

MINUTES of the Management Committee Meeting held on 29th April 2025
Location – 65 Golspie Street, Govan, Glasgow, G51 3AX

Item	Agenda Item			
1.0	Apologies			
	<p>Committee present</p> <p>Maureen McDonald (Chair) Melanie Gilmour (Vice-chair) Eileen McCallum Tomasz Sawczuk (Co-optee) Marie Moody Veronica McLaughlan Sofie Rytz (Casual Vacancy)</p>	<p>In Attendance</p> <p>Gary Dalziel (CEO) Kerry Clayton (CGM)</p>	<p>Apologies</p> <p>Kirsty Stoddart Craig Reid Ann McEachan (Secretary) Helen Sutherland (DFCS) Aidan McGuinness (DHCS)</p>	<p>Special Leave</p>
2.0	Declaration of Interest			
<p>Melanie Gilmour declared an interest at agenda item 8.0 in relation to SHARE training.</p> <p>The CGM declared an interest for a confidential staffing matter to be discussed at agenda item 9.0, AOCB.</p>				

3.0 Minutes for Approval	
3.1	<p>Minutes of Previous Management Committee Meeting held on Tuesday on 25th March 2025</p>
	<p>The Minutes were agreed as a true record of the meeting.</p> <p>Proposed: Melanie Gilmour Seconded: Veronica McLaughlin</p> <p>Signed by Chairperson: [REDACTED – PERSONAL DATA]</p> <p>Signed By CEO: [REDACTED – PERSONAL DATA]</p>
3.2	<p>Matters Arising</p> <p>The following matters arising were discussed as not otherwise on the agenda.</p> <p>The CEO advised the development at Nimmo Drive is still awaiting Glasgow City Council (GCC) approval of the remediation strategy however work continues ‘at risk’ by the contractor. Committee queried the cost implications of the delays, and the CEO advised at this time there was no feedback from anyone involved of cost increases but if the full programme of works continues to be delayed because of awaiting approval, costs implications could occur with any impact being reported to Committee.</p> <p>The CEO confirmed the dates circulated for the business planning sessions were now confirmed as Monday 16th June and Monday 18th August following a positive response from Committee to attend on those dates. The CEO also advised a third date would be added as the planning progresses and likely to be at the end of September. The CEO went on to provide a summary of the process and the key things for Committee would be invited to consider.</p> <p>The CEO confirmed the SHR had now published the Engagement Plan’s for all RSL’s and the only additional engagement for the association was due to the development programme and required the submission of an update on this by 31st October 2025 to include the latest report to Committee, scale and tenure mix, timescales for delivery and any significant delays / changes to the original programme.</p> <p>The CEO provided a brief update on progress with the 50th anniversary photography / filmography project.</p>

4.0	Governance	
4.1	Notifiable Events	[REDACTED – PERSONAL DATA AND CONFIDENTIAL INFORMATION]
4.2	Governance Report	Nothing to report – Standing Agenda Item.
	Health & Safety	
5.0	Health and Safety Policy Statement	<p>The CEO talked through the responsibilities placed upon Committee under the Health and Safety at Work etc Act 1974 and the imposed duties on employers and employees before the Chair sought approval to sign the statement on behalf of the Committee and countersigning from the CEO.</p> <p>Committee approved the adoption of the statement for the year 2025/2026.</p>
	Reports for Approval	
6.0	Equality Strategy	<p>The GCM sought approval for the newly developed Equality Strategy and provided Committee with a detailed overview of the strategy and action plan drawing Committees attention to key elements throughout.</p> <p>Firstly, highlighting the purpose of the strategy together with the aims and objectives, noting that 5 specific equality, diversity and inclusion (EDI) aims have been developed which link to supporting delivery of the associations vision and strategic objectives. The GCM also advised within the action plan each of the EDI aims are noted against the action they intend to deliver to support effective implementation and monitoring throughout the period of the strategy.</p> <p>The GCM moved on to talk through the legislative and regulatory requirements in detail relating to The Equality Act 2010, Scottish Social Housing Charter, outcome one and Regulatory Standards 3 and 5, guidance on data collection and compliance with GDPR. Concluding by highlighting some early key actions as training for employees and Committee, membership of Happy to Translate, an analysis of data collected through the face-to-face survey and noting the action plan will continue to develop in tandem with the implementation of the strategy and following consultation with tenants.</p>

