MINUTES of the Management Committee Meeting held on Tuesday 26th March 2025
Location – 65 Golspie Street, Govan, Glasgow, G51 3AX and Microsoft Teams

Item	Agenda Item			
1.0	**Apologies**			
	Committee present Maureen McDonald (Chair) Melanie Gilmour (Vice-chair) Ann McEachan (Secretary) Veronica McLaughlin Kirsty Chalmers Marie Moody Sofie Rytz (Co-option) Kirsty Stoddart Eileen McCallum Tomasz Sawczuk	**In Attendance** Gary Dalziel (CEO) Kerry Clayton (GCM) Aidan McGuiness (DHCS) Vicky Ross (Minutes) Gillian McFadden (CSA)	**Apologies** Craig Reid	**Special Leave**

2.0	Declaration of Interest		
Interests were declared by, Vicky Ross & Kerry Clayton for agenda item 8.0 – CEO report in relation to EVH desktop grading reviews and by Melanie Gilmour for item 8.0 CEO report relating to the Share Annual Conference 2025.			
3.0	**Minutes for Approval**		
3.1	Minutes of Previous Management Committee Meeting held on **Tuesday 25th February 2025**	The Minutes were agreed as a true record of the meeting. **Proposed**: Melanie Gilmour **Seconded**: Ann McEachan	Signed by Chairperson: [REDACTED _PERSONAL INFORMATION] Signed By CEO: [REDACTED _PERSONAL INFORMATION]
3.2	Matters Arising	The following matters arising were discussed as not otherwise on the agenda. The CEO advised the Management Committee that an invoice had now been received from the Glasgow City Council requesting payment of our contribution to the Elderpark Library renovations which will be due for payment by the end of March 2025. The CEO advised that the preparatory building work at Nimmo Drive continues and there are no further updates on this at the moment. The CEO discussed the Business Planning workshop to be arranged in June and August and invited committee to consider what would be the preferred option in terms of when this is held, daytime or evening. Committee had a discussion and all agreed evenings would be the preference. The CEO advised that the Corporate Team would look into this and send dates for consideration.	
4.0	**Governance**		
4.1	Notifiable Events	Nothing to report. Standing Agenda item.	

4.2	Regulatory Returns	Nothing to report. Standing Agenda item.
4.3	Governance Report March 2025	The CEO presented the Governance report to the Management Committee for discussion, noting and approval. The CEO discussed the formal resignation of Duncan Smith from the Management Committee from the 4th March 2025 following a leave of absence and his subsequent appointment to the role of Asset Director following a recruitment exercise supported by an external consultant, Aspen which is outlined further in the CEO report. The CEO advised that Tomasz Sawczuk joined the last Management Committee meeting last month as an observer. Following this meeting and a further discussion with GCM, Tomasz expressed he remained keen to participate on the Management Committee. The CEO explained that in line with the rules, the Management Committee can co-opt to any vacancies currently on the Management Committee until the next AGM in September. The committee were in agreement that Tomasz be co-opted onto the Management Committee. The CEO explained that Sofie has joined the Management Committee as a co-opted member last month however following the resignation of Duncan this does allow for a casual vacancy – casual vacancies form part of any quorum and effectively have the rights of a fully elected member whereas co-opted members do not form part of the quorum and have a few areas that they cannot vote upon. In line with the rules, co-opt members have full rights of any committee member and are counted in achieving the quorum. The CEO advises that he would recommend Sofie be appointed as a casual vacancy until the AGM where she can stand for full election. The committee were in agreement with this approach and Sofie happy to take on the role of casual vacancy rather than her current co-option. Post meeting note – there was a section in the report outlining the CEO's decision to look at a committee recruitment tool TrusteeConnect however in error it wasn't discussed on the evening, given the low value of the product the CEO has autonomy to purchase without approval from the Management Committee.

