



**Minutes of Management Committee Meeting  
held on Tuesday 7<sup>th</sup> October 2025 at 6.30pm  
The meeting was held at Knowes Housing Association's Office**

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**Present:**

- Peter Fennessey
- Lynsey Chrystal
- Cllr Lawrence O'Neill
- Chukwuebuka Timothy Ugwu
- Steve Rolfe
- Billy Stevenson
- Hilary Edgar
- Sharon Cassidy
- Kevin McInally

**In Attendance:**

- Erica Davidson      CEO
- Peter French      Head of Property Services
- ██████████      North Star Consulting
- 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.	<p>██████████ in Attendance (North Star Consulting)</p> <p>██████████'s attended the meeting as part of Knowes' Governance Review. ██████████ gave a presentation on the review of Knowes' HR Policies and Governance Structure</p>	<p>The Corporate Services team to update the website with</p>

and advised the next steps for the Management Committee.

### **Recruitment and Selection Policy**

█████ highlighted that the Recruitment and Selection Policy does not follow the EVH Guidelines. █████ suggested that we revert to using the EVH Policy going forward. The committee advised they would be happy to approve the updating of this policy, following the EVH template.

***Proposed by Peter Fennessey  
Seconded by Lynsey Chrystal***

### **Governance Structure**

█████ made several observations and suggestions on Knowes' current Governance Structure.

### **The role of the Secretary**

The committee approved the role of the Secretary being a member of the staff team. Further discussion took place under item 20.

***Proposed by Cllr Lawrence O'Neill.  
Seconded by Billy Stevenson.***

### **The role of the Treasurer**

The committee approved the role of the Treasurer becoming redundant, any previous duties will be carried out by Knowes' finance team and financial consultant.

***Proposed by Billy Stevenson.  
Seconded by Steve Rolfe.***

### **Sub-Committees**

The committee approved the creation of three sub-committee's and one short-term working group. The delegated authority of the short-term working group would remain at the main management committee meetings. These are as follows:

1. Operations sub-committee (Housing Management and Property Services)
2. Finance and audit sub-committee
3. Staffing sub-committee

the  
committee  
updates.

Corporate  
Services  
Team to  
update the  
website.

	<p>4. Development short-term working group to discuss new development at Abbeylands Road  <b>Proposed by Hilary Edgar.</b>  <b>Seconded by Lynsey Chrystal.</b></p> <p><b><u>Committee Meeting Suggestions</u></b></p> <p>████ suggested several small amendments to the committee meetings including:</p> <ul style="list-style-type: none"> <li>• A CEO/Chairperson meeting roughly ten days before the next committee meeting, to discuss the agenda in advance.</li> <li>• The creation of a Chair's agenda which could help meetings flow better.</li> <li>• A senior management team meeting in advance of the committee meeting.</li> <li>• Having succinct reports from staff included in the board papers.</li> <li>• The reviewing of appendices to ensure papers are not overly operational.</li> <li>• Reducing paper copies of committee papers and making use of tablets provided by Knowes.</li> <li>• Using admincontrol functions to ask questions in advance of meetings either for a specific person, or for the whole committee to see.</li> </ul> <p>Discussion arose between committee members around the possibility of a key updates page at the start of individual papers.</p> <p>A committee member asked █████ if we are following good practices to which █████ assured the committee that there are some areas for improvement but there is nothing of major concern.</p> <p>The committee thanked █████ for █████ time, and █████ left the meeting at 7:40pm.</p>	
2.	<p><b>Election of Office Bearers</b></p> <p>Peter Fennessey (Chairperson) handed the meeting over to the CEO for the election of the office bearers.</p> <p><b><u>Election of the Chairperson</u></b></p> <p>Erica explained that the Chairperson must be appointed at the meeting after the AGM. Erica then asked for volunteers.</p>	<p>The Corporate Services team to update the website with the committee updates.</p>

