

Management Committee Meeting Minute

Meeting summary:

Date	27 October 2025	Start time	6.00pm
Location	Hybrid (868 Tollcross Road + Teams)	End time	8.00pm

Present:

Chris Elliot (Chair) ✓	Geraldine Connolly ✓	Gail Jackson ✓	Agnes Phillips
Drew McPhail (Vice Chair) ✓	Bill Dougan	Jackie Jeffs ✓	Philippa Turner ✓
Esther Skimins (Secretary) ✓	Steve Fleming	Alice Lyness ✓	Eileen Watters ✓
<i>Quorum met with 5 GBMs present.</i>	Ellen Garscadden	Sharon May	John McMorro ✓

In attendance:

Clive Douglas, Chief Executive	Anne Wilson, Corporate Director
Joe Wilson, Technical Director	Tom Hastings, Finance Director
Dianne Mathewson, Corporate Manager (minutes)	

Agenda items:

Item 1	Welcome, Apologies & Declaration of Interest	
1.1	Welcome: Chris welcomed Philippa to her first Management Committee meeting. Chris confirmed that due to a personal commitment, he would need to leave the meeting early (6.30pm). Due to this, Drew was asked to Chair the meeting.	
1.2	Apologies: Bill Dougan, Steve Fleming, Ellen Garscadden, Sharon May & Agnes Phillips.	
1.2	Declaration of Interest: Item 11 SHAPS Pension Contributions – due to the nature of this report, staff would leave the meeting at this time to allow for the discussions to take place between the Governing Body Members.	
Item 2	Minute of Previous Meetings	
2.1	<p>Minute of the Management Committee Meeting held on 22 September 2025</p> <ul style="list-style-type: none">i. Matters arising: (1) Risk Register – Clive asked if anyone would like to receive a full copy of the Risk Register – John McMorrow requested to receive a copy. It was requested that Risk Management be added to the training schedule for the Management Committee.ii. Corrections to the minute: None.iii. Approval of the Minute: Approved by general consent.iv. Decisions taken between meetings: None.	
2.3	<p>Sub Committee Minutes for Ratification</p> <ul style="list-style-type: none">i. Audit & Business Sub-committee (NONE)ii. Operations Sub-Committee (NONE)	
Item 3	Action Schedule 2024/25	
Ref	Info	Update
C01	KPI Figure Update	No change in KPI proposed. MC asked to note the potential impact new build will have on meeting target for 2025-26.

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Item 4	ARC Benchmarking	<i>For: Information, Discussion, & Decision</i>
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Purpose: to present benchmarking figures for the Association compared to the Scottish National Average (ARC return) for our KPIs. Management Committee were asked to note that within the report the final column reports our performance against our internal KPI target. Some may indicate that we are just below target. However, the comparison to the Scottish National Average shows that we are still performing highly in the sector.

Discussion took place regarding the following areas:

- Average length of time to re-let – (1) impact of deaths on re-let time, (2) succession process impact, and (3) work carried out already to reduce this figure since covid.
- Homelessness – general discussion about homelessness emergency in Glasgow. Clive confirmed that he attended a session in relation to the homelessness crisis, and GCC have indicated that moving forward all HAs would need to provide 60-70% lets to homeless referrals to tackle the crisis. However, some HAs would not be able to provide this level, so others would need to provide 80-90%.

Management Committee raised concerns about losing the commitment to the local area and the impact of those already on the waiting list.

Clive indicated that the approach of mass schedule 5 referrals by GCC is also having a negative impact on the KPI figures reported, as an offer may not be accepted as they have already been rehomed at another HA.

- Satisfaction targets – confirmed that the most recent satisfaction scores will be available shortly (as part of the 3-year cycle).

The Management Committee were asked to note the report.

Outcome:	Management Committee noted the report.
Actions:	Report to be prepared for Management Committee to breakdown the average time to re-let figures for 2024/25 further. To include (1) total time property empty, (2) impact of deaths and successions, and (3) further details of what is required as part of the ARC return. Report to be prepared for Management Committee to provide further information regarding (1) the current waiting list figures, and (2) numbers on waiting list who are considered homeless.

Item 5	Sub-Committee Update	<i>For: Information, Discussion, & Decision</i>
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Purpose: to present a six-monthly update of the major items of work undertaken by the (1) Audit & Business Sub-Committee and (2) Operations Sub-Committee. The Management Committee were asked to note the report and provide any feedback on the format (as this is a new report).

