

MINUTES of the Management Committee Meeting held on 27th January 2026
Location – 65 Golspie Street, Govan, Glasgow, G51 3AX

Item	Agenda Item			
1.0	Apologies			
	Committee present Maureen McDonald (Chair) Melanie Gilmour (Vice-Chair)(virtually) Eileen McCallum (Secretary) Louise Devlin Sofie Rytz (virtually) Cameron Greig Tomasz Sawczuk Marie Moody Kirsty Stoddart	In Attendance Gary Dalziel (CEO) Aidan McGuiness (DHC) Duncan Smith (DAM) (virtually) Helen Sutherland (DFIT) Julie-Ann Cloherty (CGM) Rachel Cooper (HM) Gillian McFadden (minutes) Alex Davis (Allia) Stuart Brown (Observer) Jennifer Wells (Observer)	Apologies	Special Leave
2.0	Declaration of Interest			
None – Standard Agenda Item				

3.0	Minutes for Approval		
3.1	Minutes of Previous Management Committee Meeting held on Tuesday 25 th November 2025.	The Minutes were agreed as a true record of the meeting. Proposed: Louise Devlin Seconded: Tomasz Sawczuk	Signed by Chairperson: Signed By CEO:
3.2	Minutes of Finance and Audit Sub-Committee held on 11th February 2025.	The Minutes were agreed as a true record of the meeting. Proposed: Maureen McDonald Seconded: Melanie Gilmour	
3.3	Matters Arising	Allocations Policy – RC will prepare a Q & A session for the Housing and Asset sub-committee	
4.0	Governance		
4.1	Notifiable Event	The CEO provided the Management Committee with a summary of a recent notifiable event regarding a confidential staffing matter which was submitted to the Scottish Housing Regulator on the 11 th December 2025. This was subsequently closed on the 18 th December 2025 with no further information required by SHR. The CEO invited questions and discussion however noted that due to the nature of the notifiable event limited information could be disclosed, the management committee were satisfied with the responses and the action taken by the association.	
4.2	Governance Report	The CEO informed that the association is undergoing a recruitment exercise for committee members and explained the process for this. The CEO added that a promotional video had been produced which has been advertised on YouTube, X and LinkedIn. Committee noted the committee recruitment process.	

		<p>The CEO introduced two observers who were in attendance at the meeting and invited them to provide some brief information on themselves and their interest in joining the committee. The CEO advised that should these two observers and other interested potential committee members then there is an opportunity to either co-opt or fill through casual vacancies.</p> <p>Committee noted and welcomed the observers to the meeting.</p> <p>The CGM provided an update on communication with the Management Committee and the upcoming move from Decision Time to Microsoft SharePoint, which is currently used internally by all staff. The CGM explained that this change is being put in place due to the increasing cost of using Decision Time, coupled with the increased use of Microsoft products within the association. This should create a more effective method for engagement and communication with the Management Committee. The CGM informed Committee that all Committee Members will be provided with a Microsoft SharePoint folder that provides access to committee papers and a resource library. Committee Members will be provided with @elderpark email accounts, to allow greater security which they can access on their iPad. The CGM advised that the new process should be in place for the next committee meeting and a secure link will be sent out for next month's sub-committee meetings.</p> <p>The CGM advised committee that a broadcast channel had been set up on WhatsApp which will be used for informing committee that papers are available for viewing and reminders and confidential information will not be shared on this. The CGM asked committee to inform corporate if they have not received an invitation to the broadcast channel yet.</p> <p>Committee noted the communication update.</p> <p>The CEO informed committee of some publications from the SHR that are informative and may be of interest to committee.</p> <p>Committee noted the SHR publication recommendations.</p>
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6.7	Allocation Policy – Consultation Outcomes	The DHC updated committee on the Allocation Policy Consultation outcomes, informing that the majority of respondents were in favour of the proposed changes approved by the Management Committee previously.
7.0	Reports for Discussion / Information	
7.1	Contracts Register	<p>The CGM informed committee that the association is required to publish our contracts register. The CGM advised committee to note that due to an error the Gas Servicing figure requires amending and will be adjusted before publishing on our website.</p> <p>Committee noted the Contracts Register.</p>
8.0	Chief Executive’s Report – verbal update	
8.1	CEO update	<p>The CEO informed committee that the association are currently recruiting for an Asset Manager and that once closing date passed the shortlisting panel will determine if there are sufficient suitable candidates</p> <p>The CEO advised committee that unfortunately the presentation of the Business Plan has been rescheduled to February’s Management Committee. However, as has been discussed previously the early focus will be ensuring stability within the association before we look at driving forward our ambitions.</p> <p>The CEO gave feedback on the GEL partnership meetings, informing that these will continue over the next year and look at how the three housing associations can solidify how we can work together.</p> <p>The CEO provided an update on the Nimmo Drive project, advising that the progress was going well and still working towards May for completion. Some variations to the works had been identified such as the properties were designed with shower curtains and no floor coverings,</p>

