Report To:	Management Board Meeting
Agenda Item:	Ag3. Minute of Management Board Meeting of 26 May 2026 held in Drumchapel Housing Co-operative Office
Date Issued:	23 June 2026
Meeting Date:	30 June 2026 at 6.00pm

1. Sederunt

P = In Person, Z = On Zoom

Present Due:		**Apologies:**	**In Attendance Due:**	
David O'Hara (DO'H)	P	Helen Eakin (HE)	Pauline Burke, Director (PB)	P
Elspeth Kerr (EK)	P	Vincent Ogar (VO)		
Josie Barnshaw (JB)	P	Graeme MacIntosh (GMcI)	Jaqueline McGoran, Finance & Corporate Services Manager (JMcG)	P
Alex Kerr (AK)	P	Tanith Diggory (TD)		
Karen McKenna (KmcK)	P	Jean Forbes (JF)		
Pauline McNaught (PMcN)	P		Marisa Gioiella, Senior Housing Officer (MG)	P
Frances McLean (FMcL)	P	**Absent:**		
Joan McFarlane (JMcF)	P		Fiona Koroma, Corporate & Governance Officer (FK)	P
Thandiwe Malikha (TM)	P	**Leave of Absence:** David Riddell		
			Observers Due:	

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.

Board fire drill took place at 6.05pm, all members proceeded to the muster point. A full role call was held and once all accounted for, members returned inside and resumed meeting.

Meeting resumed at 6.08pm

2. Declarations of Interest

The Chair reminded Board and staff to declare interests as appropriate and reminded of confidentiality and collective responsibility.

There were two declarations of interest noted both being:

DO'H at Agenda Item 8.1

3. Minutes of Previous Meeting(s)	Lead	Due By
Minute of the Management Board Meeting of 28 April 2026 The Chair asked everyone 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.**		

		Lead	Due By
Proposer: PMcN Seconder: EK Chair of approving meeting to sign minute: JB		FK	26.05.2026
4.	**Meeting Action List 2026/27**	**Lead**	**Due By**
PB provided updates from the meeting action list, Action Point 051 –Pegasus 3 is still an on-going issue. The meeting that was due to be held on Wednesday 29 April did not go ahead due to TSG's failure to confirm and attend meeting. TSG have failed to respond to numerous e-mails or provide an update that was requested to allow an update to Board. JMcG advised that the next step was to raise a formal complaint and follow TSG's escalation procedure. Board were advised that an update has been made to the Impairment Statement that Board approved at April 2026 meeting to include that it is forecasted that Bank of England base rates will increase due to the impact of the war in Iran. Decision Made: Board approved the meeting action list 2026/2027		JMcG	
5.	**Matters Arising**	**Lead**	**Due By**
The Chair asked if there were any matters arising. There were no matters arising			
6.	**Director's Report**	**Lead**	**Due By**
6.1 Management Accounts to 31 March 2026 The Chair asked JMcG to present the Management Accounts to 31 March 2026 JMcG presented the management accounts to 31 March 2026 highlighting the main variances between actual and budgeted spend. The surplus for the year was £689,999 against the budgeted surplus of £576,454 This provided a favourable variance of £113,545. JMcG gave an overview of the main income and expenditure variances contributing to the favourable variance. Board noted the disclosure of the accounting position movement for the pension defined benefit scheme as per FRS102 (Section 28) has resulted in an actuarial gain of £60k. Board was advised that that tangible net assets have decreased by £290.7k due to the depreciation charge exceeding the fixed asset additions. It was highlighted that cash balances had increased over the period by just under £505k with cash balances totalling just over £3.55M. Currently just over £2.37m is on deposit.			

Equity had increased over the year to just over £8,737,025 the main factor being the surplus generated for the year to 31 March 2026.

The Co-operative's KPIs are broadly in line with what was expected so there were no adverse issues.

The Co-operative has met its interest cover and asset cover targets as set out in its loan covenant documentation. Interest cover covenant has been met with headroom of £480.8k

Board confirmed all matters noted and no queries to raise.

Decision Made:

- The Board approved the Management Accounts to 31 March 2026

6.2 Treasury Management Report to 31 March 2026

The Chair asked JMcG to present the Report.

JMcG presented the Treasury Management Report (at 31 March 2026) which details treasury management operations including the stock secured against outstanding loans, details of movements in outstanding loans during the year, potential future proposed borrowing; and management of cash available for higher interest investment.

The Co-operative's housing loans are with Nationwide BS, twenty-nine units are provided as security to Nationwide with an EUV-SH valuation of just over £1.63M. Total loan debt at 31.03.2026 is £1.03M and comprises of three loans one fixed/two Sonia compound. There is just over £600k of excess security in place as of 31 March 2026.

