

MINUTES of the Management Committee Meeting held on Tuesday 31st March 2026
Location – 65 Golspie Street, Govan, Glasgow, G51 3AX

Item	Agenda Item			
1.0	Apologies			
	<p>Committee present Maureen McDonald (Chair) Sofie Rytz Tomasz Sawczuk Stuart Brown Rose Andrew Eileen McCallum (Secretary)</p>	<p>In Attendance Julie-Ann Cloherty (GCM) Helen Sutherland (DFIT) Duncan Smith (DA) Aidan McGuinness (DHC) (virtually) Gillian McFadden (Minutes) Lorna Duffy (Observer) Karen Donaldson (Observer) Mark Wilson (Observer) (Virtually)</p>	<p>Apologies Melanie Gilmour (Vice-Chair) Cameron Greig Marie Moody Gary Dalziel (CEO)</p>	<p>Special Leave</p>
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 24 th February 2026	The Minutes were agreed as a true record of the meeting. Proposed: Sofie Rytz Seconded: Tomasz Sawczuk	Signed by Chairperson: Signed By CEO:
3.2	Amended Minutes of Previous Management Committee Meeting held on Tuesday 27 th January 2026	The Minutes were agreed as a true record of the meeting. Proposed: Tomasz Sawczuk Seconded: Sofie Rytz	Signed by Chairperson: Signed By CEO:
3.3	Matters Arising	The DFIT updated committee that the insurance companies that have been appointed since the previous meeting are as follows: Zurich – Properties Marsh – Cyber, Crime and Profit Indemnity Jenson – Terrorism, Directors and Officers.	
4.0	Governance		
4.1	Notifiable Event	None – Standard Agenda Item	
4.2	Governance Report	<p>Redacted – Personal data</p> <p>Management Committee noted Kirsty Stoddart no longer being a member of the Management Committee Redacted – Personal data</p> <p>The CGM explained to committee that an error had been made when confirming Stuart Brown’s appointment to the Management Committee. It was highlighted after the event that to appoint in a casual vacancy role, Stewart would have to have been a member of the association. His role therefore will fulfil a Co-option, in line with rules unless he becomes a member of the association.</p> <p>Management Committee noted the amendment.</p>	

		<p><i>This agenda item was moved to the start of the meeting, following the membership application report, Stuart Brown and Rose Andrew having already left the room.</i></p> <p><i>The CGM sought approval to appoint Rose Andrew and Stuart Brown in Casual Vacancy roles following the approval of their membership applications.</i></p> <p>Management Committee approved the Casual Vacancy Roles for Stewart and Rose.</p> <p><i>Stewart Brown and Rose Andrew re-joined the meeting at this point.</i></p> <p>The CGM informed committee that Jennifer Wells was unable to attend tonight's meeting, however she will attend April's committee meeting, and expected that will be considered for Co-option at this meeting.</p> <p>Management Committee noted the update regarding committee co-option of Jennifer Wells.</p> <p>The CGM welcomed the observers to the meeting and informed committee about a further five individuals who have expressed an interest in joining the Management Committee with a number of these expected to attend as observers at the next meeting before a decision is taken on what candidates to progress with as currently more candidates than spaces available.</p> <p>The CGM led a short discussion at the end of the agenda when the observers left the meeting on the structure of the management committee, advising that the association had capacity to have up to 15 members, with 6 current vacancies following the appointment of Rose Andrew and Stewart Brown as Casual Vacancies.</p> <p>While there was recognition of the challenges of attracting tenant members it was agreed that we would retain one vacancy to allow for a tenant member to join should this situation arise.</p>
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		<p>data that landlords hold in order to plan asset management. We will be working towards the assurance statement this year and ensure that there is enough information to be assured in that particular area.</p> <p>The CGM advised committee that the SHR has published an analysis of the financial figures for the sector, for the year and informed that the report can be accessed on the SHR website.</p> <p>Management Committee noted the Scottish Housing Regulator Updates.</p>
4.3	Regulatory Returns	None – standard agenda item.
5.0	Health & Safety	
5.1	Health, Safety and Compliance	<p>The DA provided a short summary of the compliance requirements for the observers, informing of the need to ensure that we are compliant with the Scottish Government, SHR and the HSC. The DA further explained that a quarterly report is submitted to the sub-committee on Legionella, Gas Safety, Electrical Safety, Lift Safety etc. and the association is compliant. The DA informed that the association had a small gap in EICR's, due to a recent change in contract and being unable to access some properties. This has now been resolved, and we are 100% compliant in electrical safety checks.</p> <p>The DA informed that the association office building is checked on a regular basis and there is an updated plan, with no major issues. A committee member questioned whether the association had received any notifications from the SHR following the recent battery related fire in Glasgow City Centre. The DA informed that although not receiving any update officially, the association does assess common areas such as closes for fire risks and safety perspective which includes items that are charging and combustible material. There will be a quarterly assessment of each of the 163 common closes and the association will highlight risks within the next newsletter. A committee member questioned how many properties have asbestos and was informed that this information is not available as it is currently with the contractor, however reassured that the association does not have any exposed asbestos and that this is monitored on a regular basis. There is no current risks we are aware of.</p>

