

MINUTES of the Management Committee Meeting held on 27th May 2025
Location – 65 Golspie Street, Govan, Glasgow, G51 3AX and Teams

Item	Agenda Item			
1.0	Apologies			
	Committee present Maureen McDonald (Chair) Melanie Gilmour (Vice-Chair) Tomasz Sawczuk (Co-optee) Sofie Rytz (Casual Vacancy) Marie Moody Veronica McLaughlin Eileen McCallum (Teams) Kirsty Stoddart (Teams) (part)	In Attendance Gary Dalziel (CEO) Kerry Clayton (GCM) Helen Sutherland (DFCS) Aiden McGuinness (DHCS) Gillian McFadden (minute)	Apologies Craig Reid	Special Leave
2.0	Declaration of Interest			
The GCM declared an interest in CIH award sponsorship in item 8.0.				

3.0 Minutes for Approval	
3.1	<p>Minutes of Previous Management Committee Meeting held on Tuesday 29th April 2025</p> <p>The Minutes were agreed as a true record of the meeting.</p> <p>Proposed: Melanie Gilmour Seconded: Tomasz Sawczuk</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 that he had seen the progress report on the Nimmo Drive development, however, is still awaiting the strategy from Glasgow City Council.</p> <p>The Chair advised that she had recently attended the EVH conference and would provide information on the presentations that she attended if received.</p> <p>A discussion took place regarding the online SHARE training, and the GCM advised that the corporate team would be organising in house training on how to use this portal and ensure all members had effectively signed up for usage, expressing the importance of this as part of induction and ongoing training.</p> <p>A further discussion took place around issues with logins on the iPad's issued to members, and the GCM advised she would raise this with the IT department.</p>
4.0 Governance	
4.1	<p>Notifiable Event</p> <p>The CEO advise briefly the recent NE had now been closed by SHR and given previous in-depth reports and discussion would not go into detail at this meeting as all information has been provided.</p>
4.2	Regulatory Returns
4.2.1	<p>Five Year Financial Projections (FYFP)</p> <p>The DFCS presented the Five-Year Financial Projection (FYFP), seeking approval for submission to the SHR and provided a detailed description of the variations and projections throughout the report.</p>

		<p>When discussing assumptions the DFCS explained that these have been taken from Allia’s market analysis but are subject to variation following the next market update.</p> <p>The DFCS provided a summary of Comprehensive income. Noting an increase to £1,372k by year 5 from £773K in year 1. The DFCS provided a summary of Statement of Financial position. Noting an increase from £17,854k in year 1 to £22,087k by Year 5. The DFCS provided a summary of Statement of Cash flow with closing balances of £3,698k in year 1 and £4,047k in year 5.</p> <p>The DFCS informed Committee that the Statement of Financial Position shows an increase in net assets throughout. With housing properties gross cost increasing from £104.9K in 2024/2025 to £120k at the end of 2029/2030.</p> <p>The DFCS explained the cause of variation over the 5 years throughout the report and following an enquiry about the depreciation of property value, explained that although private properties are likely to increase in value over time, our housing stock are shown on balance sheet rather than recorded as assets. The CEO advised that the DFCS would provide information on this to the Committee.</p> <p>The DFCS advised that the biggest fluctuation will come from major repairs and everything else should remain steady.</p> <p>Committee approved the FYFP.</p>
4.2.2	Loan Portfolio Report	<p>The DFCS presented the Loan Portfolio SHR Return and sought approval for submission to the SHR.</p> <p>The DFCS advised that the Loan Portfolio is reported annually by 30th September. The management accounts to 31st March 2025 are in the process of completion and data in the report refers to financial position as at 31st March 2024. The DFCS continued by informing the</p>

