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| **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:** | 17 February 2026 |
| **Meeting Date:** | 24 February 2026 at 6.00pm |

## 1. Sederunt

**P = In Person, Z = On Zoom**

| **Present Due:** | | **Apologies:** | **In Attendance Due:** | |
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| Josephine Barnshaw (JB) | P | David Riddell (DR) | Pauline Burke, Director (PB) | P |
| Thandiwe Malikha (TM) | P | Elspeth Kerr (EK) | Jaqueline McGoran (JMCG) | P |
| Graeme MacIntosh (GMcI) | P | Alex Kerr (AK) | Fiona Koroma (FK) | P |
| Pauline McNaught (PMcK) | P | Joan McFarlane (JMcF) | | |
| Karen McKenna (KMcK) | P | Helen Eakin (HE) | | |
| David O'Hara (DO'H) | P | | | |
| Vincent Ogar (VO) | P | | | |
| Tanith Diggory (TD) | P | | | |
| Frances McLean (FMcL) | P | **Absent:** | **Observers Due:** | |
| | | Jean Forbes (JF) | | |
| | | **Leave of Absence:** | | |

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.

FK asked members to note, although not present at the meeting, H. Eakin declared an interest at Agenda Item 11.1.

| 3. Minutes of Previous Meeting(s) | Lead | Due By |
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| **Minute of the Management Board Meeting of 02 December 2025**<br>The Chair asked everyone if they had read the minutes of the last meeting and if there were any requests for corrections.<br><br>The Board noted no corrections and confirmed the approval of the minutes.<br><br>Proposer: DO'H Seconder: KMcK<br><br>Chair of approving meeting to sign minute: JB | FK | 20.01.2026 |

| 4. Meeting Action List 2025/26 | Lead | Due By |
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| Board noted and approved the action list report as an aid to ensure all actions required are considered and complete.<br><br>There were no further actions requested or discussed. | ALL | Approved |

| 5. Matters Arising | Lead | Due By |
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| There were no matters arising | | |

| 6. Director's Report | Lead | Due By |
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| **6.1 Rent Review 2026/27**<br><br>JMcG presented her report seeking approval for the 3.6% increase. She highlighted that the consultation took place from 10 December 2025 to 8 January 2026. Staff took a pro-active approach, with various methods utilised to consult such as online, postal and telephone surveys, and in-person office drop-in sessions. The highest response was from the online surveys.<br><br>125 tenants responded, this was an increased return rate of 26% compared to 12% last year. Of those tenants who responded, 64% agreed with the increase, with 16.8% disagreed and 19.2% were unsure.<br><br>There was a broad discussion regarding tenant's feedback from the survey, where certain service delivery and repair concerns were highlighted such as close cleaning, condition of back courts and standard of repairs. It was agreed that the operational managers would formulate an action plan to address the concerns raised with the rent review and liaise with tenants.<br><br>Board confirmed all matters raised and had no further queries.<br><br>Decision Made:<br>• Board collectively approved the 3.6% rent increase | JMcG | 20.01.2026 |
| **6.2 Scottish Housing Regulator (SHR) Risk Priorities 2025/2026**<br><br>PB gave an overview of the SHR's risk priorities for 2025/26 and what their focus will be. Some of the core risks such as homelessness and service performance remain central. There will be deeper scrutiny in relation to quality of homes (SHQS) as well as an increased focus on organisational financial health and governance.<br><br>Board confirmed all matters raised and had no further queries.<br><br>Decision Made:<br>• Board noted the SHR's Risk Priorities for 2025/2026 | PB | 20.01.2026 |
| **6.3 Pension Auto Enrolment**<br><br>JMcG confirmed to Board that the Co-operative had fulfilled its legal obligations with the Pensions Regulator regarding re-enrolment and re-declaration of compliance with workplace pension law. JMcG explained that employers are legally required to do these every 3 years, to see if any staff members need to be put back into their pension scheme. The declaration of compliance was submitted on 16 December 2025 for 8 members of staff.<br><br>Board confirmed all matters raised and had no further queries.<br><br>Decision Made:<br>• Board noted the legal obligation from the Pensions Regulator regarding auto re-enrolment. | JMcG | 20.01.2026 |

| 7. | Policy Review | | |
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| **7.1 Policy Review Report**<br>The Board was asked to consider and approve the following policies with the subsequent changes, and to note the variation to the Treasury Management Policy.<br><br>**7.1(i) Audit Policy**<br>The Audit Policy was not due for review until March 2026, this was brought forward to include current updates. The main changes were the addition of the following:<br>• **Section 2 Legislative and Regulatory Framework of Governance & Finance**, *clarifying audit requirements as per the Co-operative's Rules and Regulatory Framework of Governance & Finance and Notifiable events.*<br>• **Section 3 Equality & Human Rights** - *Updated to reflect that all policies will be subject to an Equality Impact Assessment (EIA)*<br><br>In addition to these changes there were a few minor changes mainly being updated job titles.<br><br>**7.1(ii) Treasury Management Policy**<br>The Treasury Management Policy was not due for review until 2027, this was brought forward to reflect the Financial Services Compensation Scheme increase in the deposit guarantee from £85k to £120k. This has been updated at sections 5.6A and 6.6B in the policy.<br><br>**7.1 (iii) EVH Health & Safety Control Manual (HSCM)**<br>The HSCM is reviewed annually, a full list of revised changes was provided to Board as an attachment at 7.1(iii)<br><br>**7.1 (iv) Suite of GDPR Policies**<br>*(Data Protection and Access to Personal Information Policy, Data Protection Policy, Data Retention, Data Subjects Rights Procedures, Environmental Information (Scotland) Regulations 2004 Policy, Freedom of Information (Scotland) Act 2002 Policy, UK GDPR Privacy Policy, Information Technology Cyber Security Policy)*<br>All GDPR policies were reviewed by our GDPR Officer [redacted] from RGDP. There were minor changes with the main amendment being the inclusion of the new Data Use and Access Act (DUAA). The DUAA amends, but does not replace, the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 (DPA).<br><br>The Data Subject Rights Procedure includes a paragraph at the section on Timescales.<br>*"Where further information is required to progress the request, such as verifying the identity of the requestor, the authority of a third-party* | | | |

