

MINUTES

COMMITTEE: MANAGEMENT COMMITTEE

DATE: MONDAY 1st DECEMBER 2025

VENUE: CONFERENCE ROOM, 40 WEST STEWART STREET OR
REMOTELY VIA ZOOM

TIME: 6:30 PM

PRESENT: SANDRA MCMENAMIN (SM) (CHAIR)
JIM MCELENY (JMCE)
NANCE SMITH (NS)
OLIVE YIGA (OY)
DAVE ROBINSON (DR)(CO-OPTEE)
RONNY LEE (RL) (*Virtual*)
WILLIE WILSON (WW)
JUNE GLANCY (JG) (SECRETARY) (*Virtual*)
AYODELE ONI (AO)(CO-OPTEE)

IN ATTENDANCE: - SEAN CONNOR, CHIEF EXECUTIVE OFFICER (CEO) (*Virtual from Item 4.2*)
KES CAMERON, DIRECTOR OF FINANCE (DOF)
JULIE MCEWAN, DIRECTOR OF HOUSING (DOH)
KIRSTY DAVIS, SENIOR COMPLIANCE & GOVERNANCE OFFICER (SCGO)
MARY MCCREADIE, CORPORATE SERVICES & ADMIN SUPERVISOR (MINUTE TAKER)
FREYA LEES, NORTH STAR CONSULTING (ITEM 4.5) (*Virtual*)
CAMERON BOYD, TIAA, (ITEM 6.10) (*Virtual*)

APOLOGIES:- KIRSTY WILSON (KW)
VERONICA RASMUSSEN (VM) (VICE-CHAIR)
MARGARET MCKAY (MMcK)

REFERENCE: MIN/MAN/01DEC25/MMCC

Item		Lead Action	Time- scale
1.0	CHAIRPERSON'S REMARKS The Chair welcomed everyone to the meeting.		
1.1	Health and Safety The Chair advised members of the relevant Health & Safety procedures.		
1.2	Apologies Apologies were received from KW, VR and MMcK.		
1.3	Declaration of Interest None.		
1.4	Gift & Hospitality Register Members noted the following items received: 29/10/2025- [REDACTED] 19/11/2025 – [REDACTED] [REDACTED]		
2.0	FOR APPROVAL / RATIFICATION 2.1 Management Committee Meeting of 20 th October 2025 The minutes of the Management Committee Meeting of 20 th October 2025 were proposed by DR and seconded by JMcE as a true and accurate record of the meeting. 2.2 Matters Arising None. 2.3 Use of Seal Members granted retrospective Use of Seal for the following: 11/11/2025 – Disposition & Exclusive Occupancy Agreement - S/O Re-sale, [REDACTED]		
<i>Item 6.10 then Item 4.5 were heard at this point.</i>			
3.0	DEFERRED ITEMS/ROLLING ACTION SCHEDULE Noted by Members.		
4.0	FOR DECISION 4.1 1st Draft 2026/27 Budget & 30 Year Cashflow Projections The DOF gave a detailed presentation on the 1 st draft Budget and Financial Plan 2026/27 where Members noted the current key assumptions in the budget and forecast. A Member asked what impact a proposed 4.6% increase would have for tenants in terms of affordability. The DOH advised current areas levels are low at 1.25% and 55% claim Housing Benefit or Universal Credit which would increase in line with the rent increase. There are also various tenancy support programmes in place to assist. A Member advised that the recent FS&GPSC discussed and made recommendations from a consultant in terms of treasury management and it will be interesting to see when the changes are implemented. Members appreciated this is a first draft and work is ongoing, and the budget will form the basis of the rent consultation due to take place, with a proposed rent increase of 4.6%. This was approved by OY and seconded by NS.		

The CEO joined the meeting at this point.

Item	Lead Action	Time-scale
<p>4.2 Draft Rent & Service Setting Proposals for Consultation</p> <p>The DOH talked through the report informing Members of the proposals for the 2025/26 consultation on the rent increase. A Member asked if it would be better to give Tenants 3 options. The DOH advised following a recent GWSF Rent Increase Session it was felt consulting with 1 option was more transparent, but this is something that can be considered for next year. Discussion ensued with members having differing views on giving tenants 3 options or just 1. A Member asked for reassurance that there is a buffer, and that the proposed 4.6% increase would cover any shortfalls in the budget. The DOF advised there is a buffer but not in terms of a specific amount. The CEO advised the consultation was about influence and not an actual vote and the proposed increase of 4.6% is what we require to function as an organisation. The information provided to tenants explains how the Association sets the rent levels.</p> <p>Members approved OTHA to consult with tenants on one option – the lowest increase possible of 4.6%. This was moved by JMcE and seconded by AO.</p>		
<p>4.3 2025/26 Mid-Year Budget Review</p> <p>The DOF talked through this report. A Member asked if the further costs associated to Strone Farm are included in the Mid-Year Review. The DOF advised they were. Members approved the Budget and with the recommendations as set out in the report . This was moved by NS and seconded by JG.</p>		
<p>4.4 Sustainability Strategy</p> <p>The CEO presented this report. An update was given on our current sustainability activity to date and to outline the areas of focus which will inform future strategic planning. Noted by Members.</p>		
<p>4.5 Governing Body Appraisal Report - Presentation</p> <p>Freya Lees from North Star Consulting gave a power-point presentation on her findings of the recent Board Appraisals. Freya covered themes from individual and collective appraisals. Members noted the content and thanked Freya for her Presentation. The SCGO advised the presentation would be uploaded to Decision Time.</p>		
<p>4.6 Proposed Planned & Cyclical Programme 2026/29</p> <p>The DOF presented this report advising Members of the planned and cyclical programmes scheduled for 2026/29 period. A Member commented that a 3 year contract was preferable and may help iron out any bumps in the road in terms of spending what was budgeted for. This was moved by JMcE and seconded by WW.</p>		
<p>4.7 Business Continuity Policy Review</p> <p>The DOF presented this report, which included an updated version of the Business Continuity Policy and Business Continuity Management Plan. Members agreed this was a great piece of work. A Member advised they had submitted some suggestions on Decision Time for consideration. A Member asked if this plan is tested on a regular basis. The DOF advised, once the Policy has been finalised, different scenarios will be created and tested. Noted by Members.</p>		

