

MINUTES of the Management Committee Meeting held on Tuesday 28th April 2026
Location – 65 Golspie Street, Govan, Glasgow, G51 3AX

Item	Agenda Item			
1.0	Apologies			
	Committee present Maureen McDonald (Chair) Melanie Gilmour (Vice-Chair) Sofie Rytz Tomasz Sawczuk Stewart Brown Rose Andrew Eileen McCallum (Secretary) Cameron Greig	In Attendance Gary Dalziel (CEO) Julie-Ann Cloherty (GCM) Gillian McFadden (minutes)	Apologies Helen Sutherland (DFIT) Duncan Smith (DA) Aidan McGuinness (DHC)	Special Leave
2.0	Declaration of Interest			
	<ul style="list-style-type: none"> • Eileen McCallum – REDACTED – PERSONAL DATA • Confidential staffing item on the agenda, therefore staff member will be asked to leave the meeting when relevant. 			

3.0 Minutes for Approval	
3.1	<p>Minutes of Previous Management Committee Meeting held on Tuesday 31st March 2026</p> <p>The Minutes were agreed as a true record of the meeting.</p> <p>Proposed: Eileen McCallum Seconded: Tomasz Sawczuk</p> <p>Signed by Chairperson: Signed By CEO:</p>
3.3	<p>Matters Arising</p> <p>The CEO requested approval for the meeting to be transcribed for the purpose of minute taking. The CEO explained that the notes would be deleted once minutes were completed.</p> <p>Management Committee approved the minutes being transcribed.</p> <p>The CEO informed committee that Kirsty Stoddard had been in touch to say thanks for the flowers that were delivered to her.</p> <p>The CEO informed that Sofie Rytz had joined the staffing sub-committee.</p> <p>The CEO updated committee that the arrears had been written off.</p>
4.0 Governance	
4.1	<p>Notifiable Event</p> <p>The CEO informed committee that the external auditors are changing their name from AAB Audit and Accountancy Limited to AAB Business and Tax Advisory LLP. The name change will be logged with the SHR as a notifiable event.</p> <p>Management Committee approved the Notifiable Event.</p> <p>Proposed by: Melanie Gilmour Seconded by: Sofie Rytz</p>

4.2	Governance Report	<p>The CEO and chair welcomed the observers to the meeting and everyone in attendance introduced themselves.</p> <p>The CEO informed committee that Marie Moody had resigned from her role on committee and thanked her for her contribution to Elderpark Housing.</p> <p>Management Committee noted the resignation of Marie Moody.</p> <p>The CEO advised that there are currently seven committee member vacancies, one of which will be retained for tenant representation. REDACTED – PERSONAL DATA</p> <p>The CEO further advised that he would meet with the CGM during May to reviews all candidates, following which discussions will take place with the Chair. In addition, he informed that one further individual has expressed an interest in joining the committee.</p> <p>The CEO acknowledged that significant changes lie ahead for the committee, with approximately 50% of members being new. To support the transition, he advised of his intention to hold a committee away day in July, focussing on the Business Plan, integrating new members and strengthening relationships.</p> <p>Management Committee noted the Committee Member recruitment update.</p> <p>The CEO informed that the Model Rules had been amended to reflect the Association’s current address at Golspie Street. At the time of the move the SHR, FCA and OSCR were notified of the change of address, however the Association was advised that a formal amendment to the rules was not required. However, given that Association has been recruiting recently, it was agreed that the Model Rules should be updated to ensure the address information is current and accurate.</p> <p>Management Committee noted the update to the Model Rules.</p>
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		<p>The CEO clarified the procedure to be followed regarding a question raised at last month’s meeting about the Whistleblowing Policy, specifically in circumstances whereby a concern is raised against the CEO and/or Chair. In such cases, the Association would engage its solicitors or appoint an independent investigator to ensure the matter is managed impartially.</p> <p>Management Committee noted the procedure for Whistleblowing.</p> <p>The CEO asked committee if members of the Finance, Audit and Risk Sub-committee were able to reschedule the upcoming meeting to the 19th May 2026.</p> <p>Committee approved the date change for the Finance, Audit and Risk Sub-committee meeting.</p> <p>Proposed by: Melanie Gilmour Seconded by: Sofie Rytz</p>
4.3	Regulatory Returns	None – standard agenda item.
5.0	Health & Safety	
5.1	Health, Safety and Compliance	<p>The CEO provided an update on behalf of the DA, informing that the association is maintaining 100% compliance in seven areas, with the exception of Asbestos Management, which is currently 98.3% compliant.</p> <p>The CEO advised of a recent potential asbestos disturbance incident, where a contractor had carried out repair works within a property, for which no asbestos survey was on record. Following this incident, all immediate safety actions were taken, and subsequent sampling confirmed no asbestos was present. As a result of this incident, the association has reviewed its asbestos management arrangements. Following a discussion regarding the number of properties that may be at risk, the CEO confirmed that details of outstanding properties requiring surveys will be provided at next month’s meeting.</p> <p>The CEO updated that the Kitchen and Bathroom programme is coming to an end and informed that the new Asset Manager will be in post from the 19th of May.</p>