There are 451 units unsecured to any lender with an approximate EUV-SH of £16.2M. JMcG pointed out that free security could potentially support additional borrowings of up to £15.3M however there were no plans that currently require additional borrowings. JMcG advised Board that this does not mean that the Co-operative could afford mortgage repayments on the additional amounts but that there is available capacity in housing stock for security.

Cash balances were budgeted to be £3.3M by year end (actual £3.55M) and are projected to be just over £3.6M at 31.03. 2027.The current updated long-term projections indicate a positive cash position over the short to medium term. Average cash balances in the first five years are around £4.2M. In the following five years cash balances steadily increase to a figure of £4.8M with the fixed rate loan being repaid in full.

The Co-operative has just over £2.37M deposited in high interest-bearing accounts. Earnings for the 12 months to 31 March 2026 are expected to be around £88.9k

There are no loan covenant issues expected at any point based on the long-term projections which cannot be remedied by adjusting the timing of planned maintenance.

The Co-operative's strategy over the next 12 months will continue to be under pinned by risk averseness. The current fixed to variable loan mix will continue. Instant cash is just below the average 6 months operating expenditure of £973k in the first three quarters of the year and remains above it in quarter 4. The Co-operative will continue to maintain instant cash around this level whilst taking advantage of opportunities to invest at more favourable rates and meeting the component replacement programme.

Board confirmed all matters noted and no queries to raise.

Decision Made:

- The Board approved the Treasury Management Report to 31 March 2026

6.3 Loan Portfolio Return for Submission to the Regulator

The Chair asked JMcG to present the Loan Portfolio Return for Submission to the Regulator Report.

JMcG advised Board that the Co-operative is required to submit the Loan Portfolio return to the Scottish Housing Regulator, the deadline for submission is 30 June 2026. The main summary points are:

- Approximately 94% of all housing stock is free from loan security.
- The Co-operative has only one funder being the Nationwide Building Society.
- Total loan debt at 31 March 26 is now £1.0332M (£1.165M – 2025).
- Around 29% of debt is on a fixed rate basis (this is compliant with the treasury management policy) at a rate of 5.49%.
- Around 71% of debt is on a variable rate basis of around 4.107% all-in *(4.835% - 2025).*
- All the loans will be repaid between 2027/28 and 2042/43.
- There are no issues in terms of covenant compliance noted there-in

JMcG sought approval for FMD to submit the Loan Portfolio Return form to the SHR with the deadline being 30 June 2026.

Decision Made:

The Board approved the submission of the Loan Portfolio return to the Scottish Housing Regulator

6.4 SHAPS DB Accounting Disclosure Update

The Chair asked JMcG to present the report.

JMcG presented the final details of the Co-operative's defined benefit (DB) accounting disclosures for the period ending 31 March 2026.

Board noted the Co-operative's pension scheme deficit was £227k (31 March 2025 deficit £272K) as shown in the Statement of Financial Position. Actuarial movements (between reporting dates) in the Scheme Assets and Scheme Liabilities are taken to Other Comprehensive Income annually and for 2025/26 this was a gain of £60k.

JMcG advised that the latest SHAPS valuation at 30 September 2024 (next valuation due September 2027) showed a reduction in the funding level from 98% to 90% and an increase in the funding deficit from £27m to £79.5m.

In the years between each actuarial valuation, the Scheme Actuary provides an annual Actuarial Report. This report tracks the Scheme's funding progress against the funding strategy agreed at the valuation. The 30 September 2025 report confirms that SHAPS funding level is on track for meeting 2024 valuation objectives.

Board were reminded that pension deficit payments have recommenced from 01 April 2026 and will be payable until March 2030. The Co-operative's yearly deficit contributions are £47.2k and annual scheme expenses total £4.4K.The deficit payments will increase by 3% each year per annum.

Board also noted the updated on the Scheme benefit review which was the Court's judgement is still currently awaited. Once known the Trustee will write to employers after the judgment is issued to provide a high-level summary of the outcome

Until the Court judgment is available, TPT's default approach is to make no allowance for additional liabilities in the pensions disclosures it prepares. Once the judgment is available, TPT expect that auditors may insist on adjustments being made to pensions disclosures to reflect the judgment.

It may take some time for any impact to be defined and then calculated. TPT will provide a note on accounting treatment to support discussions with auditors.

Decision Made:

- The Board noted the SHAPS DB Accounting Disclosure and scheme review update. Board confirmed that if the auditor requested a note be added to the accounts to reflect the scheme benefit review that FMD should ensure note is added.