		Management Committee noted the Health, Safety & Compliance update.
6.0	Reports for Decision / Approval	
6.1	Membership applications	<p><i>This agenda item was moved to the start of the meeting, whereby Stuart Brown and Rose Andrew were asked to temporarily leave the room.</i></p> <p>The CGM requested approval for the Membership Application for Stuart Brown and Rose Andrew.</p> <p>Committee approved the Membership Applications.</p> <p>Proposed by: Eileen McCallum Seconded by: Tomasz Sawczuk</p>
6.2	Governing Body Role Descriptions - Chair	<p>The CGM sought approval for the updated Role Description for the Chair noting updates as follows:</p> <ul style="list-style-type: none"> • In line with the rules, if an individual has served for five years as a chair, they should not be subsequently re-elected as chair at any point. • Clarification of responsibilities of the chair in terms of a committee member breach. <p>Committee approved the Role Description for the Chair.</p> <p>Proposed by: Stewart Brown Seconded by: Eileen McCallum</p>
6.3	Governing Body Role Descriptions - Vice Chair	<p>The CGM sought approval for the updated Role Description for the Vice Chair noting the following update:</p> <ul style="list-style-type: none"> • There is no expectation for the vice-chair to serve the full five-year maximum term, however they cannot serve more than five years continuously. <p>Committee approved the Role Description for the Vice-Chair.</p> <p>Proposed by: Tomasz Sawczuk Seconded by: Stewart Brown</p>
6.4	Governing Body Role Descriptions - Secretary	<p>The CGM sought approval for the updated Role Description for the Secretary informing that there are seven updates. The key changes included clarification of the Secretary's</p>

		<p>responsibility for ensuring that all duties are fulfilled in accordance with the Associations' rules and the inclusion of OSCR reporting responsibilities.</p> <p>Committee approved the Role Description for the Secretary.</p> <p>Proposed by: Stewart Brown Seconded by: Tomasz Sawczuk</p>
6.5	Governing Body Role Descriptions - Committee Member	<p>The CGM sought approval for the updated Role Description for Committee Member noting the inclusion of some of the rules; which have been noted elsewhere, and to ensure that the Association operates in accordance with relevant legal and regulatory requirements.</p> <p>Committee approved the Role Description for Committee Member.</p> <p>Proposed by: Eileen McCallum Seconded by: Tomasz Sawczuk</p>
6.6	Whistleblowing Policy	<p>The CGM sought approval for the Whistleblowing Policy informing committee that the changes are led by an EVH template. There are some higher impact changes. Most notably that it is not mandatory for whistleblowing to be in 'good faith', and therefore, this has been removed.</p> <p>A discussion took place around a scenario whereby both the Chair and CEO had a complaint made against them and who would oversee this, and what would be the mechanism for how this is reported. The CGM advised that she would seek advice this and get information to committee at the next meeting. A suggestion was made to introduce a Whistleblowing hotline.</p> <p>Committee approved the Whistleblowing Policy</p> <p>Proposed by: Tomasz Sawczuk Seconded by: Stewart Brown</p>
6.7	Use of Artificial Intelligence (AI) Policy	<p>The CGM sought approval for the new Use of Artificial Intelligence (AI) Policy, explaining that there was a need to define the parameters of the association's use of AI. The CGM informed committee that the association are currently using Microsoft 365 co-pilot, but there are possibilities in the future of using other AI applications in the future. For this reason, the policy focusses on the acceptable usage of AI and protecting the tenant data that we hold. The GCM</p>

