



**Minutes of Management Committee Meeting
held on Tuesday the 4th of November 2025 from 6:30-8:30pm
The meeting was held at Knowes Housing Association's Office**

Present: Lynsey Chrysta
Chukwuebuka Timothy Ugwu
Steve Rolfe
Sharon Cassidy
Kevin McNally
Dean Vinter
Patricia Broadfoot

In Attendance: Erica Davidson CEO
Scotland Excel
GMD Development Services
Amy Sweeney Corporate Services / Compliance Officer
Melanie Gilmour Corporate Services / Compliance Assistant

Please note that the Management Committee are provided with a copy of papers one week prior to the meeting.

Agenda Item		To Be Actioned
1.	In Attendance (Scotland Excel): Scotland Excel Procurement Review Knowes Lead Assessor for Procurement, presented the Scotland Excel Procurement Review CIPP Report to the board for information purposes only.	

	<p>highlighted that Knowes processes in regard to procurement are extremely robust and ensure staff know exactly what their role in the processes are.</p> <p>advised that Knowes' scores well for an organisation of their size. Some areas for improvement were identified to which the CEO assured the board that where practical Knowes can look to implement these improvements. The CEO advised the board that procurement training for staff is due to take place in December.</p> <p>The board noted the information provided by</p> <p><i>thanked the CEO and the Head of Property Services for their hard work throughout the process and then left the meeting at 6:50pm.</i></p>	
2.	<p>Apologies</p> <p>The following people submitted their apologies:</p> <ul style="list-style-type: none"> • Cllr Lawrence O'Neill • Peter Fennessey • Hilary Edgar <p>The following people did not attend:</p> <ul style="list-style-type: none"> • Billy Stevenson 	
3.	<p>Declarations of interest</p> <p>Lynsey Chrystal declared an interest under Agenda Item 7 – Abbeylands Road Development Update as Gill Montgomery works with her employer.</p>	
4.	<p>Correspondence</p> <p>The board were asked to review the request from West Dunbartonshire Community Foodshare to provide a donation towards their Christmas Appeal.</p> <p>The board approved the donation of £200.00 towards the West Dunbartonshire Community Foodshare Christmas Appeal.</p> <p><i>Proposed by: Chukwuebuka Timothy Ugwu.</i> <i>Seconded by: Patricia Broadfoot.</i></p>	<p>The Corporate Services Team to arrange for the donation to be made to the West Dunbartonshire Christmas Appeal.</p>
5.	<p>Minutes of Management Committee Meeting held on the 7th of October 2025</p> <p>The board noted that the name of a board member who had attended</p>	<p>The Corporate Services Team to update the minutes, redact</p>

	<p>the meeting were not included in the attendance list. This will be updated to reflect that they did in fact attend.</p> <p>The minutes of the management committee meeting held on the 5th of August 2025 were agreed as an accurate record and approved by the board.</p> <p><i>Proposed by: Lynsey Chrystal.</i> <i>Seconded by: Chukwuebuka Timothy Ugwu.</i></p>	<p>confidential information and upload these to the website.</p>
6.	<p>Minutes of Sub-Committee Meetings</p> <p>No sub-committee meetings took place since the previous management committee meeting therefore there were no minutes provided to the board.</p>	
7.	<p>Abbeylands Road Development Update</p> <p>Lynsey Chrystal declared an interest under this agenda item in that Gill Montgomery also provided development services to the RSL that Lynsey worked for.</p> <p>██████████ from GMD Development Services, and the Chief Executive Officer presented the Abbeylands Road Development Update to the board for information purposes only.</p> <p>The board were informed that the planning team and McTaggart's are meeting bi-weekly for the foreseeable. The board then agreed that now is a good time to set up the development short-life working group to allow board members the chance to be informed of any updates regularly.</p> <p>The board noted the information provided by ██████████ and the Chief Executive Officer.</p> <p>The board then thanked ██████████ for ██████████ time, and ██████████ left the meeting at 7:10pm.</p>	
8.	<p>CEO Report</p> <p>The Chief Executive Officer provided the CEO report to the board for information purposes only.</p> <p>The CEO discussed the outcomes of the board strategy day which took place on the 24th of October. She advised that the minutes of the Strategy Day will be included in the papers at the December meeting.</p> <p>Discussion arose surrounding Knowes plans to conduct a rent consultation in advance of the figures being presented to the board. The board reinforced the importance of trying to host sessions with our</p>	