		<p>therefore this has cost an additional £55k. In addition to this the close painting will cost a further £40k all of which have been instructed.</p> <p>The CEO updated committee on the CX Feedback sponsored 50th anniversary family event taking place on the 28th January. The corporate team have worked closely with CX Feedback to organise what will be a great event that includes music, entertainment, Fifa tournament and games. This association received funding from CX Feedback and other partnership organisations for the event.</p> <p>The CEO informed committee of an upcoming Burns Event, hosted by the Govan Weavers, and advised committee to contact corporate if they would like to attend.</p> <p>The CEO requested approval to renew the association’s membership with EVH, as the association are not full members, the CEO advised that we are tightly aligned with their terms and conditions.</p> <p>The CEO requested approval to renew the association’s membership with SHARE, advising that we have a corporate membership and some staff have individual memberships with e-learning tools. One committee member advised of issues with the website and the CGM informed that she would look into this.</p> <p>Committee approved Share and EVH membership renewals.</p> <p>Proposed: Louise Devlin Seconded: Eileen McCallum</p>
9.0	Training	
9.1	Training Schedules – Staff/Committee	The CEO advised committee that corporate will be in touch regarding appraisals.
9.2	Forthcoming Training Courses/Events	Standard agenda item – Nothing to report.

9.3	Feedback on Training/Events	Standard agenda item – Nothing to report.
10.0	Any Other Competent Business	
10.1	Any other competent business	
11.0	Date of Next Meeting	
11.1	Date of Next Meeting	The date of the next meeting is Tuesday 24 th February 2026.

Approvals

Item No	Agenda Item	Proposed (P) & Seconded (S) by	Lead Officer
3.1	Approve Minutes of Previous Management Committee Meeting held on Tuesday 25 th November 2025.	Proposed: Louise Devlin Seconded: Tomasz Sawczuk	CEO
3.2	Approve Minutes of Finance and Audit Sub-Committee held on 11th February 2025.	Proposed: Maureen McDonald Seconded: Melanie Gilmour	DFIT
6.1	Approve CCTV Systems Policy	Proposed: Cameron Greig Seconded: Tomasz Sawczuk	CGM
6.2	Approve Data Protection Policy	Proposed: Louise Devlin Seconded: Cameron Greig	CGM
6.3	Approve Donations Policy	Proposed: Louise Devlin Seconded: Tomasz Sawczuk	CGM
6.4	Approve Gifts and Hospitality Policy	Proposed: Louise Devlin Seconded: Eileen McCallum	CGM
6.5	Approve Recommendation for New Funding Proposals	Proposed: Eileen McCallum Seconded: Cameron Greig	DFIT
6.6	Approve 5.3% Rent Increase	Proposed: Louise Devlin Seconded: Eileen McCallum	DHC
8.1	Approve renewal of memberships with EVH and SHARE	Proposed: Louise Devlin Seconded: Eileen McCallum	CEO

Additional Actions from Meeting

Item No	Agenda Item	Action Required	Lead Officer / Date to be Actioned by
3.1	Minutes of Management Committee Meeting held on 25 th November 2025	Minutes to be redacted	CGM
3.2	Minutes of Finance and Audit Sub-committee Meeting held on 11 th February 2025	Minutes to be redacted	CGM
3.3	Matters arising	Q & A Session to be arranged regarding Allocations	HM
6.1	CCTV systems Policy	Policy to be filed and uploaded to website	CGM
6.2	Data Protection Policy	Policy to be filed and uploaded to website	CGM
6.3	Donations Policy	Policy to be filed and uploaded to website	CGM
6.4	Gifts and Hospitality Policy	Policy to be filed and uploaded to website	CGM
8.1	EVH and SHARE members	Process renewals	CEO