MINUTES of the Management Committee Meeting held on 30th June 2026
Location – 65 Golspie Street, Govan, Glasgow, G51 3AX

Item	Agenda Item			
1.0	**Apologies**			
	Committee present Melanie Gilmour Eileen McCallum Tomasz Sawczuk Stewart Brown Lorna Duffy Karen Donaldson (virtually) Paul Welsh Mark Wilson Sofie Rytz (virtually)	**In Attendance** Gary Dalziel (CEO) Helen Sutherland (DFIT) Aidan McGuinness (DHC) Julie-Ann Cloherty (CGM) Gillian McFadden (minutes)	**Apologies** Cameron Greig Maureen McDonald Rose Andrew Ian McLean Duncan Smith (DA) Aidan McGuinness (DHC)	**Special Leave**
2.0	**Declaration of Interest**			
None				

3.0	**Minutes for Approval**		
3.1	Minutes of Previous Management Committee Meeting held on Tuesday 26th May 2026	The Minutes were agreed as a true record of the meeting. **Proposed**: Tomasz Sawczuk **Seconded**: Melanie Gilmour	Signed by Chairperson: Signed By CEO:
3.4	Matters Arising	A committee member sought clarification on a missed gas service check, mentioned at the previous meeting. The CEO explained that this incident had occurred due to a contractor unable to gain access due to a hoarding issue within the property.	
4.0	**Governance**		
4.1	Notifiable Events	The CEO advised that an update to a notifiable event was provided in the Governance Report below.	
4.2	Governance Report	*REDACTED – Confidential* Management Committee **noted** the Notifiable Event Update *This section was moved to the start of the meeting following 6.3 Membership applications.* The CEO informed that there is a clause within the rules, that states that no more than one third of committee can be co-opted. Following the co-option of five committee members at the previous meeting the association was effectively in breach of our rules albeit with two of those co-options becoming casual vacancies at this meeting it was only for a four-week period. The CEO advised he will provide a notifiable event to the Scottish Housing Regulator regarding this minor breach. The CEO sought approval for Karen Donaldson and Mark Wilson to be appointed to the two available Casual Vacancy positions.	

		Management Committee **approved** the Casual Vacancy appointments **Proposed:** Eileen McCallum **Seconded:** Tomasz Sawczuk The CEO informed committee that the Management Committee Event/Away will be held on Friday 31st July and is likely to be at House for an Art Lover. The CEO provided a draft programme and requested feedback. A committee member agreed with the suggestion of a facilitator for the event and committee were asked if they had any recommendations. Committee **noted** the update for the event. The CEO advised that Board Members from the SHR will be visiting the association on Tuesday 28th July from 10am – 1pm to meet with colleagues, committee members and tenants. Stewart Brown and Tomasz Sawczuk informed that they are available to attend. Management Committee **noted** the SHR committee visit.
4.3	Assurance Framework	The CGM informed committee that the Assurance Framework will generally be a standing agenda item, and review of the three sections of the Regulatory Framework / Standards of Governance and Financial Management were being considered at this meeting. will be provided at every meeting and that another 3 items are going through the review this month. The CGM informed that a word document was available on the committee Sharepoint for review as discussed at the previous meeting. The CGM updated committee on the Assurance and Notification section and informed that training is in place for all staff and committee members, supported by the proposed assurance statement, risk register and governance reporting. A minor improvement was identified to strengthen assurance reporting with revised cover reports which will be implemented later this year. It was also noted that while the assurance statement is included in the annual report and other publications, greater communication to staff following committee approval would help raise awareness of individual roles in the assurance process.

		The CGM informed committee that Tenant Involvement remains challenging, due to reduced interest in traditional groups and panels. Current challenges are reflected in the engagement strategy and business plan. Previously committee expressed an appetite to continue exploring new was of capturing tenant views and increasing input into policies and committee discussions. The CGM will look at other methods, including working with the Community Regeneration Officer on new approaches and providing more information in the newsletter. The CGM informed committee that measures are in place for Equalities and Human Rights which include the Equalities Policy and Strategy, Equality Impact Assessments, committee and staff training and accessibility measures such as the Happy to Translate service. The CGM advised that there may be a need to strengthen staff awareness on Human Rights to improve confidence in responding to related queries. The CGM advised that the Adaptations Policy will be reviewed later in the year. Following this summary the CGM advised that completed actions will be removed as they are signed off, and the action plan will reduce as actions undertaken over the coming months. Most actions have been completed or are nearing completion with the exception of the Asset Management Strategy, Adaptations Policy and Disposals Policy remaining outstanding. Management committee **approved** the Assurance Evidence Bank update. **Proposed:** Stewart Brown **Seconded:** Eileen McCallum
5.0	**Health & Safety**	
5.1	Health and Safety Compliance Report	The CGM informed that the DA will provide an update on Health and Safety Compliance at the next meeting.

