

**MINUTES** of the Management Committee Meeting held on Tuesday 25<sup>th</sup> February 2025  
Location – 65 Golspie Street, Govan, Glasgow, G51 3AX and Microsoft Teams

| Item                                  | Agenda Item                                                                                                                                                                                                                            |                                                                                                                                                 |                                                                                    |                                                         |
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| <b>1.0</b>                            | <b>Apologies</b>                                                                                                                                                                                                                       |                                                                                                                                                 |                                                                                    |                                                         |
|                                       | <b>Committee present</b><br>Melanie Gilmour (Vice-chair - Chair for meeting)<br>Ann McEachan (Secretary)<br>Veronica McLaughlin<br>Kirsty Chalmers<br>Craig Reid<br>Marie Moody<br>Sofie Rytz (Co-option)<br>Tomasz Sawczuk (observer) | <b>In Attendance</b><br>Gary Dalziel (CEO)<br>Helen Sutherland (DCFS)<br>Kerry Clayton (GCM)<br>Aidan McGuinness (DHCS)<br>Vicky Ross (Minutes) | <b>Apologies</b><br>Maureen McDonald (Chair)<br>Kirsty Stoddart<br>Eileen McCallum | <b>Special Leave</b><br>Duncan Smith (Leave of absence) |
| <b>2.0</b>                            | <b>Declaration of Interest</b>                                                                                                                                                                                                         |                                                                                                                                                 |                                                                                    |                                                         |
| There were no declaration of Interest |                                                                                                                                                                                                                                        |                                                                                                                                                 |                                                                                    |                                                         |

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| <b>3.0</b> | <b>Minutes for Approval</b>                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 3.0        | Minutes of Previous Management Committee Meeting held on <b>Tuesday 28<sup>th</sup> January 2025</b> | <p>The Minutes were agreed as a true record of the meeting.</p> <p><b>Proposed:</b> Kirsty Chalmers</p> <p><b>Seconded:</b> Veronica McLaughlin</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|            |                                                                                                      | <p>Signed by Chairperson:</p> <p>Signed By CEO:</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 3.1        | Matters Arising                                                                                      | <p>The following matters arising were discussed as not otherwise on the agenda.</p> <p>The Vice Chair welcomed and introduced Tomasz Sawczuk as an observer to the meeting and invited all attendees to introduce themselves. Tomasz Sawczuk explained he was a second year architectural student with an interest in social housing and the local Govan community which he resides in.</p> <p>There were no other matters arising that were not otherwise part of the agenda.</p>                                                                                                                                   |
| <b>4.0</b> | <b>Governance</b>                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 4.1        | Notifiable Events                                                                                    | Nothing to report. Standing Agenda item.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 4.2        | Regulatory Returns                                                                                   | Nothing to report. Standing Agenda item.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 4.3        | Committee Annual Reviews                                                                             | <p>The GCM sought <b>approval</b> for the recommendations set out within the report.</p> <p>The GCM provided a verbal update to the Management Committee following the completion of the Annual Committee Review exercise conducted during December 2024. The GCM explained the key findings and recommendations following this exercise.</p> <p>The GCM noted that diversity within the management committee has been further strengthened since the last recruitment exercise and that the collective view from the committee is that they feel they are sufficiently diverse which supports in their decision</p> |