		The CEO explained that each year, the Scottish Housing Regulator publishes an engagement plan on the 31st March for each landlord and a confidential draft is provided to the CEO for comments and accuracy prior to publication. The CEO explained that the full content of the report will be available from 31st March 2025 in line with all other RSL's engagement plans. The Management Committee, noted the resignation of Duncan Smith, approved the co-option of Tomasz Sawczuk onto the Management Committee until the next AGM and the appointment of Sofie as a casual vacancy until the next AGM. **Proposed**: Melanie Gilmour **Seconded**: Ann McEachan
5.0	**Health & Safety**	
5.0		Nothing to report. Standing Agenda item
6.0	**Reports for Decision/Approval**	
6.1	Arrears Write Off Report	The DHCS presented the report for discussion and approval. The DHCS presented a brief overview of the breakdown of individual write offs for the financial year 2024/25 following a recent review by the internal auditor. It was explained that the debt write off processes were found to be compliant with procedures and no improvement actions were noted. The DHCS recommended that we write off £38,056.36 in former tenant arrears less the credit balance write offs of -£22,381.02 leaving a balance of £15,675.34. The DHCS explained the criteria used to determine the write offs under one year including; where the debt is not economically viable, no forwarding address or unable to trace, procedure followed and no response or tenant deceased. The DHCS also explained the criteria used with former tenant arrears greater than one year with information provided within the report.

		The DHCS explained that following analysis, the amount of arrears although substantially higher than last financial year, is on par with previous years and explained that the Covid restrictions has perhaps had an impact and fed through to increase former tenant arrear performance. The DHCS explained that we will seek to collect information on executors of estates when the former arrears procedures are reviewed. The DHCS moved on to discuss the factoring write offs with full information contained within the report explaining that write offs are in line with the Property Factors Code of Conduct. The DHCS asked the Management Committee if they had any questions or comments on the arrears write off report. No questions or comments were noted. The Management Committee **approved** the Arrears write offs for 2024/25. **Proposed**: Sofie Rytz **Seconded**: Marie Moody
6.3	Code of Conduct Management Committee	The GCM presented the Management Committee Code of Conduct seeking approval for the updated policy. The GCM explained that the policy is based on the SFHA model policy and there have been minor changes to the existing policy. The GCM explained that it is important for the Management Committee to be aware of and understand the requirements of the code in line with our organisational values due to the personal responsibility of upholding the requirements of the code. The GCM explained that all Management Committee members are required to sign this document on an annual basis and upon approval of the updated policy, Management Committee will be asked to sign an updated code of conduct form. The GCM explained that the Employee Code of Conduct has also been updated and once approval has been provided, employees will be asked to sign an updated form.

		The Management Committee **approved** the Code of Conduct for Management Committee and Employees. **Proposed**: Ann McEachan **Seconded**: Veronica Mclaughlin
7.0	**Reports for Information**	
		Nothing to report. Standing Agenda item.
8.0	**CEO Report**	
8.0	Chief Executives Report March 2025	The CEO presented the report seeking discussion for noting and approval. The CEO summarised the outcome of the recent recruitment exercise for the appointment of the Director of Asset Management, and it was confirmed that an offer had been made and accepted by Duncan Smith with a proposed start date of 27th May 2025. The Management Committee **noted** the appointment of Duncan Smith as Director of Asset Management. The CEO discussed the outcome of the recent EVH desktop grading exercise in that advice was sought on the salary grading of the Operational Management roles. The CEO explained that a recommendation was made by EVH that the three management positions including the Asset Manager, Housing Manager and Governance and Compliance Manager roles would align with EVH Grade 9 SM1-3 and we have accepted these recommendations and will implement this change from the 1st April 2025. The CEO asked that the Management Committee remain aware that this is a review of the posts and not the people undertaking them and considered to be the appropriate salary / grade for the role being undertaken.