6.0	**Reports for Decision / Approval**	
6.1	Loan Portfolio	The DFIT informed committee that the Loan Portfolio Return is required for the 30th June and will be submitted after approval from this meeting. The DFIT reported that the Association owns, 1356 units, of which 323 are currently used as security, leaving 1033 properties unencumbered and potentially available as security for future funding requirements. The DFIT advised that this level of unencumbered stock is relatively low compared with organisations that have undertaken significant development recently. The DFIT informed committee that the total loan debt outstanding on 31st March was just over £14M and that liabilities due within one year exceed £7M, this reflects the maturity of the Association's bond in February 2027 together with accrued interest. The DFIT advised that the refinancing process had already commenced for repayment of the bond. The DFIT advised committee of the schedule of current borrowing, consisting of the Allia Bond, Charity Bank Loan, Clydesdale Bank facility and the RBS facility and informed that the return includes details of arrangement fees, not-utilisation fees and other associated costs. Management Committee **approved** the Loan Portfolio Return. **Proposed:** Lorna Duffy **Seconded:** Eileen McCallum
6.2	Procurement Report	The CGM informed that the DA will provide an update on Procurement at the next meeting.
6.3	Membership Application Report	*This section was moved to the start of the meeting.* *Lorna Duffy, Mark Wilson and Paul Welsh left the room for discussion to take place.* The CGM sought approval for the membership applications submitted by the above-named individuals and other co-opted committee members Karen Donaldson and Ian McLean. The

		CGM explained that all new committee members that had been co-opted at the previous meeting had now applied for membership. This will allow co-optees to stand for election at the AGM and fulfil the two remaining casual vacancies. Management Committee approved the five membership applications. **Proposed:** Eileen McCallum **Seconded:** Stewart Brown
6.4	Domestic Abuse Policy updates	The HM sought approval for the updated Domestic Abuse Policy, which has been revised to reflect recent changes in legislation. The HM informed that the policy has been extensively updated and a reference to staff experiencing domestic violence was removed following discussions with the People and Culture Manager. The HM informed that changes included new grounds for ending tenancies. The HM advised that information relating to the new legislative changes will be communicated to tenants through the newsletter and by written correspondence. The HM further advised that all staff will be required to complete domestic abuse training before 1st August, with the training having been added to the associations e-learning platform. Staff will be informed of this requirement at the forthcoming staff meeting. In addition, frontline staff will receive further in-person training and will be offered Trauma Informed Training, in line with the recommendations contained within the revised policy. The HM informed that changes to the Domestic Abuse Policy has impacted on other associated policies that will require changes to align with this. The HM informed that a summary of the affected policies will be provided at the next committee meeting rather than presenting each policy separately. The HM informed that although advice received states that we don't have to let tenants know of all the changes, it is considered good practice. The HM highlighted the need for more direct support for domestic abuse victims, including consideration of housing options to improve safety, and closer working with partner agencies.

		Committee acknowledged the amount of work that had gone into the new policy. Management Committee **approved** the Domestic Abuse Policy. **Proposed:** Mark Wilson **Seconded:** Paul Welsh
6.5	Fraud Bribery and Corruption Policy	The CGM informed committee that the policy has been updated and retitled from Anti-Fraud and Corruption Policy to Anti-Fraud, Bribery and Corruption Policy to reflect best practice. Bribery has been included and definitions updated. The GCM informed that a new section on tenancy fraud has been added to recognise this as a sector-specific risk and to outline the organisation's approach where such cases are identified. The policy also places greater emphasis on cyber fraud, reflecting the increasing risks. References have been made to money laundering to raise awareness of an of another form of dishonest activity. The CGM informed that definitions throughout the policy have been reviewed to ensure consistency, clarity and alignment with legal and regulatory requirements. The CGM informed committee that the detailed investigation process previously contained within the policy has been removed, as it is more appropriately managed through separate operational procedures. Other amendments included updates on job titles and the removal of references to software and systems that are no longer in use. Following a discussion regarding the Fraud Register the CGM informed that this will continue to be reported annually to the Management Committee. Management Committee **approved** the Fraud Bribery and Corruption Policy. **Proposed:** Stewart Brown **Seconded:** Melanie Gilmour

