

West of Scotland Housing Association
Minutes of the Board Meeting
In-person meeting held at Emirates Arena, 1000 London Road,
Glasgow
Tuesday 16th September 2025

Present (In Person): Michael Sozansky (Chair), Kelly Adams, Morag Kilbride, Ann Reid, Lynsey Hamilton, George Kpodo, Kenneth Fee, Jim Williamson, Rehana Faqir, James Edgar Wilson In Attendance (In person): Simon Fitzpatrick (CEO), Jennifer Cairns (Director of Corporate Services), Robert Campbell (Director of Housing & Community Services), Valerie Wilson (Director of Finance), Susan Speirs (Senior Corporate Services Administrator)	
1. Appointment of Office Bearers The Director of Corporate Services advised that as this was the first meeting after the AGM the Chair and Vice-Chair need to be appointed. Michael Sozansky had agreed to take on the role of Chair and Jim Williamson the role of Vice-Chair. The Board approved the appointment of the Chair and Vice-Chair.	Approved
2. Apologies Apologies were received from Graeme Middleton and Alison Calder.	
3. Disclosure of Interests James Edgar Wilson advised that he had a company registered at his home address but is in the process of changing this.	
4. Approval of Minutes The minutes of the previous meeting of 27th August 2025 were accepted as a true and accurate record. They were approved by Kelly Adams and seconded by Morag Kilbride.	Approved
5. Matters Arising The Board noted there were no matters arising.	Noted
6. Assurance Statement The Director of Corporate Services provided a background to the Assurance Statement for the new Board members.	

She advised that it is a regulatory requirement for all RSLs to submit an annual assurance statement to the Scottish Housing Regulator which shows the Association's compliance with the regulatory framework.

A short life working group comprising of Board Members and Senior Officers was set up to consider what assurance is in place in respect of compliance with each of the standards and requirements.

Each year we identify areas of improvement and this is our Governance Improvement Plan. 89% of the actions from the 2024 Improvement Plan have been implemented and there are only two actions which are outstanding. These are the implementation of Purchase to Pay and completion of Board e-learning modules. Any actions that are not completed will be added to the Improvement Plan for this year.

The Director of Corporate Services advised that a self-assessment framework was developed which details each of the Regulatory standards and requirements and the framework is based on the SHFA Self-Assessment Toolkit.

She informed to the Board that the Short Life Working Group considered the following in respect of these standards and requirements:-

- What is the compliance activity in place?
- What evidence is there of compliance?
- What assurance does the Board have in respect of compliance?

The Short Life Working Group then considered any areas of improvement based on the above considerations.

One of the requirements for this year was to look at compliance with regard to tenant and resident safety.

The Director of Corporate Services advised that ACS carried out an audit of our landlord compliance in October 2023, and we received a positive audit report for this. All actions from this report have now been implemented.

James Edgar Wilson asked if we have an internal audit section for assurance purposes.

The Director of Corporate Services advised that we have an external audit firm who carry out our audits and that these are reported to the Audit Sub-Committee.

The Director of Corporate Services advised that TAG have also reviewed the Regulatory Standards throughout the year and they identified no significant areas of improvement or non-compliance.

The Short Life Working Group identified three key areas of improvement for consideration by the Board. These were equalities data collection, financial process and reporting and Board training.

With regard to equalities data collection the Board had been advised earlier in the year that we did not have equalities data for a significant proportion of our tenants. We have been carrying out surveys and telephone calls to tenants and now have equalities data for 750 more tenants than was reported in the past.

A restructure of the finance section is currently underway which will increase the expertise and capacity within the team.

50% of Board members have completed their e-learning modules and we will continue to monitor this and support any Board members to complete their courses.

The Director of Corporate Services advised that the Board should also consider the materiality of the three areas of non-compliance. She advised the Board of the points to consider in respect of materiality in line with SHR Guidance.

The CEO advised that Senior Officers had considered this as well and feel comfortable with this.

Kelly Adams advised that none of them are material and is happy with them.

Kenneth Fee commented that the presentation was really helpful but that the report should be checked before we sign off on it to ensure that nothing has been missed.

The Director of Corporate Services informed the board that the draft Assurance Statement will go to the October Board meeting.

The Board approved the following recommendations:-

Approved

• Discussed the contents of the report. • Identify any further areas of improvement. • Assessed the materiality of the areas of improvement. • Agreed the content of the Assurance Statement 2025. • Considered the observations from the internal auditors.	
7. Resolutions The Board noted this report.	Noted
8. Notifiable Events The Board noted this report.	Noted
AOCB There was no other business.	
Date of Next Meeting – 29th October 2025	