		<p>Committee sought clarification around the purpose of specifically collecting protected characteristics data. The GCM provided detail on how the association currently collects data, explaining this is only collected for the specific purpose it is required. The anonymised approach through regular large scale digital surveys by the association and face-to-face surveys undertaken by an external consultant will continue capture a wider dataset to deepen knowledge on customer base in general and continue to improve services while being accessible and inclusive to all.</p> <p>A detailed discussing took place on benefits to those whose first language was not English to enable them to effectively access services and engage with the association. It was also discussed the importance of diversity within the Committee and the GCM highlighted this had been a finding from the Annual Review process and something that will be considered as recruitment of members continues.</p> <p>The CEO highlighted to Committee the requirements around equalities in relation to the Annual Assurance Statement and how this strategy, its implementation and monitoring build on what the association already has in place to meet requirements.</p> <p>Committee approved the strategy to be taken for tenant consultation.</p>
6.1	Entitlements, Payments and Benefits (EPB) Policy	<p>The CEO sought approval for the EPB policy, advising as the agenda allowed time and following on from the Notifiable Event the intention was to utilise this opportunity to discuss the policy in fine detail and provide some examples of the policy in practice as set out in Appendix 1 and what entitlements, payments or benefits are allowed and those that are prohibited.</p> <p>The CEO began by explaining the purpose of the policy is to ensure neither employees nor Committee members benefit inappropriately from their position or connection with the association and talked through Table A which sets out close connections and how it was vital to be aware of any potential risk created by those closely connected and how this would be managed through declaring an interest where appropriate.</p>

		<p>Following the detailed outline of the policy and examples of how it operates in practice the CEO invited committee to provide thoughts and comments on the above to help facilitate discussion and support understanding and learning around the policy.</p> <p>The Committee had a broad discussion on how there could be potential for limiting the desire for those working in the sector or for organisations providing services to become Committee members should they not be able to become employees of that organisation as at times the reason for joining a certain Committee are due to personal connections with the community they operate in and timing of employment opportunities would be unknown which potentially creates a disadvantage for those in that position. The discussion also considered close connections, and the various services provided from the association where this would require a deceleration of interest. Committee sought clarity around being a tenant and receiving services from contractors as part of their tenancy agreement and the CEO advised receiving a repairs service for example would not be impacted by the policy however, arranging work out with this directly with a contractor was not permitted.</p> <p>Committee demonstrated a robust understanding of the policy and thanked the CEO for the detailed overview which had been very beneficial.</p> <p>Committee approved the EPB policy</p>
6.2	Notifiable Events Policy	<p>Seeking approval for the policy the CEO used the opportunity to provide Committee with a detailed overview together with examples of previous notifiable events the association has submitted. The CEO drew attention to the ‘summary of changes’ document provided with the policy which set up the amendments, stating there were no changes in what constitutes a notifiable event or the process for submitting but some wording had changed for clarity following the review of the Regulatory Framework in 2024.</p> <p>The CEO provided an explanation of what would be considered a notifiable event, utilising Appendix 1 as a discussion point and, stating that SHR want to ensure only the most critical issues are brought to their attention which would include: risk to safety of tenants, financial health or effective governance of the association and where the risk would be deemed as</p>

