

**Molendinar Park Housing Association**  
**Minutes of the Management Committee Meeting held in the Offices and**  
**Remotely via MS Teams on**  
**Tuesday 21<sup>st</sup> October 2025 at 6pm**

Present:

In Attendance: Staff

N Thumath, Committee Member  
M O'Donnell, Committee Member  
A Scott, Vice Chairperson  
F Sheeran, Chairperson  
C McKinlay, Committee Member  
M Johnson, Committee Member

S Rae, Acting Director  
S Paton, Corporate Services Officer  
J Mallon, Senior Housing Officer  
R Davis, Customer Services Assistant  
  
Finance Agent, FMD

The Meeting is Quorate.

**1. Welcome, Apologies, Declaration of Interest**

Apologies were received by B Johnston and C Boyle. Standing apologies from committee members with leave of absence – A Gillespie, A Wood. The Corporate Services Officer noted that all staff in attendance had a declaration of interest under item 15 on the agenda. Committee agreed that MPHA staff wouldn't have to leave the room for the discussion of this item.

**2. Minutes of Previous Meetings**

The minutes were proposed by A Scott and seconded by C McKinlay as a true record of the meeting on Tuesday 16<sup>th</sup> September.

**3. Actions from Previous Meetings Report**

The Committee noted the actions from previous meetings report and actions against it.

Committee were updated on the letter that the Chair and Senior Housing Officer sent to the councillors regarding missing collections and bin untidiness. The Senior Housing Officer reported that they had agreed to do a full clean up of all bins, including contaminated ones and the Chair noted that there was an extra eurobin between 1-6 Moore Street.

**4. Membership**

No new applications for membership.

**5. Use of Seal**

None.

**6. Notifiable Events**

Committee noted that there were no open notifiable events.

## **7. Monitoring Reports**

### **a) Internal Audit Plan**

The Corporate Services Officer reported that the planned internal audit subjects for 2025-2026 would be Cyber Security, Void Management and Anti-social behaviour. The Chair queried the timescales of whether it would be a 5 or 6 year plan, as the dates were not consistent in the internal audit plan. The Corporate Services officer will look to clarify this with the internal auditor.

### **b) Internal Management Plan**

The Corporate Services Officer will bring this report to Committee every 6 months. This forms part of Senior staff's actions and progress against the business plan. The Corporate Services Officer highlighted that the completion of Universal Credit roll out will be complete by the end of 2025. She further reported that we are waiting on confirmation of net zero targets and timescales from the Scottish Government. The Association has introduced branded jackets and lanyards to further staff visibility in the community. The Corporate Services Officer noted that the senior staff team will focus on value for money in the coming 6 months.

The Committee noted the internal management plan monitoring report. The Chair asked if in future there a traffic light/ grading system could possibly be used in future to highlight which items are the highest priority. The Corporate Services Officer will ensure that is incorporated into the next IMP monitoring report.

### **c) Schedule of External Submissions**

The Corporate Services Officer noted that this report is an overview of the various statutory bodies that the Association submits returns to. This provides assurance for the Committee that the Association meets it's statutory obligations and timescales are being met. The Committee noted the schedule of external submissions monitoring report.

## **8. Assurance Statement**

### **a) Assurance Presentation**

The Corporate Services Officer presented the Committee with a series of slide on the assurance statement. The Corporate Services Officer reminded Committee that noted that we have worked hard on enhancing tenant & resident safety assurance this year, in line with the Scottish Housing Regulator's priority. The presentation reminded Committee how we build the evidence bank that committee have access to this via the committee intranet throughout the year. The Corporate Services Officer proposed that there is a standing agenda item for assurance in the future, allowing a rolling review of each of the regulatory standards.

The Committee approved the ongoing assurance plan and the noted the contents of the presentation.