		<p>Committee the association is compliant with bank covenants, and this is highly likely to continue in future.</p> <p>The DFCS talked through the submission page by page providing detail on balances and projections for each loan together with interest rates, repayments and covenants to provide Committee assurance the association could meet all loan requirements and continue to meet covenants throughout the terms.</p> <p>The DFCS informed that 323 units have been used for security (encumbered), however 1028 units which is 75% of our stock is unencumbered. It was enquired if this figure was high and the CEO explained that it is a good position to be in and allowed the association a high level of borrowing capacity should this be required in future.</p> <p>It was suggested to have finance training in the future for the Committee and the GCM advised this had been identified as a training requirement and area where expertise could be sought through the recent annual review process and would form part of the training plan to be presented in June.</p> <p>Committee approved the Loan Portfolio.</p>
4.2.3	Annual Return of the Charter (ARC)	<p>The CEO presented a summary report in the form of a presentation on the key findings from the ARC and sought approval for the May 2025 submission contained within the reports. The CEO advised extensive work goes into ensuring accuracy of the data presented and submitted and internal validation could provide Committee assurance the submission was in line with the guidance provide by SHR. The CEO also highlighted all satisfaction indicator results had been provided by a large-scale face-to-face survey conducted by an external consultant who would present the full findings together with detailed analysis at the June meeting.</p> <p>Significant items to note:</p>

		<ul style="list-style-type: none"> • Almost all tenant satisfaction indicators have seen an increase demonstrating a very positive performance, • Staff turnover has increased due to long term employee absences resulting in contracts ending and a higher number of temporary employees being in post to fill vacancies, • A slight increase in emergency repairs with, • Non-emergency repairs also being over target at 5.48 days: both impacted by how gas repairs are attended and recorded, • An increase in the number of days to close complaints, mainly relating to Stage 2 investigations, • A reduction in the number of anti-social complaints received, • An increase in the length of time properties were void, mainly as a result of staffing issues within the maintenance department throughout the year, • Cost of re-let is approx. £1800 per property due to increased costs of contractors, • Rent collected has increased slightly while arrears have also increased, due to former tenant debt rather than current arrears. <p>The CEO concluded stating the overall performance is reflective of the turbulent year the association has experienced in employee changes and would anticipate improvement next year with the appointment of a new Director of Assets and other key posts. The CEO invited the CGM to talk through and present the findings from the internal validation process. The GCM outlined the robust internal validation process and reported that we are in a stronger position in terms of understanding reporting from the new housing management system. With all reports being reliable and able to provide validation and most queries arising were through input error.</p> <p>Committee asked for explanation on the increase in relet days due to the impact it has on the association's income. A detailed explanation was provided on challenges in relation to staffing and mitigation days with issue around utilities being explained as these cannot be mitigated but may have significant impact on the overall average.</p>
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		Committee approved the Annual Return on the Charter (ARC)
4.3	Governance Report	<p>The CEO talked through the detailed report setting out all governance matters arising since the previous meeting.</p> <p>The CEO informed that due to the resignation of two Committee members [REDACTED – PERSONAL DATA], we are actively recruiting for new Committee members. Explaining that the minimum number of Committee members required within the rules is seven. Although not currently at a critical situation, having a lower amount of Committee members presents risks. If we are not successful in recruiting via social media advertising and the SFHA on boarding model, it is likely we will use the Trustee Connect portal as previously discussed. The GCM has also engaged with a local resident who has expressed an interest in joining the MC. Providing an update the GCM advised those who had previously expressed interest were unlikely to pursue.</p> <p>The CEO advised the Management Committee about the legal duties of charity trustees, who are regulated by OSCR (Office of the Scottish Charity Regulator), however explained that most regulatory duties are overseen by the SHR. In addition, a summary of legal duties from an article within the Committee papers were explained and will enhance learning and knowledge. The CEO encouraged all members to ensure they had had this inclusion as it outlines the responsibilities place upon each member.</p> <p>The Management Committee acknowledged the role they undertake as a Charity Trustee.</p> <p>The CEO provided detail on the SHR updates advising that there are around three newsworthy items published in the last few months. A discussion took place around the number of empty homes in Scotland and the possible reasons for the length of time homes were vacant. And further explained that the statistics only included RSL’s and this should be taken into consideration.</p> <p>The Management Committee noted the most recent publication and communications from the SHR.</p>