Management Committee commented that they liked the format of the report (short, snappy and easily understood).

Outcome:	Management Committee noted the report.
Actions:	None.

Item 6	Delivery Plans Update	<i>For: Information, Discussion, & Decision</i>
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Purpose: to present the Management Committee the Departmental Delivery Plans developed from the agreed Operational Objectives (approved by Management Committee in August 2025). The Management Committee were asked to note the report.

Outcome:	Management Committee noted the report.
Actions:	None.

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Item 7	Membership Update & Use of Seal	<i>For: Information, Discussion, & Decision</i>
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Purpose: to provide an update of the current Membership of the Association. The Management Committee were asked to note the report.

Outcome:	Management Committee noted the report.
Actions:	None.

Item 8	Policy Update – Health & Safety	<i>For: Information, Discussion, & Decision</i>
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Purpose: to present the outcome of the Health & Safety policy audit and subsequent changes to policies and procedures. The Management Committee were asked to:

- Ratify the change in Health & Safety policy management and note the updated policy schedule.
- Consider workplace closures when a red weather warning is issued (Adverse Weather Policy) and consider the updated policy review process.

Outcome:	Management Committee: (1) ratified the policy management changes and noted the policy schedule, and (2) approved red weather warning approach and updated policy review process.
Actions:	Approach to red weather warnings to be monitored.

Item 9	Development Update	<i>For: Information, Discussion, & Decision</i>
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Purpose: to provide an update of the current development projects and open market acquisitions (GCC Homelessness Initiative). Discussion took place in relation to acquisitions and GCC continued request to purchasing properties. The Management Committee were asked to note the report.

Outcome:	Management Committee noted the report.
Actions:	None.

Item 10	Winter Shutdown	<i>For: Information, Discussion, & Decision</i>
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Purpose: to request that the Management Committee consider the following (1) office closure dates for festive period, (2) delegated authority arrangements for emergencies during festive period, and (3) note the standby/call-out arrangements.

Outcome:	Management Committee: (1) Approved office closure dates. (2) Approved the delegated authority recommendation. (3) Noted the standby/call-out arrangements.
Actions:	None.

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Item 11	SHAPS Pension Contributions	<i>For: Information, Discussion, & Decision</i>
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Purpose: to present the outcome of the triennial valuation of the SHAPS pension scheme and ask the Management Committee to consider the future contribution rates for the defined benefit schemes. It was confirmed that the deficit payment will continue for a further 4-years. However, contributions for the defined benefit schemes are due to reduce.

Management Committee were advised that example figures for the DB contributions have been provided for information only. However, no recommendation has been provided as employees have a vested interest in the outcome of the decision. Management Committee were advised that a decision did not need to be made at this meeting, if they felt independent advice should be sought.

Employees left the meeting once the report had been presented to Management Committee to allow for a private discussion to take place.

Management Committee invited employees back to meeting once discussion was complete.

Outcome:	Management Committee agreed to equalise the contributions between the Association and employees. Management Committee confirmed an equal split should be consider if any future increases also occur.
Actions:	Management Committee asked for an update in relation to the Business Plan, if the deficit payment would continue beyond the planned 4-years (i.e. for a 10-year deficit payment requirement).

Item 12	Loan Facility Amendment Letter	<i>For: Information, Discussion, & Decision</i>
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Purpose: to seek permission from the Management Committee to accept revised terms / covenant requirements based on the figures submitted by the Association, and for the Finance Director to signed the revised Facility Letter.

Outcome:	Management Committee approved the request.
Actions:	Finance Director to accept revised terms on behalf of the Association.

Item 13	Correspondence
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From	What	Outcome
GWSF	September Update	Noted

Item 14	AOCB
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13.1	EVH Approved Variation Session Management Committee Member asked to attend – to be confirmed.
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Item 15	Date & Time of Next Management Committee Meeting
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Date	27 October 2025
Location	Hybrid (868 Tollcross Road + online via Teams)
Start time	6.00pm (planned end time 8.00pm)

Item 16	Upcoming Training (5.00pm – 6.00pm)
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Date	Topic
27.10.25	GDPR Refresher
24.11.25	Overview of Development
01.12.25	Notifiable Events & Whistleblowing