**b) Tenant and Resident Safety Focused Report**

The Corporate Services Officer told Committee that this report provides added assurance to the evidence bank on all aspects of tenant and resident safety. The Committee noted this report and noted that tenant and resident safety monitoring will continue to be done quarterly at the Services Sub Committee.

**c) Assurance Statement – For Approval and Signing**

The committee approved the 2025-2026 assurance statement and the Chair signed it to be returned to the Scottish Housing Regulator and to be uploaded to the MPHA website.

**9. Committee Digest and Committee Training**

The Corporate Services Officer reminded committee about the SHARE e-learning platform was available. Additionally, all committee members in attendance received governance journals provided by SHARE to record committee learning over the coming year. This will help committee members create a more structured individual training programme as requested during the committee review process.

The committee away day is scheduled to take place on 1<sup>st</sup> November, the

**a) Training Individual Discussions.**

**b) The Corporate Services Officer will discuss with each Committee Member their individual training needs over the coming months.**

**c) GWSF Housing Bill Briefing**

The Committee noted the briefing from Glasgow West of Scotland Forum

**d) SHARE Housing Bill Fact Sheet**

The Committee noted the fact sheet from SHARE and the Chair commented that it is very comprehensive and will be useful.

**e) GWSF September Briefing.**

The Committee note the GWSF briefing from September. The Corporate Services Officer will send the video link about GWSF 50 years celebration to Committee.

**10. Committee Annual Reviews**

**a) Committee Annual Review Cover Report/ Action Plan**

The Corporate Services Officer introduced the findings and recommendations from the Committee Annual Reviews. The Corporate Services Officer also notes the Committee's request for more structure to training. The action plan was agreed by Committee, and the Corporate Services Officer will work to implement the recommendations by the Governance Consultant. The Customer Services

Assistant will be bringing a policy and reporting template to Committee next month for approval. This new template will standardise reporting for the Association, and we will plan to retrospectively implement this template to all current policies.

**b) Committee Annual Review**

The Committee note the report and the recommendations. The Chair noted that it was a positive report and he also mentioned that if anyone has a concerns regarding the leadership style or my management of meetings, please reach out to me privately.

**c) Committee Skills Analysis**

The Corporate Services Officer reported that the Governance Consultants report didn't highlight any immediate Committee skills gaps. There is a recommendation to recruit more Committee members. The Corporate Services Officer suggests recruiting three new members in the near future. The Vice Chair notes that this would increase the committee would give us a buffer for ensuring a quorum is met, especially at a time of leave of absences. The chair also noted that existing committee members should be out talking to their contacts within the community and elsewhere about the work of the committee and the benefits of joining a Committee.

**d) Succession Plan and Discussion**

The Vice Chair suggests it would be good to get younger people involved. The Chair suggested that it would be good to have a discussion in near future about the implications of the 9 year rule. The Corporate Services Officer highlighted there are ways for Committee to remain assured of continued effectiveness of all Committee members, including those over 9 years' service, and that this can be discussed in depth at a future meeting.

**11. Notifiable Events Policy**

The Corporate Services Officer reported on this policy. It's an existing policy and it needs renewed with few changes.

**a) Notifiable Events Policy Cover Report**

Corporate Services Officer provided contextual information on the nature and number of Notifiable Events the Association has had, with that figure standing at 18. The Committee noted the report.

**b) SHR Notifiable Events Annual Report**

The Corporate Services Officer included the Scottish Housing Regulator's annual report for context, this report showed Committee the overall sectoral position with Notifiable Events, the number and details of the reason for the notification to the Regulator and the Regulator's timescales for closing them. The report was noted by Committee.

### **c) Notifiable Events Policy**

The Corporate Services Officer reported that there weren't many changes from the previous policy. She noted that the most relevant information for Committee could be found in the appendices, where a summary of reasons for Notifiable Events were provided.

The Committee approved the Notifiable Events Policy. This policy will run for three years unless significant changes are made to legislation or good practice.