	<p>Cllr Lawrence O’Neill put himself forward for election of Chairperson, and the committee approved Cllr Lawrence O’Neill stepping into the Chairperson position.</p> <p><b><i>Proposed by Billy Stevenson.</i></b> <b><i>Seconded by Chukwuebuka Timothy Ugwu.</i></b></p> <p>The committee acknowledged and thanked Peter for his time as Chairperson.</p> <p><b><u>Election of the Vice Chairperson</u></b></p> <p>Lynsey expressed her interest in remaining as vice-chairperson. There were no other nominations and therefore the committee approved the election of the Vice-Chairperson as Lynsey Chrystal.</p> <p><b><i>Proposed by Billy Stevenson.</i></b> <b><i>Seconded by Steve Rolfe.</i></b></p> <p>The election of the secretary took place at a discussion at the end of the meeting (item 20) in which all staff members vacated the room to allow the committee to discuss.</p>	
3.	<p><b>Apologies</b></p> <p>The following people submitted their apologies:</p> <ul style="list-style-type: none"> <li>• Dean Vinter</li> <li>• Patricia Broadfoot</li> </ul>	
4.	<p><b>Declaration of Interest</b></p> <p>Billy Stevenson declared an interest in item 9.2 in relation to the demolition of lockups at Swallow Road and changes to the use of land area. Billy Stevenson refrained from discussions on this item.</p>	
5.	<p><b>Share Members Cancelled Under Rules 11.1.3</b></p> <p>The Corporate Services / Compliance Officer (CSCO) informed the committee that under rule 11.1.3, the association will cancel share memberships. The CSCO presented committee with the names of those who would be cancelled, and committee approved the cancellation of said share memberships.</p> <p><b><i>Proposed by Lynsey Chrystal.</i></b> <b><i>Seconded by Chukwuebuka Timothy Ugwu.</i></b></p>	<p>The Corporate Services Team to inform the members their membership has been revoked and update the</p>

		share registers.
6.	<p><b>Correspondence</b></p> <p>The CSCO received correspondence from Flourishing Faifley who had requested a donation from the association towards their Halloween event.</p> <p>The committee approved a £500.00 donation to Flourishing Faifley for their Halloween event.</p> <p><i><b>Proposed by Billy Stevenson. Seconded by Chukwuebuka Timothy Ugwu.</b></i></p>	Corporate Services Team to arrange donation for Flourishing Faifley.
7.	<p><b>Minutes of Management Committee Meeting on 5<sup>th</sup> August 2025</b></p> <p>The minutes of the Management Committee meeting held on the 5<sup>th</sup> of August 2025 were agreed as an accurate record and approved by committee.</p> <p><i><b>Proposed by Lynsey Chrystal. Seconded by Billy Stevenson.</b></i></p>	The Corporate Services Team to add the minutes to the website.
8.	<p><b>Minutes of Sub Committee Meetings</b></p> <p>The minutes of the finance, housing management and audit subcommittee meetings all held on 26<sup>th</sup> of August 2025 were provided for committee for information.</p> <p>The committee noted the minutes of the sub-committee meetings.</p>	
9.	<p><b>CEO Report</b></p> <p>Erica presented her CEO report to the committee which included:</p> <ul style="list-style-type: none"> <li>• An overview of the wider action and charitable donations expenditure to the end of September.</li> <li>• A summary of the four areas completed within the Governance Review and a follow up plan.</li> <li>• An update on the ROTs Programme – 8 properties have been purchased under the ROTs programme, which has used up Knowes' allowance for 8 for the year. Erica advised that it is cheaper for the association to buy properties than build them, therefore the association will request more funding if it becomes available.</li> </ul>	

<p>9.1</p>	<ul style="list-style-type: none"> <li>• A summary of the tasks being completed by the CEO and the Management Team.</li> </ul> <p><b><u>Update on Abbeylands Road</u></b></p> <p>Erica presented a report which updated the committee on the new build development at Abbeylands Road and asking for Committee permission to proceed with the project. It was explained to committee that the Scottish Government had rejected our previous project application and provided reasons as to why. Erica assured the committee that Knowes' alongside the planning team, have taken these comments on board, made changes and managed to cut the expected costs down by £1 million, and that the total spend would be £7.6 million. In this circumstance, we would be asking for 60% grant funding from the Government.</p> <p>Erica then explained that to move towards the next steps is to apply for a non-material planning variation and stage 2 Building Warrant there is a £79,000 cost attached with this. The committee approved this payment, allowing the progression towards putting in a revised application for funding to the Scottish Government.</p> <p><b><i>Proposed by Billy Stevenson. Seconded by Steve Rolfe.</i></b></p> <p><b><i>As per the two-hour rule for meetings, an extension of the management committee meeting was approved by the committee at 8:20pm.</i></b></p>	
<p>9.2</p>	<p><b><u>Demolition of lockups at Swallow Road and change use of land area</u></b></p> <p><i>Billy Stevenson declared an interest in this item and was not involved in any discussion.</i></p> <p>This report was presented to the housing management sub-committee on the 26<sup>th</sup> of August for discussion. The committee approved the demolition of lockups at Swallow Road and changing the use of the land area.</p> <p><b><i>Proposed by Lynsey Chrystal. Seconded by Hilary Edgar.</i></b></p>	
<p>10.</p>	<p><b>Regulatory Framework Self-Assessment and Annual Assurance Statement</b></p>	<p><b>Erica to send the Annual Assurance</b></p>

