CLYDESDALE HOUSING ASSOCIATION LIMITED

Minute of the Management Committee meeting held in the office at 39 North Vennel, Lanark ML11 7PT on Wednesday the 24 June 2026 at 18:30.

Present:
Agne Zasinaite, Vice Chairperson - Teams
Brian McInally
Iona Taylor
Hazel Galbraith, Chairperson
Jacqeline McCutcheon - Teams
John Lockhart, Treasurer
Jonathon Main, Secretary - Teams
Lesley McDonald
Gabrielle McElhinney
Ken Greenshields
A quorum was achieved.

In Attendance: Joe Gorman, Chief Executive Officer (CEO) – minute.

1. Apologies

Apologies were received from Claire McGraw, Ross Gowland and Caroline Madden.

2. Conflicts of Interest

The CEO declared a conflict of interest for item 14 – HMRC Mileage Rate Increase. Committee agreed to deal with this at the end of the meeting and that the CEO would leave the meeting for this item.

3. Previous Meeting Minutes & Matters Arising

The minutes of the Management Committee meeting held on 10 June 2026 were reviewed for accuracy and approved.

In line with Rule 62 of the Association's Rules, the Chair authorised the CEO to apply for an electronic signature as conclusive evidence that the minutes of 10 June 2026 are a true and accurate record.

Matters Arising: There were no matters arising.

Agreement on Items for A.O.C.B.

The Chairperson asked Committee and staff if they had any other competent business to discuss at agenda item 12. Committee had no items to discuss under AOCB.

4. Actions from Previous meetings

The CEO presented the report to Committee. They advised that the purpose of the report is to ensure that items identified for action at Management Committee meetings are a) followed up on, and b) reported to Committee to confirm the follow up. The CEO told Committee they had nothing further to add to the report content.

i)	Committee considered the Actions from Previous Meetings Report and agreed progress is satisfactory.

5. Notifiable Events

The CEO presented the report to Committee and advised that the purpose of reporting notifiable events is a positive step and a key part of Committee being responsible and accountable for the running of the Association.

The CEO advised Committee that there were no notifiable events to report.

i)	Committee noted the Notifiable Events report and agreed it provided adequate assurance and oversight.

6. Health & Safety Update

The CEO informed the Committee that the purpose of the verbal report was to update the Management Committee on Health & Safety at Work activities and to present the Health & Safety Policy Statement for approval.

The CEO advised Committee that there were no health & safety matters to report.

i)	Committee agreed that progress on Health & Safety matters was satisfactory.

7. Referrals from Audit & Risk Sub-Committee

The CEO presented the referral report as follows:

7.1 Draft Minutes from 10 June 2026 Audit & Risk Sub-Committee Meeting

The CEO advised Committee that the unapproved minutes of the most recent Sub-Committee meeting had been included for information purposes to keep Management Committee up to date with the Sub-Committee's activities.

Committee had no questions or discussion points.

i)	Committee noted the content of the draft Minutes from 10 June 2026 Audit & Risk Sub-Committee Meeting.

7.2 Annual Assurance Statement Update

The CEO advised Committee that early progress in self-assessing the Association's compliance with regulatory requirements has been positive. This is expected to be completed by end-July 2026 - providing sufficient time for ARSC volunteers to meet with the CEO/Management Team to scrutinise the AAS evidence log and action plan ahead of the external review planned by our internal auditor Wbg on 31 August 2026. Wbg's outcome report will be reported to Management Committee on 30 September 2026 – one month in advance of the 31 October AAS submission deadline.

At this stage, detected areas for improvement are not compliance threats and are more focused on achieving best practice: e.g., policy/procedure updates to reflect current staff structure/responsibilities, reformatting of some performance information in our Annual Performance Report to tenants, etc.

Information technology problems prevented the CEO from displaying the live evidence log at the meeting – the CEO apologised for this.

i)	Management Committee considered the Annual Assurance Statement Update Report presented to the 10 June ARSC.
ii)	Management Committee had no issues to raise with the ARSC members present and the CEO.

iii) Management Committee agreed that the report provided sufficient assurance on progress towards preparing for the 2026 AAS.
iv) ARSC volunteers agreed to meet on Monday 3 August 2026 at 11.00am in CHA's offices in order to scrutinise the AAS evidence log and supporting evidence.

7.3 Report on Audit & Risk Sub-Committee Effectiveness
Management Committee considered the report concerning the Audit & Risk Sub-Committee's continued effectiveness and agreed that it provided necessary levels of assurance on the Sub-Committee's activities.

i) Management Committee agreed that the performance of the Audit & Risk Sub-Committee had been effective over 2025/26 and that no changes were required to the Sub-Committee's Terms of Reference.

8. Housing Quality & Maintenance Scorecards
The CEO presented the scorecards to Committee in the absence of the Depute Chief Executive.

i) Management Committee considered the Housing Quality and Maintenance scorecards and agreed that performance had been satisfactory.

