policy review timetable. Board was asked to approve the four policies as above and also to approve the updated policy timetable 2025-26. Decisions Made: - Board approved the Data Protection Policy, the Standing Orders, Succession Planning and the Water System Management & Legionella Policy - Board approved the revised policy review timetable for 2025-26. SF left the meeting at 6:50pm	AMcD	-
9. Governance	Lead	Due By
9.1 Membership Report The Chair asked PB to present matters for decision on the Membership Report. PB advised there are there are 37 prospective members for Board approval this month and four share certificates to be approved and signed by the Office Bearers. Board was asked to note that Prospective Member 01 brought as a prospective member in the August 2025 report was noted with the incorrect surname therefore is included in the September 2025 report with the correct surname for Board to review. Board noted the report and were asked to comment or raise queries as required. EK asked how many applicants were on the Housing Register. PB advised that M McCarthy (Senior Housing Officer) will contact EK with the number of applicants on the Housing Register. Decisions Made: - Board approved prospective members and Share Certificates for signing - Office Bearers to sign Share Certificates after the meeting EK left the meeting at 7:00pm	MMcC	17/09/2025
9.2 Ethical conduct and notifiable events Please refer to confidential minute.		

10.	Audit, Risk and Staffing sub-Committee		
	10.1 Minutes of the Audit, Risk & Staffing sub-Committee meeting on 8 May 2025. The Chair presented the minute to the Board for approval. 10.2 Recommendations from the Audit, Risk & Staffing sub-Committee meeting on 14 August 2025. The Chair asked PB to present the paper for noting and approval. The Board considered the recommendations from the Audit, Risk & Staffing sub-Committee meeting on 14 August 2025. All recommendations were noted and approved. <u>Decisions Made:</u> - Approved the minute of the Audit, Risk & Staffing sub-Committee meeting on 8 May 2025. - Noted and approved the recommendations detailed within the report from the Audit, Risk & Staffing sub-Committee.	PB	-
11.	Housing & Maintenance Sub-Committee Meeting	Lead	Due By
	11.1 – Minutes of Housing & Maintenance sub-Committee meeting on 15 May 2025. PB presented the minute to the Board for approval. 11.2 – Recommendations from the Housing & Maintenance sub-Committee meeting on 8 September 2025 The Chair asked PB to present the paper for approval. PB asked the Board to consider the recommendations from the Housing & Maintenance sub-Committee meeting on 8 September 2025, namely, The approval of the bad debt write-offs for quarter 1 totalling £2,070.24. The approval of the Glasgow City HSCP's request of 67% of lets to homeless households in 2025/26. KMcK confirmed the Sub-Committee requested information on the number of applicants on the housing register now and how agreeing 67% of lets will impact the number of applicants waiting to be housed. She asked for this information to be included in the report next year to compare how this has impacted the numbers. To note the additional contractors to the Maintenance Framework Contractors and approval of the Framework Contractors List for 2025/26. Board was asked to approve the recommendations from the Sub-Committee.		

Decisions Made:			
- Board approved the Housing & Maintenance Sub-committee minutes from 15 May 2025. - Board approved the recommendations from the Sub-Committee on 8 September 2025.		PB	-
12.	A.O.C.B.		
The Chair invited any other business to be presented at the meeting.			
No further business was presented.			
13.	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 7:15.			
The date of the next meeting is Tuesday 28 th October 2025 at 6.00pm at Drumchapel Housing Co-operative Office and via Zoom.			

Chair.....Date.....