		<p>informed that the association has an AI review panel, which comprises of the management team and IT officer. The team are looking at the benefits, risks and cost, to ensure that it is used within the parameters of our policies and procedures.</p> <p>A discussion took place around the use of AI to produce imaginary images/visuals noting concerns that it could diminish the image of the association, the CGM will make amendments to the policy to address this. The CGM informed that housing associations are currently awaiting guidance from the Ombudsman about the use of AI in relation to complaints and confirmed that human oversight is included within the policy. The CGM further advised that where a significant judgement has been applied, all AI interaction must be verified as accurate. Work is also underway to incorporate this into procedures, including relevant audit processes. The CGM informed that training/procedures would be clear that staff would be made aware that any misuse of tenant's data would be a breach.</p> <p>The committee fed back to the CGM that the AI policy was very good.</p> <p>The DHC advised committee that should an AI scribed telephone system be introduced as in the early stages of exploring, the risks would be identified and reported to committee.</p> <p>The CGM informed committee that website is currently under review and there may be a chatbot facility on the website in the future.</p> <p>It was suggested that AI could be a standard agenda item for committee meetings and the CGM advised it would sit under the finance, audit and risk sub-committee. The DFIT informed that committee members could attend any upcoming training sessions.</p> <p>The CGM concluded that this policy has been created with caution and has included that this may be updated before the period ends in the review.</p> <p>Management Committee Approved the Use of Artificial Intelligence (AI) Policy</p> <p>Proposed by: Stewart Brown Seconded by: Tomasz Sawczuk</p>
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6.8	Arrears Write Off Report	<p>The DHC sought approval for the Arrears Write Off Report informing committee that the total write off figure was £45,366 in tenants rent.</p> <p>This figure comprises of cases where the association has no forwarding address for the former tenant, the tenants is deceased, or bankrupt, and in these cases, it is not economical to recover. Our procedures are checked during the ARC process to ensure they are being followed properly. There is also a £4,196 commercial rent to be written off due to a tenant being unable to trade and accruing debt.</p> <p>There is a credit write off £253, and this is a due to housing benefits cases. The housing team now check credits regularly; this is something that wasn't previously carried out and was highlighted in the audit. In addition to this we are looking to write of court costs of £1,170. A committee member raised a question of why individual arrears are so high. The DHC advised that in some cases the association have lengthy court proceedings, prolonging the process. The arrears procedures have been updated, and the association is now taking court action more quickly and applying the procedures more strictly.</p> <p>Management Committee Approved the Arrears Write Off Report.</p> <p>Proposed by: Sofie Rytz Seconded by: Eileen McCallum</p>
7.0	Reports for Discussion / Information	
	None	Standard Agenda Item
8.0	CEO Report	
8.1		<p>The DFIT reported on behalf of the CEO.</p> <p>The DFIT updated committee on the Strategic Business Plan, and informed that the management team were meeting with the consultant tomorrow, and the final document will be provided for information to the committee at the next meeting in April. The DFIT advised</p>