6.5 Equality & Human Rights Annual Report 31 March 2026

The Chair asked PB to present the Report.

PB updated Board and advised the Equality &Human Rights working group meet annually to review the Equality & Human Rights action plan for the coming year, this took place on 30th April 2026.. The Action Plan 2026/2027 has been updated following the working group meeting to include the proposed Human Rights Bill (Scotland), data collected and scheduled staff training.

As at 31 March 2026, 77.45% of tenants have completed an equality monitoring form, having increased from 71.82% in December 2025, and this information is used to tailor our services where applicable.

Additionally, we have collected equality monitoring data from 51.32% of our housing applications.

Decision Made:

- The Board noted the update and approved the Equality Action Plan 2026/27.

6.6 Annual Return on the Charter & Stock Profile 2025/26

The Chair asked JMcG to present the report.

JMcG presented the Board with the report, highlighting performance in various areas and comments for each section of the return. Overall, performance was much in line with previous years with some minor movements which were discussed.

Board was advised that the independent tenant satisfaction survey carried out by Research Resource in July 2025 had been used for the various satisfaction survey questions in the return with most satisfaction indicators showing improvement.

JMcG advised Board that emergency repairs increased in 2025/26, mainly due to more gas-related callouts, especially loss of heating and hot water. The rise was linked to ageing boilers needing repeated visits. The Co-operative has replaced 296 boilers including 6 full heating system replacements at a cost of £695k. There was also an increase in plumbing repairs due to minor leaks reported via our out of hours service.

Non-emergency repairs fell in 2025/26, largely due to a reduction in electrical and roofing repairs compared to 2024/25. Last year had unusually high storm related activity that was not repeated this year.

JMcG also presented the annual stock profile return, there are no changes to the Co-operative's stock from previous year and the average weekly rent across the stock profile is £102.64.

Board confirmed all matters noted and had no additional queries to raise.

Decision Made:

- Board approved Annual Return on the Charter & Stock Profile 2025/26
- Board approved JMCG to submit the ARC return and Stock Profile Annual Return 2025-26 to SHR following Board Approval

6.7 Glasgow City HSCP Local Letting Plan

The Chair asked MG to present the report.

MG stated in 2025/26, the Co-operative received a request from the HSCP to provide 67% of lets to homeless households which Board approved in September

2025 and confirmed, the Co-operative provided 68% Of lets to homeless households in 2025/26. MG clarified that as part of the 2025-26 review of Choice Based Lettings Allocations Policy, Priority A is now only awarded where a Section 5 referral has been received as part of the Local Letting Plan. MG confirmed in February 2026, the Health and Social Care Partnership (HSCP) issued correspondence regarding the Local Lettings Plan (LLP) for 2026/27. The HSCP highlighted a 5% reduction in homelessness demand, attributed to enhanced prevention activity by homelessness services and housing teams, particularly work focused on sustaining tenancies. However, despite this improvement, demand remains extremely high. MG highlighted that social landlords in the northwest of the city accounted for the highest proportion of lets than other parts of the city. The Board engaged in a broad and comprehensive discussion on the matter and PMcN queried if the proposed new development along Kinfauns Drive will have an impact on helping reduce figures, MG stated that the developers Keep Moat has not confirmed what proportion of the development will be for social rent as yet. JMcF sought clarification that the registered social landlord (RSL) identified for part of the development is Wheatley Homes, MG confirmed Wheatley Homes is the selected RSL. The Board engaged in a wide-ranging discussion on the number and variety of applicants assessed as homeless, and MG provided information from Glasgow City Council on homeless households including asylum seekers and refugees. Overcrowding was discussed in detail. It was noted that a single applicant may initially be allocated a property that meets their needs, but this can later become overcrowded when family members join them, often after their immigration status has been confirmed. To help address this issue, TM suggested adding a question to the application form asking whether applicants have family members currently on the waiting list or intending to join them at a later date. In response, MG confirmed that GCC have added further checks to their process in relation to family reunions to address potential overcrowding and confirmed that the housing team conducts a housing options interview prior to the completion of the housing application form. As part of the response to current pressures, HSCP has requested that Registered Social Landlords (RSLs) increase their contribution, with a target of 67% of all lets to be allocated to homeless households in 2026/27. MG sought approval for Board to decide what percentage should be allocated. Decision Made: • The Board agreed to 50% of lets for the Local Letting Plan with Glasgow City Council from 1 April 2026. **6.8 Donation Report** The Chair asked FK to present the report. FK advised a donation request was received from G15 Thriving Places as detailed within the report for Board to consider.		