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|  |  | <p>making. The GCM explained that ensuring diversity within the management committee will remain a focus in recruitment processes going forward to ensure there is suitable representation across management committee and sub committees.</p> <p>The GCM highlighted the ‘effectiveness of the chair’ feedback and summarised that all management committee members commented positively on the Chair and the overall relationship, motivation and support received from the Chair.</p> <p>The GCM explained that whilst the Senior Management Team and Management Committee feedback was generally aligned in all areas, there were differing responses provided on the subject of ‘objectivity, scrutiny and effective challenge’. This is something which should be explored further as there are various reasons this could be the case including perceptions around what effective challenge looks like and the confidence to challenge.</p> <p>The GCM briefly discussed ‘training’ and the feedback on this which forms part of the Management Committee training plan for 2025/26. The GCM explained that the feedback indicated further training on key topics like finance, risk, governance, assurance and Regulatory compliance being requested as beneficial with a blended learning approach being utilised to facilitate both online and in person sessions.</p> <p>The GCM explained that in line with the SHR standards of Governance and Financial Management, Standard 6, <i>‘The RSL governing body ensures that any non-executive members seeking re-election after nine years’ continuous service demonstrates continued effectiveness’</i>. The GCM explained that the Secretary has now served for more than nine years and has demonstrated and evidenced within the review that the key motivations are there and have been drawn out in the process. This includes positively contributing to the local community and being involved in decisions which impact the community. The GCM explained there has been demonstration of effective challenge whilst remaining objective.</p> <p>The GCM summarised the recommendations from the Committee Review exercise and opened this up to the Management Committee for discussion and approval.</p> |
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|     |                           | <p>The Management Committee commented on how they found it positive carrying this out internally and that the overall process was beneficial.</p> <p>The Committee discussed and <b>approved</b> the recommendations set out in the report and the continued effectiveness of the committee member who had served more than nine years.</p> <p><b>Proposed by:</b> Craig Reid                      <b>Seconded by:</b> Marie Moody</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 4.4 | Assurance Progress Review | <p>The GCM sought <b>approval</b> for revisions to completion dates on some actions and the addition of new actions.</p> <p>The GCM provided an overview of the Quarter 3 progress against the Action Plan explaining the purpose of this Action Plan is to monitor and provide assurance to the committee that actions identified during the review process are being progressed and monitored.</p> <p>The GCM discussed the individual recommendations from the Action Plan and the progress updates/completion dates in relation to the 'implementation of any recommendations from landlord H&amp;S audit', 'Asset Management Strategy' and the 'Implementation of HUB software for Asset Management'.</p> <p>The GCM advised the update was for noting the progress with approval sought for revisions to target dates set out in the master action plan.</p> <p>The Management committee <b>noted</b> progress and <b>approved</b> revisions to target dates.</p> <p><b>Proposed by:</b> Veronica McLaughlin                      <b>Seconded by:</b> Craig Reid</p> |

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| <b>5.0</b> | <b>Health &amp; Safety</b>                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 5.0        | Office Health and Safety Audit<br>Verbal Update | <p>The CEO provided a verbal update on the recent outcome of the Office Health and Safety Audit.</p> <p>The CEO discussed the findings and explained this was a positive overall audit and thanked the Corporate Services team for their work on this.</p> <p>The CEO explained that the health and safety of the office will be handed over to the Asset Management Department in the coming months to ensure that health and safety is provided consistently by one department.</p> <p>The GCM asked Committee to note the comments made by the consultant on the standard of oversight within this area by the Corporate team.</p>                                                                                                                                                                                                                                                              |
| <b>6.0</b> | <b>Reports for Approval and Information</b>     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 6.1        | Management Accounts to 31 December 2024         | <p>The DFCS sought <b>approval</b> for the Quarter 3 Management Accounts to 31 December 2024.</p> <p>The DFCS explained to the committee that the management accounts are being presented more in line with the statutory accounts to include a Statements of Comprehensive Income and Financial Position. The DFCS highlighted the Cash Flow appendix and the notes appendix providing further information in relation to the quarterly picture and specific variances for noting.</p> <p>The DFCS discussed the Summary Income and Expenditure account explaining that appendix 1 provides the breakdown of the overall statement. The DFCS explained the various components of both the income and expenditure highlighting the reasons for any significant variance between the budgeted figure and the actual income/expenditure including wider role, pension costs and service charges.</p> |