Item		Lead Action	Time-scale
4.8	<p>Landscaping Role – Temporary to Permanent Contract</p> <p>The CEO presented this report seeking approval to convert a Landscaping Post from temporary to a permanent contract. This was moved by NS and seconded by OY.</p>		
5.0	FOR DISCUSSION		
5.1	<p>Strone Farm Update</p> <p>[REDACTED]</p>		
5.2	<p>Procurement Strategy</p> <p>The CEO presented the report and the draft Procurement Strategy. The full strategy has been produced but requires further refinement before being submitted to Committee for approval. Members noted the updated position regarding the draft Procurement Strategy, noting the requirement to update the existing Procurement Policy to reflect current expectations. Members also approved the Conflict of Interest Statement within the strategy document.</p>		
5.3	<p>Landscaping H&S Audit</p> <p>The SC&GO presented the report and the findings of the recent Health and Safety audit. Noted by Members.</p>		
6.0	FOR INFORMATION / ASSURANCE		
6.1	<p>2025/26 IMP 2nd Quarter Review</p> <p>The CEO presented this report. Noted by Members.</p>		
6.2	<p>2025/26 Policy Review Timetable 2nd Quarter Review</p> <p>The CEO presented this report. Noted by Members.</p>		
6.3	<p>2025/26 Risk Map 2nd Quarter Review</p> <p>The CEO presented this report. Noted by Members.</p>		
6.4	<p>2025/26 Customer Care 2nd Quarter Review</p> <p>The SC&GO presented this report. There had been an increase in Housing Applications this quarter which was due to Sanctuary Housing’s new development. A Member advised the stats in the report were very commendable. Noted by Members.</p>		
6.5	<p>2025/26 Complaints 2nd Quarter Review</p> <p>The DOH presented this report. Noted by Members.</p>		
6.6	<p>2025/26 Community Engagement 2nd Quarter Review</p> <p>The DOH presented this report. A Member advised this report was missing from Decision Time. The DOH confirmed this would be emailed to Members and apologised for the oversight. Noted by Members.</p>		

Item	Lead Action	Time-scale
6.7	2025/26 FOI/GDPR 2nd Quarter Review The SC&GO presented this report. Noted by Members.	
6.8	2025/26 Annual Assurance Statement Action Plan The SCGO talked through the Action Plan for the period 2025/26. Members noted the content of the report and approved the Action Plan.	
6.9	Finance, Staffing & General Purposes Sub-Committee Meeting Minutes of 2nd September 2025 Noted by Members.	
6.10	2025-26 Internal Audit – Staff Performance Review CB from Tiaa presented the findings from the recent Staff Performance Review audit. Tiaa made 7 recommendations, and 1 operational action and work was ongoing to implement these. Noted by Members.	
6.11	Case B: Damp, Mould and Condensation Update The DOH presented the report advising works are progressing well. All going to plan, air monitoring equipment will be fitted to the property the following day with the tenant then able to move back into the home. Noted by Members.	
7.0	AFFILIATIONS/TRAINING & CONFERENCES	
7.1	Big Issue Membership Renewal The Chair advised we support and subscribe to the Big Issue and recommended we continue with this. Members approved to renew our annual subscription with the Big Issue.	
7.2	Housing Scotland Annual Conference – 3&4 th March 2026 The CEO advised the Conference is free to attend for any CIH Members. The Chair advised she is a member and wishes to attend. Noted by Members.	
8.0	A.O.C.B.	
8.1	Committee Christmas Event The Chair reminded Members of the upcoming Christmas Event on [REDACTED] if anyone requires transport to please contact Mary. Noted by Members.	
8.2	The CEO advised the Strategy Day for Committee and Staff will either be 4 th or 11 th March 2026. Confirmation will be emailed to Committee to mark this date in their diary.	
8.3	The SCGO advised all members require to be a member of at least 1 Sub-Committee and AO was still to make his selection. AO advised he would join the Housing & Technical Services Sub-Committee.	

The meeting finished at 8.10pm with a vote of thanks to the Chair.