



MARYHILL HOUSING ASSOCIATION LIMITED

**MINUTES OF THE BOARD MEETING
HELD ON THURSDAY 18th OF DECEMBER 2025 AT 6.30 PM
HYBRID MEETING FROM 45 GARRIOCH ROAD, GLASGOW, G20 8RG**

Board Members	In Person	Remote	Apols	Absent
██████████ (PH)	✓			
██████████ (DF)	✓			
██████████ (VW)			✓	
██████████ (WMc)	✓			
██████████ (AS)		✓		
██████████ (MM)			✓	
██████████ (SJ)			✓	
██████████ (JC)			✓	
Leave of Absence				
██████████ (AK)				

Officers	Items
██████████ (RW) Chief Executive	1-18
██████████ (SB) Director of Resources	1-18
██████████ (JS) Director of Operations	1-18
██████████ (CD) Head of Property & Neighbourhood	1-18
██████████ (DR) Head of Housing	1-18
██████████ (SR) minute taker	1-18
██████████ (AD) Head of Asset & Investment	1-18
██████████ (AMC) Head of Development	1-18
Observers	item
██████████ (ST)	1-15
██████████ (UA)	1-15
██████████ (EI)	1-15
██████████ (HD)	1-15

Item No.	Issue	Action By
1.	Welcome, Apologies & Declaration	
1.1	The Chair (PH) welcomed everyone to the meeting and asked all attendees to introduce themselves, as observers were present with the intention of becoming Board members.	
1.2	PH informed the Board that there would be a short break at item 15 to allow the observers present to leave, enabling the Board to consider their potential appointment.	

REQUIRED READING

Item No.	Issue	Action By
1.3	Apologies were noted from VW, JC, SJ & MM. No declarations of interest were noted.	
2.	Approval of Board Minutes –23rd of October 2025	
2.1	The Board approved the minutes of the meeting held on 23 rd of October 2025 as true record of reflection of the meeting held.	SR
3.	Matters arising not otherwise on agenda	
3.1	No matters otherwise not on agenda.	
4.	Action Tracker	
4.1	The Chair advised Board members that 9 items are proposed for closure with no verbal updates noted.	
4.2	The Board approved the closure of the 9 items.	SR
5.	Feedback from training/events	
5.1	Board members who attended the Away Day had found this a very informative and worthwhile day. They noted that the Equality, Diversity, and Inclusion (EDI) session in the afternoon was extremely useful and enjoyable and covered areas of particular importance given the diversity of our communities.	
5.2	Board members also highlighted that they had attended the Glasgow West Forum conference and provided feedback that the workshops delivered were well presented and informative, particularly the session on Artificial Intelligence (AI). RW advised that the organisation is currently recruiting for a digital role and developing an AI strategy to learn from both within and outside the sector, ensuring strong governance of AI before implementing its use. A Board member also shared that he attended an AI workshop in England on dampness and mould, which was extremely interesting, and has passed details to CD for potential follow up.	
6.	Feedback from Audit & Risk Committee	
6.1	SB advised the Board that the new format for providing feedback from the Audit & Risk Committee presented as a written report rather than verbally, is part of a revised approach.	
6.2	The Board commented that the new information provided in the report was useful and informative.	
6.3	The Board noted the feedback from the Audit & Risk Committee.	
7.	Feedback from Maryhill Living Board	
7.1	JS advised the Board that this report provides a summary of discussions held at the Maryhill Living Meeting, presented in a written format rather than as a verbal update. JS invited the Board to ask any questions.	
7.2	The Board commented that the report was useful.	
7.3	The Board noted the feedback from the Maryhill Living Board.	
8.	Sustainability Project Review	
8.1	DR delivered a presentation to the Board on the Tenancy Sustainment Service, outlining its purpose, alignment with the Association's values, and the potential risks if the service were discontinued. DR advised that current external funding for the posts will expire in April 2026 and requested Board approval to core fund the service from rental income from 1 April 2026. The financial impact of funding two sustainment officers was highlighted, noting that without the service, costs related	

