

CLYDESDALE HOUSING ASSOCIATION LIMITED

Minute of the Management Committee meeting held in the office at 39 North Vennel, Lanark ML11 7PT via Video Conferencing on Wednesday the 26th of August 2026 at 18:30.

Present: Agne Zasinaite, Vice Chairperson (via Teams)
Brian McNally
Deborah Hay (via Teams)
Gabrielle McElhinney
Hazel Galbraith, Chairperson
Iona Taylor
John Lockhart, Treasurer
Ken Greenshields
Lesley McDonald
A quorum was achieved.

In Attendance: The Chief Executive Officer (CEO)
Depute Chief Executive (DCE)
Finance Manager (FM)
Housing Manager (HM)
Michael Reid, TC Group (External Auditor)
Elizabeth Miller, Corporate Services Officer (CSO) - minute.

1. Apologies

Apologies were received from Jacqueline McCutcheon, Jonathan Main, Ruth McElhinney, Ross Gowland and Caroline Madden.

The Committee agreed to grant Claire McGraw a short leave of absence due to personal reasons.

2. Financial Statements for Year Ending 31 March 2026

The external auditor presented the audited Financial Statements and Audit Summary Report for the year ended 31 March 2026. Committee were advised that the auditors had issued an unmodified audit opinion confirming that the financial statements provided a true and fair view of the Association's affairs and complied with all applicable accounting and regulatory requirements.

The auditor summarised the key financial results, highlighting:

- Annual income of £4.77 million.
- Operating costs of £3.785 million.
- Operating surplus of £985,000.
- Total comprehensive income of approximately £1.04 million.
- Net assets increasing to £17.5 million.
- Housing properties increasing to £30.1 million

Committee discussed:

- The contingent liability relating to the ongoing pension scheme legal case.
- The qualified controls report issued in relation to Pension Trust IT controls.
- The timing of the impairment checklist and opportunities for future process improvements.
- Two unadjusted audit differences which related solely to presentation and had no impact on the reported surplus.

The Treasurer informed the meeting that on Tuesday 25 August the CEO, FM and Treasurer met with Steven Cunningham from TC Alexander Sloan to discuss the qualified ISAE3402 Report given by BDO to TPT. The qualified report was given due to weaknesses in some of TPT's internal controls. The type of control weakness and TPT's response to the report were discussed and it was agreed that the type of control weaknesses identified in the report would not result in a material misstatement of the liability report in the CHA's financial statements.

Committee received assurance that no material audit adjustments were required, no control weaknesses had been identified and there were no concerns regarding the Association's status as a going concern.

- i) Committee considered the Financial Statements for the year end 31 March 2026.
- ii) Committee approved the Financial Statements for the year end 31 March 2026.
- iii) Committee delegated authority to the Chairperson, Secretary and Treasurer to sign the Financial Statements for the year end 31 March 2026.
- iv) Committee considered the Audit Summary Report and draft Committee response to the Audit Summary Report.
- v) Committee approved the draft Committee response to the Audit Summary Report and delegate authority to the Chairperson to sign the Committee's response to the Audit Summary Report on behalf of the Management Committee.
- vi) Committee considered the letter of representation.
- vii) Committee approved the letter of representation and delegate authority to the Chairperson and Treasurer to sign the letter of representation on behalf of the Management Committee.
- viii) Committee considered the Impairment Checklist.
- ix) Committee approved the Impairment Checklist and delegate authority to the Chairperson to sign the letter of representation on behalf of the Management Committee.
- x) Committee approved the AFS return to the Scottish Housing Regulator.
- xi) Committee delegated authority to the Finance Manager to upload the AFS return to the SHR portal with a copy of the signed Financial Statements, the Audit Summary Report and the Association's reply to the Audit Summary Report.

The External Auditor left the meeting at 18:55

3. Covenant Compliance Certificate

The Finance Manager advised that following approval of the Financial Statements, TC Alexander Sloan would sign the Covenant Compliance Certificate, and the Finance Manager would submit it to Royal Bank of Scotland when authorised to do so by Committee.

- i) Committee authorised the Finance Manager to send the signed Covenant Compliance Certificate to the Royal Bank of Scotland

4. Previous Meeting Minutes & Matters Arising

The minutes of the Management Committee meeting held on the 24th of June 2026 were reviewed for accuracy and approved.