		<p>that future reporting will be carried out quarterly and that there will be appraisals and performance plans with the management team in April, thereafter this will filter down to the rest of the staff.</p> <p>The DFIT provided an update on the Nimmo Drive development and advised that since the last meeting the JR Group have submitted a time delay of around 18 days, which is due to recent bad weather conditions and additional painting work required.</p> <p>There are currently no additional costs however if the delay is longer then a time to delay application may be submitted, which may have a cost associated with it. REDACTED – Confidential</p> <p>The DFIT advised that Nimmo Drive has two blocks and these will be handed over one at a time. The management team will be scheduling site visits in the coming weeks and there will be an opportunity for the management committee to visit the site thereafter.</p> <p>The DFIT asked committee for suggestions for the official opening of the development, informing that the CEO's initial thoughts were to invite the Minister for Housing, however with the election campaign etc, it may not be suitable timewise. Another suggestion was to invite Dave Le-Sage, who was the first Director of Elderpark.</p> <p>The DFIT provided committee with a staffing update, informing that the new Asset Manager will commence employment on the 18th May. The department will be without a manager for a period following the temporary manager, Gary Stapleton, leaving the association today. It was noted that a Customer Service Advisor has resigned, and a successful candidate has been appointed from the previous interview process. The Association will hold a staff away day on the 30th April, and the office will be closed that date.</p> <p>The DFIT informed committee of a recent phishing scam, and due to the use of multi-factor authentication, the impact on the association was minimal. This is affecting associations across the sector and staff have been reminded to be vigilant and are undertaking additional training.</p>
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9.0	Training	
9.1	Training Schedules – Staff/Committee	None. Standard agenda item.
9.2	Forthcoming Training courses/events	
9.3	Feedback on Training/events	
10.0	Any other competent business	
10.1	Any other competent business	None
10.0	Date of Next Meeting	
10.1	Date of Next Meeting	The date of the next meeting Tuesday 28 th April 2026

Approvals

Item No	Agenda Item	Proposed (P) & Seconded (S) by	Lead Officer
3.1	Minutes from Management Committee Meeting held on 24 th February 2026	Proposed: Sofie Rytz Seconded: Tomasz Sawczuk	CGM
3.2	Amendment to Minutes from Management committee Meeting held on 27 th January 2026	Proposed: Tomasz Sawczuk Seconded: Sofie Rytz	CGM
4.2	Appointment of Stewart Brown to Management Committee (Casual Vacancy)	Proposed: Eileen McCallum Seconded: Tomasz Sawczuk	CGM
4.2	Appointment of Rose Andrew to Management Committee (Casual Vacancy)	Proposed: Eileen McCallum Seconded: Tomasz Sawczuk	CGM
6.1	Membership Applications	Proposed: Eileen McCallum Seconded: Tomasz Sawczuk	CGM
6.2	Role description for Chair	Proposed: Stewart Brown Seconded: Eileen McCallum	CGM
6.3	Role Description for Vice-Chair	Proposed: Tomasz Sawczuk Seconded: Stewart Brown	CGM
6.4	Role Description for Secretary	Proposed: Stewart Brown Seconded: Tomasz Sawczuk	CGM
6.5	Role Description for Committee Member	Proposed: Eileen McCallum Seconded: Tomasz Sawczuk	CGM
6.6	Whistleblowing Policy	Proposed: Tomasz Sawczuk Seconded: Stewart Brown	CGM
6.7	Use of Artificial Intelligence	Proposed: Stewart Brown Seconded: Tomasz Sawczuk	CGM
6.8	Write Off Report	Proposed: Sofie Rytz Seconded: Eileen McCallum	DHC

Additional Actions from Meeting

Item No	Agenda Item	Action Required	Lead Officer / Date to be Actioned by
3.1	Minutes of Management Committee Held on 24 th February 2026	To be submitted for redaction	CGM
3.2	Amended Minutes of Committee Meeting Held on 27 th January 2026	Update website	CGM
4.2	Governance Report	Add Sofie Rytz to Staffing Sub	CGM
6.1	Membership Application Report	Issue memberships to Stewart Brown and Rose Andrew	CGM
6.6	Whistleblowing Policy	Clarify information	CGM
6.7	Use of Artificial Intelligence Policy	Make adjustment regarding creatin images	CGM
6.8	Arrears Write-Off Report	Write off arrears	DHC
8.0	CEO Report	Addition to donations register	CGM