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|  |  | <p>The DFCS explained that Appendix 2, the Cash Flow statement, showed that there has been an increase in cash with information within Appendix 2 to explain how the movement in the bank balance has arisen.</p> <p>The DFCS moved on to discuss the Statement of Financial Position or (Balance Sheet) which breaks down Net Current (liabilities) Assets, Net Assets and Capital and Reserves.</p> <p>The DFCS explained that cash held has increased but the main reason for this being the underspend in major repairs in the 2024/25 programme. It was highlighted that the net current assets (liquidity) demonstrates that we have sufficient cash balance to pay any bills when they become due and the association is in a strong and healthy cash position.</p> <p>The DFCS explained the underspend of £184k on the operating expenditure is due to a combination of factors of under and over spend discussing the individual areas of underspend and overspend contained as a breakdown within the report at 3.3.</p> <p>The DFCS opened up the report for comments and questions.</p> <p>There was discussion around the underspend in planned maintenance, reasons for this and discussion around the current procurement activities in relation to kitchen and bathroom programmes and the tender submissions received. There was discussion around wider role and the funding streams for the development of the janitor site. The DHCS explained that we are currently engaging with architects about the development with funding streams currently being explored.</p> <p>The Management Committee <b>approved</b> the Management Accounts to 31 December 2024.</p> <p><b>Proposed by:</b> Ann McEachan                      <b>Seconded by:</b> Veronica McLaughlin</p> |
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| 6.2 | Annual Budget 2025/26 | <p>The DFCS sought <b>approval</b> for the budget for 2025/26.</p> <p>The DFCS presented the report to the Management Committee on the detailed projected Budget for the year to 31 March 2026 highlighting a surplus of £765,191 and a cash out-flow of £1,732.990 bringing our estimated cash balance at 31<sup>st</sup> March 2026 to approx. £3.5m.</p> <p>The DFCS explained the income and expenditure assumptions, breakdowns of each, along with discussing the increase in expenditure in the year to March 2026 for major repairs spend, the salary cost increases and the Nimmo Drive development. The DFCS explained the reasons for the assumed increases in areas including property insurance, wider role costs, office overheads, corporate overheads and affiliation fees detailed in appendix 1.</p> <p>The DFCS explained that the associations asset position would increase due to Nimmo Drive development and the capital component spend. The DFCS explained that the cash position will decrease markedly in the year due to catch up major repairs, Nimmo Drive expenditure and an increase in costs but cash balance is still healthy and no issues in meeting creditor payments and the current ratio demonstrates that there are no liquidity problems.</p> <p>The DFCS concluded by explaining our interest ratio is well above the required and our gearing ratio is well below the permitted percentage illustrating that we have significant borrowing capacity.</p> <p>The DFCS opened up for questions or comments on the Annual Budget and Cashflow report for 2025/26.</p> <p>Management Committee asked for clarity around the associations expenditure for Nimmo Drive. The DFCS explained the reason for this related to both the assumed cash expenditure in the year and future retention cost. Management Committee thanked DFCS for explaining this.</p> <p><b>Proposed by:</b> Kirsty Chalmers      <b>Seconded by:</b> Marie Moody</p> |
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| 6.3        | Risk Register February 2025      | <p>The DFCS presented the Risk Register summary report with a recommendation that management committee approve the updates to the Risk Register.</p> <p>The DFCS explained that several of the risks contained within Appendix 1 have been updated around progress and highlighted the risks with the most significant updates of the quarter which is contained in the report under section 3.3. There was general discussion around the amendments to scoring/category explaining that where progress has been made but action not yet complete, a narrative has been provided. The DFCS explained that the risk register was presented and discussed at the finance sub-committee.</p> <p>The management committee <b>approved</b> revisions to completion dates on same actions and the addition of new actions.</p> <p><b>Proposed by:</b> Veronica McLaughlin      <b>Seconded by:</b> Kirsty Chalmers</p>                                                               |
| <b>7.0</b> | <b>Policies</b>                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 7.1        | Rental Income and Arrears Policy | <p>DHCS presented the policy, advising this has been scrutinised by the Housing and Maintenance Sub-committee and highlighting at this time views are being sought from Committee to inform the consultation process before reporting finds of this at a later date and seeking full approval.</p> <p>The DHCS explained that there had been an external consultant involved in reviewing the housing management policies and who had provided a draft of a rental income and arrears policy.</p> <p>The DHCS explained that tenant consultation exercise is to be undertaken for tenants and former tenants in arrears with a survey being sent to all tenants for feedback. The results and findings of this survey will be presented to the management committee before final approval is sought.</p> <p>The Committee queried points around the decision making for evictions in relation to decision to evict and asked that this was considered in any consultation.</p> |