	<p>tenants even if previous years' consultations have been poorly attended. The Corporate Services / Compliance Officer informed the board that they are looking into more ways to reach more tenants to improve attendance and ultimately the usefulness of the consultation.</p> <p>The board noted the contents of the CEO report.</p>	
9.	<p>Committee Powers and Remits</p> <p>The Chief Executive Officer presented the committee powers and remits to the board for approval.</p> <p>The policy was agreed in principle, however due to several board members being absent, and with their being an extensive amount of information to discuss, the board decided at this document would be carried over to the next meeting on the 2nd of December for a special vote. It was also requested that Erica send the revised policy to Northstar for comment on the revisions.</p>	<p>This report to be included in the next board meeting taking place on the 2nd of December 2025.</p> <p>Erica and Amy to confirm details of special vote.</p>
10.	<p>Quarterly KPI's</p> <p>The Chief Executive Officer presented the quarterly KPI's to the board for information purposes only.</p> <p>The board noted the contents of the report.</p>	
11.	<p>Suppliers List</p> <p>The Chief Executive Officer presented the board with information on every supplier Knowes has used in the last 2 years together with the sum spent on each of the contractors for two years..</p> <p>The board were reminded to declare any interests they may have with any suppliers. The board did not have any declarations of interest regarding the suppliers list.</p> <p>The board approved the suppliers list.</p> <p><i>Proposed by: Chukwuebuka Timothy Ugwu.</i> <i>Seconded by: Lynsey Chrystal.</i></p>	
12.	<p>New Share Members</p> <p>The Corporate Services / Compliance Officer informed the board that since the previous meeting, there had been 2 new share member applications received.</p> <p>The board approved the 2 new share member applications.</p>	

	<p><i>Proposed by: Patricia Broadfoot. Seconded by: Steve Rolfe.</i></p>	
13.	<p>Corporate Services Report</p> <p>The Corporate Services / Compliance Officer informed the board that there have been no corporate services updates since the previous meeting took place.</p>	
14.	<p>Policies for Approval</p> <p>The Chief Executive Officer presented the board with the Data Protection Policy for approval.</p> <p>The board asked the CEO if the Data Protection Officer had signed off on the policy in advance. The CEO advised that the Data Protection Officer notifies us regarding any updates to legislation.</p> <p>The board approved the Data Protection Policy.</p> <p><i>Proposed by: Sharon Cassidy. Seconded by: Kevin McNally.</i></p>	<p>The Data Protection Policy to be added to the website.</p>
15.	<p>Notifiable Events</p> <p>The Chief Executive Officer informed the board that there were no outstanding notifiable events to note.</p>	
16.	<p>Any Other Business and Apologies for Future Meetings</p> <p><u>Proposed board meeting dates 2025-2026</u></p> <p>The Chief Executive Officer presented the board with the proposed board meeting dates for 2025-2026.</p> <p>Based on the recommendations provided through the governance review, the board opted to amalgamate the March and April 2026 meetings. Therefore, the board will meet on the 3rd of March, and the meeting scheduled in for the 7th of April will be cancelled.</p> <p>The CEO suggested that the meetings scheduled in for June 2026 and November 2026 could be cancelled. The board agreed to make a decision on this closer to the time.</p> <p><u>Employment sub-committee meeting</u></p> <p>The CEO informed the board that an employment sub-committee meeting will be held on Thursday the 13th of November.</p>	<p>The meeting scheduled in for the 7th of April to be cancelled.</p>

	<p>She advised that she required another Board member to attend this meeting. Patricia Broadfoot advised that she would be able to attend.</p> <p><u>Board Recruitment</u></p> <p>Following on from a discussion which arose at the Strategy Day, the board agreed that they wish to hold off any board recruitment until the annual appraisals have been completed for the year. This will allow the board to understand the skill set they currently hold, and what they are missing. This will allow targeted recruitment to fill any knowledge gaps.</p> <p><u>Development – Short Life Work Group</u></p> <p>The board requested that the short life working group be set up. This will allow the CEO to provide regular updates after every bi-weekly development meeting with the development team. The board agreed that an email update would be sufficient every 2 weeks, with the option to join a Team's call to discuss too, roughly every 4 weeks or when necessary. The CEO asked for volunteers to join the short life working group, Chukwuebuka Timothy Ugwu confirmed that he would like to take part. The CEO advised that she would send out an email to the board to confirm attendees.</p>	<p>The short life working group attendees to be confirmed – CEO to email board.</p>
17.	<p>Date and time of next Meeting</p> <p>The next meeting will take place on Tuesday the 2nd of December at 6:30pm.</p>	

Approval of the Minutes

Minutes Approved: *YES.*

Signed by Board