Item No.	Issue	Action By
	to repairs, voids, and tenancy failures would increase, with potential void repairs costs from increased tenancy failure far outweighing the salary costs of the roles.	
8.2	A video was shown featuring tenant testimonials and DR shared examples of positive outcomes achieved through the service.	
8.3	The Board discussed the importance of demonstrating value for money and maintaining an evidence base for future funding opportunities for more posts should it be required. JS confirmed that this is being addressed and noted the social and financial value of the service. RW added that the new Homemaster system will support data collection and reporting.	
8.4	After discussion, the Board agreed that removing the service would have a negative impact on tenants and also demonstrates value for money for the Association.	
8.5	Board approved funding the tenancy sustainment from rental income from 1 April 2026.	
9.	Governance & Assurance Review Decisions	
9.1	RW introduced the paper and highlighted that most items had recently been discussed at the Board Away Day.	
	<u>Board Meetings</u>	
9.2	Board approved the reduction to seven full Board meetings per year, plus a short meeting immediately after the AGM to appoint the Chair and Vice Chair.	
	<u>Audit & Risk Committee</u>	
9.3	Board Approved the revised remit for the Audit & Risk Committee (Appendix B). RW noted that management accounts will continue to be presented for oversight but will no longer require formal approval by Board.	
	<u>Subsidiary Governance:</u>	
9.4	RW presented proposed changes to the remit and intra group agreement and updated on further TC Young advice received after the papers were issued. TC Young had advised the following: <ul style="list-style-type: none"> ➤ 5.2 – proposed amendment as set out in Board papers is fine ➤ 6.3 – advised this clause should not be changed and that MHA retain the approval of the Maryhill Living business plan and budget ➤ 10.2 – wording to implement the proposed change to dispute resolution sitting with Chair of MHA now provided ➤ Schedule A – proposed amendment as set out in Board papers is fine 	
9.5	Board discussed the clause 6.3 advice from TC Young, and noted that as the Maryhill Living budget and business plan would be presented as part of the overall Group business plan to the March MHA Board each year that this would provide opportunity to MHA Board to retain approval.	
9.6	The Board then approved the following: <ul style="list-style-type: none"> ➤ Approved the revised remit for the Maryhill Living Board (Appendix C). ➤ Approved the revised Intra-Group Agreement between Maryhill Housing and Maryhill Living (Appendix D), with approval for revisions to clauses 5.2 	

REQUIRED READING

Item No.	Issue	Action By	
	and Schedule A as set out in the papers and to 10.2 as per wording provided by TC Young, but with no approval to change clause 6.3.		
9.7	<u>Policy Delegations</u> RW highlighted the policy delegations set out in section 3.2.4 of the paper.	RW	
9.8	Board approved the policy delegations as outlined in section 3.2.4.		
9.9	<u>Delegated Authority Schedule</u> RW highlighted section 3.2.5 of the paper, noting that this had been discussed at the Away Day and the HR section amendments revised accordingly to link to the Grade 8 salary rather than a set amount of money.		
9.10	The Board approved the amendment to the Delegated Authority Schedule within the Standing Orders (Appendix F).		
9.11	<u>Assurance body</u> RW highlighted section 3.2.6 of the Board paper and asked the Board to consider the options presented. The Board discussed assurance review body options, and agreed that, in terms of time commitment and practicality, Option 2(meet quarterly throughout the year to review different standards at each meeting) is likely more suitable for the Audit & Risk Committee to take forward, given its existing role in reviewing risk. However, the Board decided that any approval should be deferred to allow the Chair of the Audit & Risk Committee an opportunity to consider the proposal.		
9.12	An action was taking for a report to be brought to the Audit & Risk Committee in February setting out the proposal for this committee to undertake the assurance review body tasks as part of its remit.		
10.	Development Approvals		Partial Redact
10.1	AMcA drew the Board's attention to an error in the arithmetic of the figures shown in the table at 3.10 in the paper. The correct figure for HAG Requirement should be £398,012 (being total costs of £499,165 less private finance of £101,153).		
10.2	AMcA provided a verbal update that Glasgow City Council had approved the contract funding value last week at £400,000, which is £26,000 less than the tender cost; however, savings had been identified that will bring the tender to £396,000.		
10.3/ 10.4	<i>Commercially sensitive information redacted.</i>		
10.5	The Board was assured that it would be notified if contingency spend exceeded the approved amount.		
10.6	The Board then approved the following: <ul style="list-style-type: none"> ➤ The delegation to the Chief Executive to sign a building contract with D.McLaughlin & Sons Ltd to the maximum sum of £426,000 for the conversion work at 112 Gairbraid Avenue, subject to first achieving award of 		