6.6	Website Privacy Policy	The CGM advised committee that work is underway to update the association's website. As part of this process the existing Privacy Policy has been reviewed to ensure that it remains current and compliant with data protection requirements. The CGM informed that following advice from Information Law Solutions it was agreed that the policy should be replaced with the updated template provided by them which aligns with current data protection requirements and reflects how information is collected, used and managed through the website. Management Committee **approved** the Privacy Policy. **Proposed:** Stewart Brown **Seconded:** Lorna Duffy
7.0	**Reports for Discussion / Information**	
7.1	Q4 KPI Report	The CGM informed committee that overall performance during Q4 remained stable with no significant issues or emerging concerns identified. Positive improvements were noted in non-emergency repair completion times, although there was a slight reduction in customer satisfaction and some anticipated delays linked to staff changes during the reporting period. Staffing absence levels were discussed, noting that while absence remains above the organisational target, it is broadly comparable with sector averages. Absence will continue to be monitored through existing support and attendance management processes with a revise absence policy currently being developed. Following a question about the increase in tenant arrears, the CGM explained that this was largely due to proactive work to reduce current arrears which had resulted in some tenancy terminations and the transfer of outstanding debt to former tenant arrears. It was noted that this increase is expected to be temporary and that debt write-offs are generally considered annually. Management Committee **noted** the Q4 KPI Report.

7.2	CEO Appraisal	The CGM provided an overview of the CEO's annual appraisal and explained that this process mirrors that used for staff. This includes a self-assessment, review by the appraiser, a formal discussion and agreement of objectives and outcomes. The CGM advised that the key points were highlighted to give committee an overview of priorities for the year ahead. The appraisal has been formally signed off by the Chair. Management Committee **noted** the CEO Appraisal
7.3	Performance Review Framework	The CGM provided an overview of the Performance Review Framework, including changes that have been developed to ensure performance information remains relevant. The review incorporates new ARC indicators and additional benchmarking information collected through SHN. Additionally, measures have been removed that provided limited value or duplicated reporting. The CGM proposed that Health and Safety performance reporting should be moved from the sub-committee structure to the main committee on a quarterly basis, reflecting its importance to the association's governance responsibilities. In addition to this it was proposed that business planning reports will move to six monthly reporting, recognising that longer term projects often show limited change within a shorter period. The committee discussed how performance information is presented to them, to enable it to support effective scrutiny and decision-making. It was suggested that the Scottish average performance figures were included, where available, to provide additional context and allow comparisons. Committee members queried the number of void days mitigated in the quarter, and were advised that in certain periods, such as major repair works and decants or delays out with the organisations control can now be excluded from void performance reporting and while this provides a more accurate measure of operational performance, it was noted that the rental income is still lost during these periods.

		Management committee **noted** the Performance Review Framework.
8.0	**CEO Report**	
8.1	CEO Report	The CEO informed committee that the association will be celebrating the office building's 150th anniversary this year by participating in the Doors Open Day event in September. Previously, being used as a former school and nursery, the building has strong links to the community. The CEO invited committee to come along to the event. Management Committed **noted** the Doors Open Day event. The CEO updated committee on the Isabella Elder mural launch which took place recently. The CEO informed that despite the weather, the event was attended by Councillor Ricky Bell, Rogue One - the artist, local residents and tenants. The CEO informed that the response from the local community and beyond had been very positive with praise for the quality, significance of the mural and the artist's talent. Management Committee **noted** the Isabella Elder mural launch. The CEO provided an update on the GEL partnership, and some context for new committee members, informing that we are keen to progress, however are awaiting confirmation from Linthouse HA. Management Committee **noted** the GEL partnership update. The CEO advised committee that the current housing software, Rubixx, will be reviewed with support from a consultant to bring it up to 2026 standard. While Rubixx remains on of the leading products on the market, the review will identify opportunities for further enhancement. Management Committee **noted** the Rubixx Review.