In line with Section 62 of the Association's Rules, the Chair authorised the CSO to apply for an electronic signature as conclusive evidence that the minutes of the 29th of April 2026 are a true and accurate record.

Matters Arising.

There were no matters arising.

Agreement on Items for A.O.C.B.

The Chairperson asked Committee and staff if they had any other competent business to discuss at agenda item 16. Committee agreed to discuss the Code of Conduct training taking place on Wednesday the 9th of September 2026

5. Conflicts of Interests

The CEO declared a conflict of interest for agenda item 12.5 CEO Annual Appraisal Outcome. It was agreed to postpone the agenda item until after agenda item 16 and that all staff with the exception of the CSO would leave the meeting whilst it was being discussed.

6. Notifiable Events

6.1 Monthly Report

The CEO advised that there were no new notifiable events to report beyond those contained within the monthly report. Committee also noted the Scottish Housing Regulator's 2025/26 Annual Notifiable Events Report.

- i) Committee considered the Notifiable Events Report
- ii) Committee determined that the actions of the Association had been satisfactory in relation to Notifiable Events and provided an appropriate level of assurance and oversight

6.2 Scottish Housing Regulator Annual Report

Committee noted the Scottish Housing Regulator's 2024/25 Annual Notifiable Events Report.

7. Actions from Previous Meetings

The CEO presented the report to Committee. They advised that the purpose of the report is to ensure that items identified for action at Management Committee meetings are a) followed up on, and b) reported to Committee to confirm the follow up. The CEO told Committee they had nothing further to add to the report content.

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| i) Committee considered the Actions from Previous Meetings Report and determined that progress was satisfactory |
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8. Housing Management Scorecards

The Housing Manager presented the report and highlighted current performance. They advised they had nothing further to add to the report content. Committee discussed mediation services and tenancy management activity.

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| i) Committee noted the content of the report. |
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9. Quarterly Complaints Summary

The Housing Manager presented the report and advised the purpose of this report is to provide Committee with an overview of the service delivery complaints and compliments received between 1st April 2026 to 30th June 2026.

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| i) Committee considered the breakdown of the service delivery complaints for the reporting period and agreed that they had a satisfactory amount of information to consider this breakdown over the reporting period. |
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10. Quarterly Management Accounts to 30 June 2026

The Finance Manager presented the Management Accounts and advised there were no significant issues requiring Committee attention.

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| i) Committee approved the Management Accounts for the period to 30 June 2026. |
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11. Treasury Management Quarterly Report

The Finance Manager presented the Quarterly Treasury Management Report. They advised that the report covers treasury management activities in the quarter to 30 June 2026 and provides an update on the Association's borrowings and investments at the end of the quarter.

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| i) Committee considered the Treasury Management Quarterly Report content |
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12. Governance Issues

12.1 Annual Report by the Secretary

In the Secretary's absence the CSO advised that the purpose of the report is to present progress against rule 68. The CSO gave Committee details of how the supporting information had been reviewed by the Secretary via the secure section of the Association's website and that they were satisfied with the content.

- i) Committee considered the report and determined that progress against Rule 68 was satisfactory.

12.2 Exercise of Delegated Authority

The CEO advised that the purpose of the report was to provide details to Committee on adherence to the Scheme of Delegated Authority contained within the Standing Orders.

The Committee noted the current position in relation to properties leased to the local authority and the contribution made by the Association in assisting with the homelessness crisis.

- i) Committee reviewed the report and determined that it provided a sufficient level of assurance and oversight regarding adherence to the Scheme of Delegated Authority.

12.3 AGM

The CEO provided an update on preparations for the AGM and election process. Committee noted that candidate profiles had been prepared and were in the process of being finalised.

- i) Committee noted the content of the report and determined that it provided sufficient information for assurance and oversight purpose.

12.4 Membership Register Report

The CSO advised that the current report represented a snapshot position and that a further report would be submitted following correspondence with non-tenant members and assessment of compliance with attendance requirements under Rule 11.1.3.

- i) Committee considered the report and determined that progress against Rules 7.2 and 11.1 was satisfactory.