		<p>material or significant. The CEO also explained the process in detail for bringing the notifiable event to the attention of SHR, what steps the association would need to take, and the type of information SHR would require be submitted to provide assurance the association has an effective strategy in place to deal with the event while setting out organisational responsibility for doing this.</p> <p>The CEO moved on to highlight some of the notifiable events the association has submitted over the last year to ensure that the policy was given greater context by using the real examples the association had submitted for varying circumstances.</p> <p>Committee discussed the positive way all notifiable events have been handled and the detailed reports provided by the CEO any time an event has arisen through to close of the event. Noting this allows Committee to have effective oversight and assurance the CEO is quick to identify and implement strategy to deal with such events. Committee commented the additional time spend discussion the EPB and Notifiable Events policies had been beneficial.</p> <p>The GCM added the recent report on notifiable events published by SHR will be made available on Decision Time together with the updated policy and encouraged Committee to read the report.</p> <p>Committee approved the Notifiable Events Policy.</p>
6.4	Data Retention policy	<p>The CGM sought approval for the Data Retention policy and provided a summary of the policy content explaining the requirements under UK GDPR and the Data Protection Act 2018 for the association to have in place robust practices to handle, store, retain and dispose of data in line with these requirements.</p> <p>The CGM advised the association handles and processes a large volume of data, and the various types of data held should be disposed of once the reasonable period for retaining it has passed. The GCM also highlighted some data that would be retained indefinitely, for example minutes and insurance policies.</p>

		<p>Committee observed this could be difficult to implement and queried the process should the data not be specified in the appendix. The GCM advised the implementation of this policy was complex and will require discussion across the various departments, together with a procedure and ongoing management. The CGM also noted the policy advises should the data not be listed or there is any uncertainty, the DPO should be contacted for advice before disposing or retaining.</p> <p>Committee approved the policy.</p>
	Reports for Information	
7.0	CEO Report	<p>The CEO talked through the detailed report provided and advised no decisions were required. The report was to provide updates on key organisational activities since the previous meeting.</p> <p>Staffing /recruitment updates</p> <p>The CEO advised Committee Duncan Smith will join the association on 27th May as Director of Asset Management and is currently supporting with some tasks including the recruitment of the Asset Manager. The start date will allow a hand over period between Duncan and the interim Director of Maintenance, Gary Stapleton. The CEO stated response has been very positive for the Assets Manager post with 18 applications being received and has provided a very high calibre of candidate with interviews scheduled to take place on Tuesday 6th May. Should the interviews provide a suitable candidate to appoint, the hope is they would be in post around 2 weeks after Duncan which will strengthen and stabilise the Assets department.</p> <p>The CEO advised the final post being recruited at this time within Assets was for an Assets Officer (Safety and Compliance). The CEO reminded Committee this post was re-advertised due to the initial advert not having attracted sufficient suitable candidates, therefore the job title was changed and the job description slightly reviewed and from the second exercise there look to be some potential candidates to invite to interview. The CEO then advised at this time it has been decided to put recruitment of the Graduate Maintenance Officer on hold until the Assets Director and Manager are in post.</p>

		<p>The CEO advised the final staffing update was the CGM, Kerry Clayton has been appointed as the new CEO of TIS and will be leaving the association on 4th July. The CEO stated being appointed to the CEO role of a national organisation was testament to how hard the CGM has worked and the level she has been operating at. The CEO commented that Kerry would be a significant loss to the association and a challenge to replace before congratulating and thanking Kerry for her contribution.</p> <p>The Chair acknowledge the contributions and on behalf of the Management Committee thanked Kerry for her work and expressed congratulations and how much the Committee would miss working with her. The CGM commented how positive an experience being part of the association has been and how much she will miss the Committee and staff.</p> <p>The CEO moved on to inform Committee, recruitment to replace the GCM will be progressed quickly with the intention any new appointment is in post around the same time of Kerry's departure. The CEO advised the advert will go out this week and will keep Committee updated on progress. Considering this recent development it has been decided to hold off on recruiting for the Graduate Corporate Services Assistant with the team being supported by a temporary part time administrator at this time.</p> <p>MSP visit</p> <p>The CEO stated while not the MSP for the area, Paul Sweeny MSP lives locally and has a passion for architecture and older building therefore had been interested in the restoration work of the Hills Trust building. On this basis a visit had been facilitated with a representative from SFHA and an interview conducted by the filmmaker which will provide footage to be used in the ongoing 50th celebrations.</p> <p>Asset Management Strategy</p> <p>The CEO provided an update on the current position with the development of the Asset Management Strategy and the work undertaken by the consult with input from the Directors and GCM to provide information to date which has allowed a draft to be provided to the CEO for review. The intention is that the document will be utilised from May with approval being</p>
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		<p>sought in June due to timing and agenda priorities in May, including the ARC and FYFP. This timeline will also provide Duncan Smith opportunity to make any revisions before being presented to Committee. The CEO highlighted the extensive work undertaken by the interim Director of Maintenance to develop a robust investment plan to inform the strategy and investment priorities over the coming years which Committee noted.</p> <p>GEL partnership working</p> <p>The CEO provide a brief recap on the discussion to date before advising the facilitated discussion between the 3 CEO's had taken place with the consultant having provided some broad questions to drive the discussion. From these discussions it was evident there is a real passion for greater partnership working. Key themes around challenges with older stock, staff resources, shared services through to what a merger could look like all being drawn out. The CEO advised the next step will be to hold an event on 25th June for the Management Teams to collaborate and discuss ideas on what any partnership working would look like.</p> <p>There was a brief discussion with Committee having positive and supportive views of the discussions being progressed.</p>
8.0	Training	
		<p><i>Melanie Gilmour declared an interest for this agenda item. As the usage of the SHARE training portal supports Committee in their role, it was deemed Melanie should not leave the meeting as no decision was being taken and declaring the interest was sufficient.</i></p> <p>The GCM advised several Committee members were yet to activate their training accounts and following the Committee Annual Review process this was confirmed as requirement to satisfy induction and training needs.</p> <p>Some Committee advised they have begun to make use of the training and other expressed difficulty accessing. The CGM offered an evening session to be delivered by the Corporate Team if this would be helpful with accessing and understanding how to use. Committee agreed this would be beneficial and the GCM agreed to contact out with the meeting to arrange this over the coming weeks.</p>