		The CEO requested approval for the Mileage allowance to increase to 55p per mile to align with HMRC mileage rate. This is effective from 1st April 2026 and backdated payments will be processed for eligible mileage claims. Management committee **approved** the Mileage Allowance increase. **Proposed:** Lorna Duffy **Seconded:** Mark Welsh The CEO sought approval to sponsor an award at this year's CIH awards at a cost of £3295 plus VAT under the 'early bird' offer. The CEO provided an overview of the benefits of the sponsorship while also noting that this should perhaps be the last year for a period of time as have sponsored an award for the last few years. The committee were also advised that the association is considering submitting an entry for the Nimmo Drive development and other relevant award categories. Management Committee **approved** the CIH award sponsorship. **Proposed:** Lorna Duffy **Seconded:** Stewart Brown The CEO sought approval to stand for re-election on the SFHA board, noting that while the role requires approximately one day per month, it provides significant benefits through raising both the CEO's and the Association's profile within the sector. Management Committee **approved** the CEO standing for re-election on the SFHA board. **Proposed:** Eileen McCallum **Seconded:** Melanie Gilmour The CEO informed committee that the current Director of GWOSF announced that he will be retiring in March 2027.

		Management Committee **noted** the upcoming retirement of the Director of GWOSF.
9.0	**Training**	
9.1	Training Schedules - Staff / Committee	27th October – GDPR Training
9.2	Forthcoming Training Courses / Events	23rd September – AGM Upcoming conferences/Awards such as EVH, are noted in Sharepoint.
9.3	Feedback on Training / Events	
10.0	**A.O.C.B.**	
		The CEO informed committee that Rose Andrew had won the Next Gen Leaders award at the SFHA annual conference. The CEO and committee congratulated Rose on this achievement. The CEO informed that the Nimmo Drive development is almost complete and that 23 properties will be handed over during the w/c 17th August with the remaining 20 properties due for handover during the following week. An official opening will take place after this date with details to follow, however both Management Committee and staff members will have the opportunity to view the properties prior to this. The CEO advised that the new development would result in 22 voids within current stock as tenants transfer from their existing homes to the new homes, which results in significant work for the association. *REDACTED - Confidential*
11.0	**Date of Next Meeting**	
11.1	Date of Next Meeting	The date of the next meeting is Tuesday 26th August 2026.

Approvals

Item No	Agenda Item	Proposed (P) & Seconded (S) by	Lead Officer
3.1	Approve minutes from Management Committee meeting held on 26th May 2026	**Proposed: Tomasz Sawczuk** **Seconded: Melanie Gilmour**	CEO
4.3	Approval Assurance Evidence Bank	**Proposed: Stewart Brown** **Seconded:** Eileen McCallum	CGM
6.1	Approval Loan Portfolio	**Proposed: Lorna Duffy** **Seconded: Eileen McCallum**	DFIT
6.3	Membership Applications	**Proposed: Eileen McCallum** **Seconded: Stewart Brown**	CGM
6.3	Casual vacancy appointments of Karen Donaldson and Mark Wilson	**Proposed: Eileen McCallum** **Seconded: Tomasz Sawczuk**	CEO
6.4	Approval of Domestic Abuse Policy	**Proposed: Mark Wilson** **Seconded: Paul Welsh**	HM
6.5	Approval of Fraud, Bribery and Corruption Policy	**Proposed: Stewart Brown** **Seconded:** Melanie Gilmour	CGM
6.6	Approval of Privacy Policy	**Proposed: Stewart Brown** **Seconded:** Lorna Duffy	CGM
8.1	Mileage allowance increase	**Proposed: Lorna Duffy** **Seconded:** Mark Wilson	CEO
8.1	Approval for Sponsorship at CIH awards	**Proposed: Lorna Duffy** **Seconded:** Stewart Brown	CEO
8.1	SFHA Board re-election for CEO	**Proposed: Eileen McCallum** **Seconded:** Melanie Gilmour	CEO
10.0	*REDACTED – Confidential*	**Proposed: Eileen McCallum** **Seconded: Stewart Brown**	CEO

Additional Actions from Meeting

Item No	Agenda Item	Action Required	Lead Officer / Date to be Actioned by
3.1	Approve minutes from Management Committee meeting held on 26th May 2026	Sent for Redaction	CGM
4.2	Casual vacancy appointments of Karen Donaldson and Mark Wilson	Update files	CGM
6.1	Loan Portfolio	Submit Loan Portfolio	DFIT
6.3	Membership applications	Process and issue shares	CGM
6.4	Approval of Domestic Abuse Policy	Update policy suites, circulate and publish to website	CGM
6.5	Approval of Fraud, Bribery and Corruption Policy	Update policy suites, circulate and publish to website	CGM
6.6	Approval of Privacy Policy	Update policy suites, circulate and publish to website	CGM
8.1	Approval for Sponsorship at CIH awards	Book a table with CIH	CEO