12.6 2026/27 Committee Meeting Schedule

Committee reviewed and noted the meeting schedule for 2026/27.

13. Allocation Policy Annual Outcome Report

The HM advised that the purpose of the report was to provide Committee with assurance regarding the operation and effectiveness of the Association's Allocations Policy during the reporting period for the most recent reporting year, 2025-26 and that the current Allocation Policy, which is currently under review, sets out how CHA will allocate its vacant properties.

In addition to the circulated report, the HM advised Committee that CHA's Secure and Short Secure Tenancy Agreements are based on the model documents published by the Scottish Government.

Committee discussed:

- Mutual exchanges and assignments.
- Legislative compliance of tenancy agreements.
- Allocation performance.
- The Association's contribution towards homelessness prevention.

Committee noted that approximately 51% of vacant properties were currently being allocated to homeless applicants.

- i) Committee considered the breakdown of the sources of lets for the reporting period 2025/26 and determined that sufficient information had been provided to conclude that the Allocation Outcomes Report was satisfactory.

14. Policy Reviews and New Policies

14.1 Staff Performance & Development Policy

14.2 Domestic Abuse Policy

14.3 Abandoned Tenancy Policy (new)

14.4 Fire Safety Policy

14.5 Business Continuity Policy

14.6 Damp, Mould & Condensation Policy

14.7 Acquisitions and Disposals Policy (new)

The CEO, DCE & HM presented the reports to Committee. Committee were advised that purpose of report was to present a summary of changes to the policies listed above for their consideration and approval and to provide assurance to that CHA has up to date policies in these areas, that they reflect guidance and comply with legislative and regulatory requirements.

Discussion on the Staff Performance and Learning Policy focused on updating terminology by replacing references to "appraisal" with "review" and changing the policy title to better reflect the Association's approach to staff learning.

The Domestic Abuse Policy was updated to reflect legislative changes and revisions to the model tenancy agreement, while the new Abandoned Tenancy Policy was introduced to formalise existing procedures within an overarching framework designed to protect Association housing stock.

Minor amendments to job titles were noted within the Fire Safety Policy, together with the need to correct the policy review dates.

The Business Continuity Policy was reviewed to broaden its focus beyond office-based arrangements and strengthen consideration of organisational resilience and cyber security.

The Damp, Mould and Condensation Policy had undergone a comprehensive review to align with forthcoming legislative requirements, supported by the development of updated operational procedures.

In addition, a new Acquisitions and Disposals Policy was presented following the identification of a policy gap through compliance and assurance work, providing a framework to support the Association's legislative and regulatory obligations.

- i) Committee considered the Staff Performance and Learning Policy, Domestic Abuse Policy, Abandoned Tenancy Policy, Fire Safety Policy, Business Continuity Policy, Damp, Mould and Condensation Policy, and Acquisitions and Disposals Policy. Committee agreed a number of minor amendments to the Staff Performance and Learning Policy and Fire Safety Policy and approved all policies, subject to the agreed amendments being incorporated into the final versions.
- ii) Committee determined that the policies provided satisfactory assurance that Clydesdale Housing Association has up-to-date policies in these areas which reflect current guidance and comply with relevant legislative and regulatory requirements.

15. Monthly Tenant Safety Scorecard

The DCE presented the scorecard and provided an update on tenant safety compliance monitoring. Committee welcomed the continued development of reporting arrangements

- i) Committee noted the contents of the report.

16.AOCB

Committee noted that online Code of Conduct training would take place on Wednesday the 9th of September 2026. It was agreed that the CSO would circulate a reminder prior to the session.

The CEO, DCE and HM left the meeting at 19:20

12.5 CEO Annual Appraisal Outcome

The Chair advised that the report presented to Committee outlined the outcome of the Chief Executive's annual appraisal meeting and was intended to provide assurance that CHA is complying with Regulatory Standard 6 (Guidance 6.7).

Committee considered the summary outcome report and noted the assurance provided through the annual appraisal process

- i) Committee determined that the content of the report provided sufficient information for assurance and oversight purposes and agreed that CHA is compliant with Regulatory Standard 6 (Guidance 6.7)

The Chairperson thanked everyone for attending and for the contributions to the meeting. The meeting ended at 19:30.