		Committee noted the content of the report.
5.0	Health & Safety	
		Nothing to report – standard agenda item.
6.0	Reports for Decision / Approval	
6.0	Management Accounts	<p>The DFCS presented the January to March Management Accounts and sought approval from the committee.</p> <p>The DFCS advised that the association has generated an operating surplus of £1,214.2k, the budgeted figure was £1337.6k, meaning it was £123.4k less than budgeted for. And the overall surplus after accounting for interest received in the quarter was £636.6k against a budgeted surplus of £804k. This was £167.4k less than budgeted. The cash position has increased by £1524.8k to £5.9m, mainly due to underspending on the major component replacements programme for 2024/2025 which has been delayed into 2025-2026.</p> <p>The DFSC requested the committee note that there are two material items of expenditure that were not budget for, which have previously highlighted. These include the £100k to the Elderpark Library refurbishment, and the £73k payable for the Nathan Street development.</p> <p>The DFCS advised the committee that the organisation had been successful for the Wider Role grant for Janitorial site.</p> <p>The Management accounts were approved by Committee.</p>
6.1	Risk Register – May 2025	The DFCS advised the Risk Register is normally presented to the Finance, Audit and Riak Sub-committee however as the meeting in May had not been quorate was seeking approval from the Management Committee and presented the May 2025 Risk Register seeking approval from the Committee.

		<p>The DFCS advised that the main risks were:</p> <ul style="list-style-type: none"> • Failure to recruit and retain the adequate number of Committee • Notifiable event last month (since closed) • Loss of key employees <p>Committee approved the Risk Register for May 2025.</p>
6.2	Outcome of Consultation on the Arrears Policy	<p>The DHCS presented an overview of the tenant consultation which provided a view of tenant’s perspectives and sought approval on the points previous discussed and now consulted upon. The DHCS concluded the exercise had been beneficial and appears consistent with service delivery.</p> <p>Committee approved the amendment to the Arrears Policy as previously discussed.</p>
6.3	Internal Audit Strategy	<p>The GCM presented the Internal Audit Strategy and Annual Plan 2025/26 seeking approval. The GCM advised this is a 3-year cycle, however it is reviewed annually to account for any emerging risks identified. The GCM further advised Committee, the Auditor would normally be in attendance however, due to the Finance, Audit and Risk Sub-committee not being held the report was being presented here in the absence of such. The CGM advised Committee they are entitled to meet with the internal auditor should they wish, and this could be arranged should any queries arise that Committee felt they wanted to address directly without employees present.</p> <p>Committee advised they did not require any further discussion and were assured the plan identified the area’s most appropriate for internal audit over the coming year.</p> <p>Committee approved the internal audit strategy.</p>
6.4	Ending Membership Report	<p>The GCM explained that the Ending of Membership usually takes place at our AGM, however 2 of our tenants have notified that they are no longer wishing to be members. The GCM sought approval from the Committee to remove the 2 members at this time.</p>

		Committee approved the ending membership report.
7.0	Reports for Discussion / Information	
8.0	CEO Report	<p>The CEO talked through the detailed report advising the intention of this report is to keep Committee updated with any activities within the association as not otherwise on the agenda.</p> <p>Staffing/Recruitment Update The CEO advised that the association had successfully recruited Kenny McGinty as the new Asset Manager. It was anticipated that KMCG would join the association no later than 23rd June, however due to his current employment commitment, this may be pushed back until August if a 12 week notice period is required.</p> <p>The CEO advised interviews for the Asset Officer (Safety and Compliance) post will take place on 29th May 2025, however a further interview will be held on 29th May 2025, due to one candidate being on annual leave. It is anticipated someone will be in post around mid-July depending on notice periods required.</p> <p>The CEO stated the GCM intends to leave the association on 4th July however with annual leave may be sooner. The CEO highlighted eleven applications have been received for this role and through discussions with an external recruiter is very positive for what is considered a niche role. Interviews will take place on the 3rd June 2025 and will be undertaken by the Chair, CEO and current GCM given their knowledge on the role. It is hoped that the successful candidate will join us in early July and allow for a possible short handover period.</p> <p>CEO Appraisal/Staff Appraisals The CEO advised that the Chair carried out his appraisal 2 weeks ago and she will be submitting a report by the 5th June 2025. Senior Management appraisals will be carried out next month.</p>