### **12. Next Services Sub Committee Meeting**

The next Services Sub Committee meeting 4<sup>th</sup> November 6pm.  
A Scott to Chair the meeting in C McKinlay's absence.

### **13. Directors Report**

The Acting Director notes that Senior Staff are busy with setting budgets and looking at projected rent increases. Performance, staffing, and targets are all on track. Operations continue to run smoothly, and there are no significant issues or updates to report to the Committee at this time.

### **14. Homeless Report**

The report was presented by the Senior Housing Officer. He noted that this report is an expansion of the report taken to the Services Sub-Committee in August.

[Glasgow City Health and Social Care Partnership](#) had written to all social landlords and had requested, but not insisted that RSL's in the city increase their allocations of Section 5 referrals from 50% to 67%. The Senior Housing Officer notes that this is unsustainable, and would render the Association's own waiting list redundant. The Senior Housing Officer provided Committee with a breakdown of our allocations by waiting list and property size. The report also shows that the Association has been struggling to meet the statutory target of 50% of allocations to Section 5 referrals due to poor processes in matching from the Council's homeless team. However, there has been good progress made and the Senior Housing Officer reported that the new system for allocating Section 5's is much improved and should see the Association meeting the 50% target in future. The Chair pointed out that the increase in requirements to house more homeless households via Section 5 referrals is in response to the housing crisis, he noted that there needs to be a more systemic Scottish Government approach to tackling the homeless crisis without the pressure and burden being placed on RSLs who have already full waiting lists. The Committee agree with this, and agreed that the current 50% section 5 referral target adequately meets our statutory obligations and ensures that our transfer and new applicants are adequately represented on our waiting list. The Committee thanked the Senior Housing Officer for the report, who will continue to update committee with any further developments.

### **15. Christmas Arrangements and Emergency Cover**

Declaration of interest from MPHA staff in attendance.

The Committee approved the arrangements for out of office cover and closure during the Christmas and New Year break

## **16. Treasury Management Report**

Report provided by the Finance Agent from FMD. The report highlighted the recent increase in cash received for the Association for recent partial sale of shared ownership property to the sum of approximately £44,000. FMD suggest this extra cash is used to pay off two short term loans and partially pay off a third loan.

The Committee agreed to use these available funds to reduce the Association's loan liability and approved the payment of the two loans and the partial payment of a third loan.

## **17. Delegates Report**

### **a) Meat Market Regeneration CIC**

The Chair reported that it is going well with this project. Glasgow City Council have approved funding, with planning permission underway for the listed building. The National Lottery Heritage Fund has been approved and they are currently conducting site visits. A sports facility has proposed a draft business plan for the redevelopment. An application for a derelict land fund is also live. The Committee noted the update.

### **b) Safe Injection Site – Thistle Centre**

The Chair reported positively of the operation of the Thistle Centre. There was some noted some disgruntled voices from local community. There has been reports of an an increase in drug paraphernalia on the streets in some local areas but that is not reflected in the experience in our housing stock. Staff will remain vigilant on this issue.

## **18. Dates for Your Calendar**

Business Planning Away Day – 1<sup>st</sup> November – Drakemire Sheltered Housing Complex, Castlemilk.

Services Sub Committee – 4<sup>th</sup> November – MPHA Offices.

Management Committee Meeting – 25<sup>th</sup> November – MPHA Offices.

## **19. AOCB**

M O'Donnell noted that there has been an improvement of the gardening services in Dalmarnock since estate walkabouts commenced. The Chair noted this, however states that there hasn't been as much of an improvement at Gallowgate where grass is being cut but not raked/ bagged. The Senior Housing Officer noted this for action. The Chair also noted there is an extra bin at 1-6 Moore Street, and this will likely be missing from elsewhere. The Senior Housing Officer will again resolve this.

[Redacted – personal information about Committee]

**20. Date and Time of Next Meeting**

The next meeting will take place on Tuesday 25<sup>th</sup> November at 6pm.

Meeting Closed.