9.0	A.O.C.B	<p>The CEO advised Kirsty Chalmers had resigned from the Committee as of Monday 28th April for personal reasons and briefly reminded Committee of the ongoing recruitment and intention to address the skills gaps highlighted from the Annual Review. The committee expressed their thanks for the contribution Kirsty C made, during her five years on the management committee.</p> <p>The CEO discussed the ongoing activities to mark the 50th Anniversary celebrations for the association and the interview conducted with Mary Taylor, second Director of Elderpark from 1982 – 1988. The CEO advised it had been a great opportunity to interview Mary and would provide excellent footage to mark the occasion.</p> <p><i>The GCM declared an interest for a confidential staffing matter and left the meeting at 7.50pm.</i></p> <p>[REDACTED – PERSONAL DATA AND CONFIDENTIAL INFORMATION]</p> <p>The GCM rejoined the meeting at 8pm for its conclusion.</p>
10.0	Date of Next Meeting	
		Tuesday 27 th May 2025 at 6pm

Approvals

Item No	Agenda Item	Approved	Lead Officer
3.1	Minutes of meeting held on 25 th March 2025	Committee approved	CEO
5.0	Health and Safety Policy Statement 2025	Committee approved	CEO
6.0	Equality Strategy	Committee approved	GCM
6.1	Entitlements, Payments and Benefits Policy	Committee approved	CEO
6.2	Notifiable Events	Committee approved	CEO

6.3	Data Retention Policy	Committee approved	CGM
6.4	Membership Application	Committee approved	CGM

Additional Actions from Meeting

Item No	Agenda Item	Action Required	Lead Officer / Date to be Actioned by
3.1	Minutes of previous meeting	Redact and publish to website	GCM
4.1	Notifiable Event	Update SHR on Committee comments from meeting	CEO
5.0	Health and Safety	Display on notice board and publish to website	GCM
6.0	Equality Strategy	Tenant consultation exercise to be undertaken	GCM
6.1	Entitlements, Payments and Benefits Policy	Circulated and published to website. Training to be arrange as part organisational / Committee training plans	CEO / CGM
6.2	Notifiable Events Policy	Circulated and published to website. Training to be arrange as part organisational / Committee training plans	CEO / GCM
6.3	Data Retention Policy	Discussions on implementation to be arrange, policy circulated and published	CGM
6.4	Membership application	Share to be issued and added to shareholders register	GCM
8.0	Training	Arrange evening to set up and demonstrate usage of SHARE training portal	GCM