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|            |                             | Committee <b>noted</b> that tenant consultation will take place and discussion and approval will be sought thereafter when consultation concluded and a revised draft presented.                                                                                                                                                                                                                                                                                                                                                                                                              |
| 7.2        | Risk Register February 2025 | <p>The DHCS presented the Rent Setting Policy to the Committee seeking <b>approval</b>.</p> <p>The DHCS explained that changes to the policy had been minimum but included a change to the format and layout, a policy introduction had been added and the removal of wording on consultation with a tenants panel updated to reflect current method of consultation via CX feedback and/or written letter where this is the preference for tenants.</p> <p>The Committee <b>approved</b> the updated policy.</p> <p><b>Proposed by:</b> Craig Reid      <b>Seconded by:</b> Ann McEachan</p> |
| 7.3        | Abandonment Policy          | <p>The DHCS sought <b>approval</b> for the Abandonment Policy.</p> <p>The DHCS advised that the updated include additions at 6.1, 6.3 and 7.2 of the policy.</p> <p>There was discussion around the updates to the policy, which had been presented to the Housing and Maintenance sub-committee.</p> <p>The Management Committee <b>approved</b> the Abandonment Policy.</p> <p><b>Proposed by:</b> Kirsty Chalmers      <b>Seconded by:</b> Veronica McLaughlin</p>                                                                                                                         |
| <b>8.0</b> | <b>CEO Report</b>           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 8.0        |                             | The CEO provided the Management Committee with a brief summary of activities the Association has been progressing over the last two months.                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

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|  |  | <p>The CEO updated the Management Committee on the Director of Asset Management recruitment process explaining that we have had strong interest from candidates with 8 being selected for longlist interview and 4 being shortlisted for second interviews. The CEO explained what assessment tools are being used during the process and explained we would hope the appointed candidate would be in post for 1<sup>st</sup> June 2025 at the latest dependent on their notice period.</p> <p>The CEO advised the Management Committee that the Maintenance Manager has tendered her resignation after three years' service. The CEO expressed his thanks for her work and contribution during this challenging time for the department.</p> <p>The CEO explained that a recruitment exercise will take place for the Asset Manager, formerly Maintenance Manager, role as soon as possible but most likely over the next two weeks.</p> <p>The CEO discussed the position with ongoing recruitment for Health &amp; Safety Compliance Officer with a closing date set for Monday 10<sup>th</sup> March 2025.</p> <p>The CEO explained he had discussions with the Customer Services Team about the forthcoming changes and all colleagues understand and see the rationale in the changes to the structure.</p> <p>The CEO updated the Management Committee on the EVH desktop reviews for the Management roles explaining once these are complete he will consider and explore if any other roles should be subject to this exercise.</p> <p>The Management Committee <b>noted</b> all updates provided.</p> <p>The CEO provided the Management Committee with information on the EVH pay negotiations and the salary proposals as set out for full EVH members.</p> |
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|  |  | <p>As Elderpark are not full members we do not vote on the proposals however the Management Committee choose to adopt the recommendation and approved final salary sclaes.</p> <p>It was explained that once the voting exercise is concluded, salary bandings will be updated accordingly. There was discussion around the three year' arrangement to be considered from April 2025 to April 2027 and the percentage increases proposed each year.</p> <p>The CEO advised the Management Committee of arrangements for the Business Planning process explaining we have appointed an external consultant to support with the development of a new five year' business plan. The CEO explained that this will consist of two workshops involving the Management Committee scheduled to be held in June and August with the intention being to agree dates and that a selection of dates will be provided over the coming month seeking committee member availability.</p> <p>The CEO updated the Management Committee on the Filmography and Photography commissioned to take a range of new photographs including profile pictures and action shots of Management Committee, which took place on the 25<sup>th</sup> February 2025 in advance of the meeting.</p> <p>The CEO presented the Management Committee with the branding for the 50<sup>th</sup> anniversary of Elderpark. He presented the two options and explained they had been shared with the staff team and their feedback sought.</p> <p>There was a detailed discussion on the logos and preferences and the management committee <b>agreed</b> on Route 1 being the chosen logo design subject to small amendments where possible.</p> <p>The CEO reminded the Management Committee of the partnership entered into with Glasgow Life and Glasgow City Council on the refurbishment of the Elderpark Library explaining the Council have now approached us for our £100k contribution to the refurbishment costs with Management Committee being provided with context before any payment is made. The CEO advised that this was a decision taken around four years ago and was considered appropriate</p> |
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|             |                             | <p>as a way of ensuring that despite the community centre reaching the end of its useful life the association worked with partners to provide a more effective facility within the heart of the community.</p> <p>The CEO explained to the Management Committee that the current membership for Glasgow West of Scotland Forum is due for renewal and the cost for this renewal. The CEO was asked to outline our usage of GWOSF and he advised that there are a range of events but perhaps more importantly is the work on lobbying, supporting the community associations and producing good practice.</p> <p>The Management Committee discussed the merit of retaining this affiliation before they <b>approved</b> the affiliation for GWOSF for 2025/26.</p> <p><b>Proposed by:</b> Ann McEachan      <b>Seconded by:</b> Kirsty Chalmers</p> |
| <b>9.0</b>  | <b>A.O.C.B</b>              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|             |                             | <p>Management Committee expressed their thanks for the commitment and hard work of the Maintenance Team during some turbulent times noting that they appreciate and value their contributions during this time.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>10.0</b> | <b>Date of Next Meeting</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 10.1        | Date of Next Meeting        | The date of the next meeting Tuesday 25 <sup>th</sup> March 2025.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