REQUIRED READING

Item No.	Issue	Action By
	<p>Housing Association Grant (HAG) funding to the level required to ensure there will be no funding gap to be met by the Association.</p> <ul style="list-style-type: none"> ➤ A contingency budget to cover unforeseen additional costs which may arise once the project is on site, up to £21,300 (being 5% of contract sum) on the understanding that the first £20,000 of any such additional spend will not be recoverable, and any amount above that may only be partially recoverable through HAG funding post completion of the development. 	
11.	Operational Performance Q2	
11.1	The Board noted the Q2 Operational Performance.	
12.	Corporate Performance Q2	
12.1	RW highlighted that EDI forms will be coming out again to Board.	
12.2	The Board noted the Corporate Performance Q2	
13.	Finance, Treasury & Risk Management Q2	
13.1	SB highlighted no changes from Q1 and invited Board for questions.	
13.2	Board approved the financial results for the period to 30 September 2025, which were considered in detail at the Audit and Risk Committee on 13 November 2025.	
14.	Complaints & Customer Feedback Q2	
14.1	The Board noted the Complaints & Customer Feedback Q2	
15.	CEO report	Partial Redact
15.1	<p><u>Mini Multis Soil Stacks</u></p> <p>RW highlighted section 1.2 regarding the mini multis soil stack issue, which was previously discussed at the Audit and Risk Committee meeting in November.</p>	
15.2	AD provided an update, advising that a tender is being prepared for a two-step approach, firstly to survey all addresses and prioritise the required works as per the survey report risk rating, and secondly to carry out the remedial work based on the highest risk properties. The anticipated timeframe for completing this work is six to nine months and the regulator has been notified.	
15.3	Board approved the proposed actions in relation to the mini multis soil stack issue.	
15.4	<p><u>Mini Multis Balconies</u></p> <p>RW advised that due to the higher priority of completing the soil stack works, it is recommended to delay the balcony remediation project. AD further advised that one of the recommendations from the fire assessment identified cavity fire barriers fitted poorly, requiring new installations. A design solution has been developed to address this. AD also mentioned that previous building warrant documents confirmed the fire resistance of existing cavity fire barriers but due to poor installation, the design team recommended replacement. A single building assessment will be completed, treating external walls to obtain a second opinion.</p>	
15.5	A Board member asked whether further communication will be issued to tenants. AD confirmed that communication has already been sent, but no feedback has been received to date.	
15.6		

REQUIRED READING

Item No.	Issue	Action By
<p>15.7</p> <p>15.8</p> <p>15.9</p> <p>15.10</p>	<p>Board then approved the proposal to delay progressing the balcony remediation works in order to prioritise addressing the soil stacks issue.</p> <p><u>Air Source Heat Pump Failures</u></p> <p><i>Commercially sensitive information redacted.</i></p> <p>Board noted the remaining items within the report.</p> <p style="text-align: center;"><i>Observers left meeting at 7.52pm</i></p>	
<p>16</p>	<p>Governance report</p>	<p>Partial Redact</p>
<p>16.1</p> <p>16.2</p> <p>16.3</p> <p>16.4</p> <p>16.5</p>	<p style="text-align: center;"><i>Comfort break was taking and meeting recommenced at 8pm</i></p> <p>RW highlighted the governance report and outlined the items for Board approval.</p> <p>Board discussed that the recruitment process for new Board members had gone well, thanked those involved and noted that it had been good to get the opportunity to meet the four observers at the informal catch up immediately before the Board meeting and that the observers had all seem interested and positive at the meeting.</p> <p>The Board discussed the consideration of co-opting [REDACTED] to the Maryhill Housing Audit & Risk Committee. It was agreed that it would be more appropriate for the individual to first attend a Maryhill Living Board meeting as an observer and then confirm they wish to join, prior to making a decision on co-option to the Audit & Risk Committee. An action was taken to revisit this matter following attendance at the Maryhill Living meeting.</p> <p>RW highlighted that a range of on-line training opportunities through SHARE are available and can be completed in evening. Should any Board members wish to attend they should inform the corporate team.</p> <p>The Board noted the retiral of [REDACTED] due to the length of her absence and approved the following:</p> <ul style="list-style-type: none"> ➤ A leave of absence for [REDACTED] (JC) for up to 12 months, effective from the December 2025 Board meeting. ➤ [REDACTED] (HD) and [REDACTED] (EH) as shareholding members of the Association. ➤ The appointment of [REDACTED] (HD) and [REDACTED] (EH) to casual vacancies on the Board and their appointment to the Audit & Risk Committee. ➤ The appointment of [REDACTED] (UA) and [REDACTED] (ST) as co-optees to the Board. ➤ The appointment of [REDACTED] (MB) and [REDACTED] (AMk) as independent Board members of Maryhill Living. ➤ Approval of meeting dates for January 2026 to March 2027. ➤ Noting of the Governance Effectiveness Plan. 	<p>RW</p>
<p>17</p>	<p>Consent Items</p>	
<p>17.1</p>	<p>PH introduced the whistleblowing policy and highlighted the changes listed at 3.4 within the paper.</p>	

REQUIRED READING

Item No.	Issue	Action By
17.2	The Board reviewed the changes and approved the whistleblowing policy.	
18.	Glenavon Road Investment Options Appraisal	Full Redact
	<i>Commercially sensitive information redacted.</i>	
19	Confidential – Board Only	Full Redact
	<i>Commercially sensitive information redacted.</i>	
20	Meeting Review	
20.	Board members discussed the meeting. They felt that a long and challenging agenda had gone well, with good consideration of the priority items, particularly the Glenavon flats. They also felt that the new members had seemed engaged and interested in the discussions.	

Signed: _____

Date: _____