9. Planned & Cyclical Maintenance Progress
The CEO presented the report to Management Committee. Committee had no questions.

i) Management Committee considered the Planned & Cyclical Maintenance Progress report and concluded that performance had been satisfactory.

10. Tenant Safety Scorecard
Management Committee considered the report the CEO presented the report in the absence of the Depute Chief Executive.

i) Management Committee considered the Tenant Safety Scorecard.
ii) Management Committee concluded that performance on Tenant Safety had been satisfactory.

11. Policy Review – Privacy Policy
The CEO advised Committee that the revised Privacy Policy reflects the Scottish Federation of Housing Associations' (SFHA) Model Privacy Policy which was last reviewed by TC Young Solicitors on SFHA's behalf in April 2026.

Since the original version of the model SFHA document in 2018, legislative changes and questions raised by SFHA members have necessitated updates to the guidance, including those relating to the Freedom of Information Act 2002 (FOISA) from 11 November 2019, Brexit in January 2021 and the Data (Use and Access) Act 2025 (DUA). The model policy is designed to assist the Association in ensuring our data protection documentation is in line with the requirements imposed by the General Data Protection Regulations (GDPR).

On approval of the updated Privacy Policy, the Association will refresh the following documentation to ensure legal compliance:

- Fair Processing Notice
- Personal Data Maps
- Employee Fair Processing Notice
- Data Protection clause for any new employment contracts
- Data Protection Addendum
- Data Processing Clauses
- Data Sharing Agreement

Committee had no comments or questions on the draft Policy.

i) Management Committee considered the draft Privacy Policy and approved it as presented. ii) Management Committee agreed that the updated Privacy Policy provided satisfactory assurance that CHA has up to date policies in data protection that reflect guidance and comply with legislative and regulatory requirements.

12. 2026 Annual General Meeting

The CEO presented the report and Management Committee considered proposals for the 2026 Annual General meeting.

i) Management Committee approved proposals for proceeding with the 2026 Annual General Meeting on 2 September 2026 at 7.00pm in order to meet the Association's legal and regulatory requirements.

13. 2026 Committee Elections

The CEO presented the report explaining the requirements of CHA's Rules concerning the election of Committee members.

Management Committee considered the report by the CEO and agreed the following: • That John Lockhart, Deborah Hay, Gabrielle McElhinney, Jonathan Main and Lesley McDonal will step down at the 2026 AGM and seek re-election in accordance with Rules 39.1 and 39.2. • That Caroline Madden will step down at the 2026 AGM and seek election under Rule 39.3. • Rule 37.6 requires no action on the basis that no Committee members have held continuous Committee membership for nine years or more.

Item 14 (HMRC Mileage Rate Increase) – Committee agreed to move this item to the end of the meeting.

15. Equalities Action Plan Review

The CEO presented the report, and Management Committee considered the Equalities Action Plan and appendices.

Equalities Monitoring Statement: Marriage/Civil Partnership Data (page 16) – Committee noted a miscalculation on the breakdown of tenant profiling. The CEO will make enquiries with a view to correcting this in the next report.

i) Management Committee were satisfied that the report provided sufficient information to assure Committee that the Association is meeting its equalities and human rights responsibilities.

16. 2026 Committee Appraisal Outcome Report
The CEO advised that Olwyn Gaffney from SHARE was unavailable to present the report to Committee and that he would do so in their place.

The CEO highlighted key results:
- Online survey and individual meeting results reflect a effective Management Committee aligned with CHA's common values
- The Management Committee has good confidence levels
- The Management Committee has strong knowledge levels across current CHA activity areas and in understanding current issues
- Committee members have clarity in understanding their role and feel supported
- The Chair continues to be effective in their role and is valued highly by the Management Committee

Committee agreed that the annual appraisal process was worthwhile in assessing the effectiveness and performance of the Management Committee and individual Committee members.

Committee agreed to focus improvement actions over the next 12-months on:
- Activities to develop Committee relationships
- As many future face to face Committee meetings as possible
- Committee agreed to limit virtual meetings during winter months to December and January only, subject to weather conditions
- Continue with face to face strategy review sessions
- Encouraging tenants to play a greater role in our governance, through Committee membership and/or improving the transparency of Committee work

The CEO advised Committee that Individual Learning Statements had recently been prepared by SHARE and that these would be distributed soon to Committee members. Jacqueline McCutcheon left the meeting at 19.02.

17. AOCB
There were no matters raised under A.O.C.B.

The CEO left the meeting at 19.10.

14. HMRC Mileage Rate Increase
Management Committee noted the report from the Finance Manager which summarised the notification by EVH that the JNC had approved the adoption of the new HMRC mileage rate of 55p per mile for business travel.

i) Management Committee approved the application of the new 55p per mile rate to all staff expenses with effect from 1 April 2026 in accordance with the revised EVH Salary Scales April 2026, including any backdated amounts due for claims made since 1 April 2026 to the date of notification of the revised rate.

The Chairperson thanked everyone for attending and for the contributions to the meeting. The meeting ended at 19.20.

The next meeting of the Management Committee will be held on Wednesday 26 August 2026 at 6.30pm.