		The CEO explained that over the coming weeks, there are a number of other specialist officer roles which may be subject to a desktop review by EVH to ensure that each of the roles are aligned with the appropriate grading, salaries and with the current market conditions. The CEO provided information on the details of the specialist roles which may be reviewed which is contained within the report. The Management Committee **noted** the first batch of grading reviews undertaken and **approved** the recommendations from EVH to move the operational manager posts to EVH Grade 9 SM1-3. **Proposed**: Melanie Gilmour **Seconded**: Marie Moody The CEO moved on to advise the Management Committee of the outcome of the annual EVH Pay Negotiations explaining that although we are not full members, the Association generally follows their salary processes in terms of grading structures and annual increases. The CEO outlined the details of the proposed three-year agreement which full members are required to vote on. The results of this ballot determined that almost 90% of full member employers agreed with the proposal and as such this was the approved salaries published effective from 1st April 2025. The Management Committee collectively **approved** the implementation of the EVH salary proposals for 2025/26 and the following two years. The CEO provided information on the current recruitment exercise for the Asset Manager explaining this role was advertised from 25th March 2025 with a closing date set for Monday 14th April 2025. The CEO also updated the Management Committee on the outcome of recruitment for the Health and Safety Compliance Officer roles explaining that although we received 12 applications, the strength of candidates was not what we anticipated for the post and we are looking to re-advertise with an updated role description to reflect the requirements of legal compliance and reporting.

		The CEO advised that the filmography and photography commission was underway with staff profile pictures and action shots of committee being taken prior to the last meeting. There was further work scheduled to be carried out on the 25th March 2025 but this has been postponed and will be rearranged shortly. The Management Committee **noted** the photography taking place. The CEO offered congratulations to our Chairperson, Maureen who has been shortlisted for the Outstanding Contribution to Housing (volunteer) Annual Share Award. A conference will take place on Thursday 24th April 2025 with the Awards Dinner taking place in the evening at the Hilton in Glasgow and should any Committee Members which to attend either the conference, the conference and dinner or just the dinner, the CEO advised that the Corporate Services Team should be notified. The CEO also advised that the annual EVH conference will take place from the 14th – 18th May 2025 at the Double Tree Hilton in Dunblane and if anyone is interested in attending to advise the Corporate Team. The Management Committee **noted** Maureen being shortlisted for the award and the potential conferences/events which can be attended in the coming months. The CEO explained that he had recently had brief conversations with the local Govan Housing Associations CEO's on ways of working closer together. The CEO advised that although initial conversations were brief, the Associations have engaged AllanPark Consultants to facilitate a half day discussion around levels of interest and what partnerships could be explored further. The CEO opened this up for discussions and comments. The Management Committee **notes** the facilitated discussion scheduled with the three local CEO's in April.

9.0	**Training**	
10.0	**A.O.C.B**	
		N/A
11.00	**Date of Next Meeting**	
	Date of Next Meeting	The date of the next meeting Tuesday 29th April 2025.

Approvals

Item No	Agenda Item	Proposed (P) & Seconded (S) by	Lead Officer
3.1	Minutes of Previous meeting on Tuesday 25th February 2025	**Proposed: Melanie Gilmour** **Seconded: Ann McEachan**	CEO
4.3	Governance Report March 2025 – Thomas Sawczuk co-opted onto Management Committee Sofie Rytz appointed as casual vacancy	**Proposed: Melanie Gilmour** **Seconded: Ann McEachan**	CEO
6.0	Reports for Decision/Approval	**Proposed: Ann McEachan** **Seconded: Veronica McLaughlin**	GCM
6.1	Arrears Write Off Report 2024/25	**Proposed: Sofie Rytz** **Seconded: Marie Moody**	DHCS
8.0	Chief Executives Report – EVH Desktop salary reviews	**Proposed: Melanie Gilmour** **Seconded: Marie Moody**	CEO

Additional Actions from Meeting

Item No	Agenda Item	Action Required	Lead Officer / Date to be Actioned by
8	CEO Report	Dates to be sent to Management Committee for evening business planning event in June and August 2025.	CEO