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| *representative of the data subject, or further clarification on the request itself, the clock is stopped until the required information has been received."*<br><br>The Fair Processing Notice (FPN) website notice has been incorporated into the UK GDPR Privacy Policy.<br><br>The Information Technology Cyber Security Policy has been updated at Section 18 to reflect the move from Sophos to ESET software.<br><br>Board confirmed all matters raised and had no further queries.<br><br>Decisions Made:<br>Board reviewed and approved the changes to the Audit Policy, Treasury Management Policy, EVH Health & Safety Control Manual and suite of GDPR Policies. | FK | 20.01.2026 |
| **8. Governance** | **Lead** | **Due By** |
| **8.1 Membership Report**<br><br>The Chair asked PB to present matters for decision on the Membership Report.<br><br>PB advised there are 21 prospective members for Board approval this month and 8 share certificates to be approved and signed by the Office Bearers.<br><br>Board noted the report, and no additional queries were raised.<br><br>Decisions Made:<br>• Board collectively approved prospective members and Share Certificates for signing<br>• Office Bearers to sign Share Certificates after the meeting | FK | 20.01.2026 |
| **8.2 Ethical Conduct and Notifiable Events**<br><br>PB updated the Board on the Notifiable Event (31609) submitted to the Scottish Housing Regulator (SHR) on 18 December 2025 advising of the internal auditor's name change (from Quinn Internal Audit Ltd to Cameron Audit). The SHR did not require any further information, and this has now been closed.<br><br>Board noted the report, and no additional queries were raised.<br><br>Decisions Made:<br>• Board noted the update and closure of the notifiable event. | PB | 20.01.2026 |
| **9. Audit, Risk and Staffing Sub-Committee** | **Lead** | **Due By** |
| There are no sub-committee minutes to report this month. | | |
| **10. Housing and Maintenance Sub-Committee** | | |
| There are no sub-committee minutes to report this month. | | |

| 11. | A.O.C.B. |
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The Chair invited any other business to be presented at the meeting.

**11.1** - The Board was asked to consider the offer of housing in line with the Co-operative's Choice Based Letting Allocation Policy to a family member of Board member (HE).

**11.2** – The Board was advised that our legal team as well as SAMH's legal team are reviewing the management agreement for the SAMH tenanted properties in Ledmore Drive. Our lawyers will present the recommendations at either the February or March 2026 board meeting.

**11.3** - PB discussed with Board, membership to the Confederation of Co-operative Housing (CCH), this follows on from the presentation by Blase Lambert (Chief Officer – CCH) at the Board meeting in December 2025. Membership costs would be £2,108.00 annually. TM queried what the benefits would be to become a member of CCH, PB explained that by joining CCH, it will give a voice to all housing co-operatives in Scotland, with other benefits and resources including training, policy guidance etc and to share good practice. GMcl sought clarity that the Scottish model of co-operatives would not be integrated into the English model of co-operatives and would joining at a later date be more beneficial, PB clarified that the Scottish model would remain separate and as an organisation we can join at any time, although joining from the inception would allow immediate representation.

PB advised the Scottish Housing Regulator has been in contact to request a roundtable discussion with the chairpersons and senior officers from the five housing cooperatives registered as social landlords March 2026. The SHR states housing cooperatives have a unique operating model within the wider body of Registered Social Landlords, and they are keen to explore further the particular challenges faced by housing cooperatives in delivering for their local communities.

**11.4** – DO'H queried if social housing was going to be built on the vacant land across from the office, PB confirmed Keep Moat purchased the land and are proposing 500 properties being built with 60-100 units for social housing. Keep Moat confirmed at the community consultation, December 2025, they are in talks with a local Registered Social Landlord. Members were asked to note that the Co-operative, Pineview, Cernach and Kingsridge & Cleddans Housing Associations have not been approached.

Board confirmed all matters raised and had no further queries.

Decisions Made:

Board approved the offer of housing noted at Item 11.1
Board noted the review of the Management Agreement with SAMH noted at Item 11.2
Board approved the membership with the CCH and noted the roundtable discussion with the SHR on 16 March 2026 noted at Item 11.3
Board noted the update of the sale of the land to Keep Moat noted at Item 1.4

| 12. | Date of the Next Meeting |
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The Chair thanked everyone for their attendance and input.

There being no other business, **the Chair closed the meeting at 6:35pm**

The date of the next meeting is **Tuesday 24 February 2026 at 6.00pm** at Drumchapel Housing Co-operative Office and via Zoom.

**Chair**.......................................................**Date**....24/2/26......