G15 Thriving Places, an organisation that supports vulnerable individuals and families who live and work in Drumchapel, have requested a donation towards producing a special edition of Drumchapel News which has been costed at £4,300. The Board agreed they would like to donate and discussed level of donation to make. It was agreed a £200 donation would be donated. Decision Made: • The Board approved £200 donation to G15 Thriving Places			
7.	**Policy Review**		
7.1 Proposed Policy Template The Chair asked FK to present the report. FK sought approval from the Board to introduce a new policy template. FK drew Board's attention to the changes such as the layout of the version control, content and linked policies page. Incorporated into the new template are the Co-operative's values and summary statements for Equality and Human Rights, Accessibility and Privacy Statement. FK sought further approval to retrospectively update already approved policies to the new policy template and stated no changes will be made to the content other than the introduction of the new template. Decision Made: • Board approved new policy template and agreed to update already approved policies to the new template **DO'H left the meeting at 7.30pm**			
8.	**Governance**	**Lead**	**Due By**
8.1 Membership Report The Chair asked FK to present the report. There were 16 prospective members for Board approval this month and two share certificates to be approved and signed by the Office Bearers. Board noted the report, and no additional queries were raised. Decisions Made: • Board approved the prospective members and Share Certificates for signing **DO'H returned to the meeting at 7.32pm** **8.2 Ethical Conduct and Notifiable Events**		HM	

The Chair confirmed there were no ethical conducts or notifiable events to report this month.		
9. Audit, Risk and Staffing Sub-Committee	**Lead**	**Due By**
9.1 – Minutes of Audit, Risk and Staffing Sub-Committee 12 February 2026 PB requested that the minutes from the sub-committee be noted. **9.2 – Recommendations from the Audit, Risk and Staffing Sub-Committee 7 May 2026** PB advised Board The Action Plan agreed by the Management Board as part of the Annual Assurance Statement submitted to the Scottish Housing Regulator 2025 was presented to the Sub-Committee with an update provided for the 7 action points noted. Action points 1,2,4,5 &6 are progressing. Action Point 3 has not commenced. Action point 7 complete PB reminded Board that they had agreed to review Regulatory Standards 2,5 & 7 in 2026/27. Board noted that Regulatory Standard 7 was scrutinised by the Audit, Risk and Staffing Sub-Committee. PB advised the sub-committee began the scrutiny of Regulatory Standard 7 (RS7) *The RSL ensures that any organisational changes or disposal it makes safeguard the interest of, and benefit, current and future tenants* by reviewing the Briefing Note. Both Board and sub committee were provided with a briefing note providing information on what RS 7 means and provides the ten guidance notes on how to achieve the standard. The Sub-Committee noted Guidance 7.1 – 7.6 apply to proposed organisational or constitutional change and Guidance 7.7 – 7.10 relate to disposals (including the granting of securities and entering into leases of residential properties. The Briefing Note also provided information on the Regulatory Requirements (RR) which are legal requirements, for example: Tenant and Resident Safety that link to RS7. The Sub-Committee then reviewed the Evidence Bank for RS7 and self-assurance factors on how members are satisfied the Co-operative meets the standard taking into account SHR's Statutory Guidance 1-6. The outcome of which was the sub-committee confirmed after independently scrutinising the evidence they were satisfied that the Co-operative is fully compliant with RS7. Members were therefore asked to approve the recommendation from the Sub-Committee that the Co-operative is fully compliant with Regulatory Standard 7. Board were advised that the office health and safety audit and fire risk assessment are now complete with the final report being finalised by ACS.		

Board also noted the resignation of the Senior Maintenance Officer with last date of employment being 3 June 2026. Decision Made: • Board approved the recommendations from the Audit, Risk and Staffing Sub-Committee		
10. Housing and Maintenance Sub-Committee		
There are no sub-committee minutes to report this month.		

11. A.O.C.B.

The Chair invited any other business to be presented at the meeting.

11.1 – PB updated Board on the visit from the Scottish Housing Regulator that took place on Monday 18 May 2026 which both JB and EK attended along with Senior Staff and [redacted] from FMD. PB stated that there were lengthy discussions around assurance, tenant health and safety and, financial matters including covenant compliance. The Scottish Housing Regulator will send a letter on the outcome of the visit, which will be brought to Board once received.

Decision Made:

- PB will update Board once letter from SHR has been received

12. Date of the Next Meeting

The Chair thanked everyone for their attendance and input.

The Chair closed the meeting at 8pm.

The date of the next meeting is **Tuesday 30 June 2026 at 6.00pm** at Drumchapel Housing Co-operative Office and via Zoom.

Chair....J. Burnshaw....**Date**....30/6/26....