	<p>Erica delivered a presentation on the Regulatory Framework, Scottish Housing Regulator (SHR) and the Annual Assurance Statement to committee.</p> <p>As part of the process for collecting evidence for the Annual Assurance Statement, Knowes consulted with tenants by asking them to complete a short survey. Erica provided a summary of the responses to the committee and explained that overall, the responses from the survey are very positive.</p> <p>The committee requested to see a comparison between the results from the previous year.</p> <p><b><u>Annual Assurance Statement</u></b></p> <p>Erica talked through Knowes' Annual Assurance Statement for 2025 and explained that she had gone over the wording of this with ██████ in advance to ensure that the Governance Review findings supported our statement of compliance.</p> <p>The committee approved the Annual Assurance Statement 2025.</p> <p><b><i>Proposed by Chukwuebuka Timothy Ugwu. Seconded by Peter Fennessey.</i></b></p>	<p>Statement to the Scottish Housing Regulator before 31<sup>st</sup> October 2025.</p> <p>Comparison of results to be added to Admincontrol.</p> <p>Annual Assurance Statement to be added to the website.</p>
11.	<p><b>Corporate Services Report</b></p> <p>The corporate services report was provided to committee for information only.</p> <p>The committee noted the contents of the report.</p>	
12.	<p><b>Committee Appraisal Report</b></p> <p>The committee appraisal report was provided to committee for information only.</p>	
13.	<p><b>Property Services Report</b></p> <p>The property services report was provided to the committee for information only.</p> <p>The committee noted the contents of the report.</p>	
14.	<p><b>Policies for Approval</b></p>	<p>Policy to be brought back</p>

	The committee agreed that the Data Protection Policy would be brought back to the committee at a later date.	to November meeting.
15.	<p><b>EVH Report</b></p> <p>The EVH reports for August and September were provided to committee for information only.</p>	
16.	<p><b>Notifiable Events</b></p> <p>There were no new notifiable events to present to committee.</p>	
17.	<p><b>Code of Governance for Committee Members</b></p> <p>Each committee member is required to sign the Code of Governance, this has been sent via DocuSign.</p>	Committee members to sign the Code of Governance via Docusign.
18.	<p><b>New Share Members</b></p> <p>There were no new share members to update committee on.</p>	
19.	<p><b>Proposed Dates for Future Meeting 2025/26</b></p> <p>This item will be carried on to the next committee meeting, taking place on the 4<sup>th</sup> of November 2025 at 6:30pm.</p>	
20.	<p><b>AOB and Date of Next Meeting</b></p> <p><b><u>Housing Team Nominated for CIH Award</u></b></p> <p>The committee congratulated Knowes, and the housing team, on their nomination for the housing team of the year award at this year's CIH awards.</p> <p>Erica asked committee members if they wish to attend on the 14<sup>th</sup> of November to contact the corporate services team to get them booked on.</p> <p><b><u>Committee Discussion to Appoint Secretary</u></b></p> <p>The staff team then left the committee meeting to allow committee members to discuss the appointment of the secretary.</p> <p>The decision taken by the Committee is that Amy Sweeney, Corporate Services / Compliance Officer, will</p>	



	<p>be the Association's Secretary for the year to October 2026.</p> <p><b><i>The committee unanimously approved the election of Amy Sweeney to be the Association's Secretary for the year to October 2026.</i></b></p> <p><b><u>Date of Next Meeting</u></b></p> <p>The next meeting will take place on the 4<sup>th</sup> of November 2025 at 6:30pm.</p>	
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