		<p>Tenant Satisfaction Results</p> <p>The CEO updated Committee on the independent large scale face-to-face satisfaction survey, advising 600 tenants had been interviewed throughout March -April 2025. The results will be presented at the next Management Committee Meeting on 24th June 2025. The CEO further informed the results are positive and include suggestions relating to our 50th Anniversary celebrations to be considered with very positive feedback having been received from those who participated in the survey</p> <p>Business Planning Events</p> <p>The CEO confirmed the dates for the two sessions are the 16th June 2025 and the 18th August 2025. There will be a further session that includes Committee and management team which is provisionally scheduled for 29th September 2025. This will be confirmed at a later date. Committee were asked to confirm their availability to attend with the Corporate Team.</p> <p>[REDACTED – CONFIDENTIAL INFORMATION]</p> <p>50th Anniversary – Progress update</p> <p>The CEO informed Committee the association has been recognised within the Scottish Parliament, with a parliamentary motion by our MSP Humza Yousef. In addition to this our local councillor, Richard Bell advised that we are entitled to a civic reception at the City Chambers to celebrate our anniversary. This will be held on Friday 8th August from 2:30pm. The CEO informed Committee up to 150 guests can be invited which will include current and previous staff of Elderpark. The CEO asked ~Committee to inform Corporate of any invitations that they would like to send out.</p> <p>CIH Scotland Awards – Award Sponsorship Opportunity</p> <p><i>The GCM declared an interest in this agenda item as the Vice-chair of CIH Scotland Board.</i></p>
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9.0	Training	
		Nothing to report
10.0	A.O.C.B	
		Nothing to report
11.0	Date of Next Meeting	
11.1	Date of Next Meeting	The date of the next meeting Tuesday 24 th June 2025

Approvals

Item No	Agenda Item	Proposed (P) & Seconded (S) by	Lead Officer
4.2.1	Approved Five Year Financial Projections	Approved	DFCS
4.2.2	Approved Loan Portfolio Report	Approved	DFCS
4.2.3	Approved Annual Return of the Charter (ARC)	Approved	GCM
4.3	Closure of notifiable event	Approved	CEO
6.0	Approved Management Accounts	Approved	DFCS
6.1	Approved Risk Register	Approved	DFCS
6.2	Amendment to Arrears Policy	Approved	DHCS
6.3	Approved Internal Audit Strategy	Approved	GCM
6.4	Approved Ending memberships x 2	Approved	GCM
8.0	Approved CIH Sponsorship	Approved	CEO

Additional Actions from Meeting

Item No	Agenda Item	Action Required	Lead Officer / Date to be Actioned by
3.0	Minutes of previous meeting	Redacted and published to website	GCM
3.2	Matters Arising	GCM to raise login issue with IT Officer	GCM
4.2.1	Five Year Financial Projections	Submission to be made to SHR	DFCS
4.2.1	Five Year Financial Projections	DFCS to provide information to committee on assets/housing stock	DFCS
4.2.2	Loan Portfolio	Submission to be made to SHR	DFCS
4.2.3	ARC	Submission to be made to SHR	CEO
6.2	Arrear Policy consultation	Policy to be amended and circulated to employees / published	DHCS
6.3	Internal Audit	Dates to be progressed as per approval	CGM
6.4	Ending Membership	Shares to be cancelled and register to be updated	GCM
8.0	CEO	Summary appraisal report to be available	CEO
8.0	CEO	Tenant satisfaction results to be presented by Research Resource	CGM