		Committee noted the Health, Safety and Compliance update.
6.0	Reports for Decision / Approval	
6.1	Annual Assurance Statement Process Outline 2026-2029	<p>The CGM informed committee that the Annual Assurance Statement Process take place over a three-year period, which has recently come to an end. The CGM advised that the first-year focused on building an evidence bank, with the second and third year dedicated to working through the action plans. At a previous meeting the CGM provided an assurance action plan update and will bring the items that remain outstanding to next month's meeting. The CGM suggested that it may be more beneficial to adopt an approach of 18 months focussed on revision and 18 months on improvement. The CGM informed that there are resources in the committee Sharepoint, including details of the action plans and progress that's been made.</p> <p>Committee approved the Annual Assurance Statement Process Outline 2026-2029.</p> <p>Proposed by: Stewart Brown Seconded by: Cameron Greig</p>
6.2	Committee Annual Review 2026	<p>The CGM presented the Committee Annual Review report, informing that six members had participated in the annual review process. The CGM confirmed that the review was positive, with the majority of members indicating their intention to remain on the committee for the next one to two years. Some members expressed an interest in future office bearing roles, and the association will assist with support in preparing for succession.</p> <p>The CGM reported that members were generous with self-reflections. It was noted that consideration will be given to the volume of paper, reports and ambitious agendas, while recognising that the governance calendar can dictate when certain items must be reviewed.</p> <p>The CGM reported that members expressed an interest in further training and gave positive feedback on working as a team. They also confirmed their wish to maintain tenant representation on committee.</p>

7.4	Register of Donations 2025-2026	<p>The CGM presented the Register of Donations 2025-2026 informing that the policy had been approved at the beginning of the year and any larger donations would have previously been brought to committee for approval.</p> <p>Management Committee noted the Register of Donations 2025-2026.</p>
7.5	Register of Gifts and Hospitality 2025-2026	<p>The CGM presented the Register of Gifts and Hospitality informing that the policy had been approved at the beginning of the year. The CEO clarified that the register also includes any Gifts or Hospitality that have been offered but declined.</p> <p>Management Committee noted the Register of Gifts and Hospitality.</p>
8.0	CEO Report	
8.1	CEO Report	<p>The CEO provided a verbal update on the following for noting:</p> <ul style="list-style-type: none"> • Nimmo Drive Development is subject to a 12-week extension due to poor weather. There is no financial cost associated with the delay at the moment; however, it will result in a loss of rental income for the Association. The HM team will begin looking at allocations in June. • The mural to commemorate the Association’s 50th Anniversary was started today and should take around 4 weeks to complete. The CEO thanked JR Group for providing scaffolding. <p>Management Committee noted the CEO Report.</p> <p><i>Staff members and observers were asked to leave the meeting at this point to allow discussion on staffing issues/updates.</i></p>
8.2	Staffing Sub-Committee Report and Minute	<p>The CEO outline the report that went to the Staffing Sub-Committee on 21st April, included with the Management Committee’s papers. They highlighted the 3 elements in turn.</p> <ul style="list-style-type: none"> • REDACTED – PERSONAL DATA

9.1	Training Schedules – Staff/Committee	None. Standard agenda item.
9.2	Forthcoming Training courses/events	None. Standard agenda item.
9.3	Feedback on Training/events	A committee member provided feedback from the eLearning portal, advising that some of the courses aren't relevant to the Committee Member role.
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 26 th May

Approvals

Item No	Agenda Item	Proposed (P) & Seconded (S) by	Lead Officer
3.1	Approve minutes of Management Committee Meeting held on Tuesday 31 st March 2026	Proposed: Eileen McCallum Seconded: Tomasz Sawczuk	CEO
3.2	Approval for meeting to be transcribed.	Collectively Approved	CEO
4.1	Approval of Notifiable Event	Proposed: Melanie Gilmour Seconded: Sofie Rytz	CGM
4.2	Approval to change date of the Finance, Audit and Risk Sub Committee Meeting to 19 th May 2026.	Proposed: Melanie Gilmour Seconded: Sofie Rytz	CGM
6.1	Approval for the Annual Assurance Statement	Proposed: Stewart Brown Seconded: Cameron Greig	CGM
6.2	Approval for the Committee Annual Review 2026	Proposed: Tomasz Sawczuk Seconded: Eileen McCallum	CGM
6.3	Approval for the Health and Safety Policy Review	Collectively Approved	CGM
6.4	Ratification for HR Policies (approved at Staffing Sub)	Proposed: Eileen McCallum Seconded: Melanie Gilmour	CGM
8.2	Ratification of the decision of the Sub-Committee approve the proposal (REDACTED)	Proposed: Eileen McCallum Seconded: Stewart Brown	CEO
8.2	Ratification of the Sub-Committee's decision to approve the Housing Management proposal (REDACTED)	Proposed: Eileen McCallum Seconded: Melanie Gilmour	CEO
8.2	Approval of the minute of the Staffing Sub-Committee meeting of 21st April 2026 as a true record of the meeting	Proposed: Melanie Gilmour Seconded: Cameron Grieg	CEO

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 31 st March 2026	To be submitted for redaction	CGM
4.1	Governance Report	Inform SHR of notifiable event.	CEO
4.1	Governance Report	Amend date for Finance, Audit and Risk Sub Committee Meeting.	CGM
6.4	HR Policy Reviews	Update policy folders and register	CGM
7.1	Strategic Business Plan	Save copy of Business Plan in Committee Sharepoint	CGM