## Approvals

| Item No | Agenda Item                                                                     | Proposed (P) & Seconded (S) by                             | Lead Officer |
|---------|---------------------------------------------------------------------------------|------------------------------------------------------------|--------------|
| 3.1     | Minutes of the Management Committee meeting held 28 <sup>th</sup> January 2025. | Proposed: Kirsty Chalmers<br>Seconded: Veronica McLaughlin | CEO          |
| 4.3     | Annual Committee review 2024/25                                                 | Proposed: Craig Reid<br>Seconded: Marie Moody              | GCM          |
| 4.4     | Assurance Master Action Plan 2024-25 Progress Update Q3                         | Proposed: Veronica McLaughlin<br>Seconded: Craig Reid      | GCM          |
| 6.1     | Management Accounts to 31 December 2024                                         | Proposed: Ann McEachan<br>Seconded: Veronica McLaughlin    | DFCS         |
| 6.2     | Annual Budget 2025/26                                                           | Proposed: Kirsty Chalmers<br>Seconded: Marie Moody         | DFCS         |
| 6.3     | Risk Register 2025                                                              | Proposed: Veronica McLaughlin<br>Seconded: Kirsty Chalmers | DFCS         |
| 7.2     | Rent Setting Policy                                                             | Proposed: Craig Reid<br>Seconded: Ann McEachan             | DHCS         |
| 7.3     | Abandonment Policy                                                              | Proposed: Kirsty Chalmers<br>Seconded: Veronica McLaughlin | DHCS         |
| 8.0     | Renewal of Glasgow West of Scotland Affiliation                                 | Proposed: Ann McEachan<br>Seconded: Kirsty Chalmers        | CEO          |

## Additional Actions from Meeting

| Item No | Agenda Item                      | Action Required                                                                                                          | Lead Officer / Date to be Actioned by |
|---------|----------------------------------|--------------------------------------------------------------------------------------------------------------------------|---------------------------------------|
| 6       | Management Accounts              | Kirsty Chalmers to be included in Finance and Audit Sub-committee invites                                                | GCM                                   |
| 7       | Rental income and arrears policy | Tenant consultation on rental income and arrears policy to be presented at next management committee for policy approval | DHCS                                  |
| 8       | CEO report                       | Dates to be agreed for business planning workshops                                                                       | CEO                                   |
| 8       | CEO report                       | Update Management Committee on EVH Pay Negotiations                                                                      | CEO                                   |