

MINUTES

COMMITTEE: MANAGEMENT COMMITTEE

DATE: MONDAY 19th MAY 2025

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

TIME: 6:30 PM

PRESENT: SANDRA MCMENAMIN (SM) (CHAIR)
VERONICA RASMUSSEN (VM) (VICE-CHAIR) (*virtual*)
JUNE GLANCY (JG) (SECRETARY)
RONNY LEE (RL)
NANCE SMITH (NS)
JIM MCELENY (JM_cE)
MARGARET MCKAY (MM)
WILLIE WILSON (WW)

IN ATTENDANCE: - SEAN CONNOR, CHIEF EXECUTIVE OFFICER (CEO)
SUKHDEEP HOPPER, DIRECTOR OF PROPERTY (DOP)
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)

APOLOGIES:- OLIVE YIGA (OY)
DOREEN WILLIAMS (DW)
JAMES PATON (JP)

REFERENCE: MIN/MAN/19MAY25/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 OY, DW & JP.	
1.3 Declaration of Interest	There were no declarations of interest.	
1.4 Gift & Hospitality Register	No items were received since the last meeting.	
2.0 FOR APPROVAL / RATIFICATION		
2.1 Management Committee Meeting Minutes of 28 th April 2025	The minutes of the Management Committee Meeting of 28 th April 2025 were proposed by JG and seconded by JMcE as a true and accurate record of the meeting.	
2.2 Matters Arising	No Matters Arising.	
2.3 Use of Seal	Members granted permission for signing and sealing of a Share Membership Certificate following an application from [REDACTED] £1 Membership paid.	
3.0 DEFERRED ITEMS/ROLLING ACTION SCHEDULE		
	There was 1 outstanding deferred item, which will be presented in August. Noted by Members.	
4.0 FOR DECISION		
4.1 Draft Annual Return on the Charter (including EESSH/SHQS validation)	The CEO talked through the report, highlighting the key issues from the ARC data. A Member queried the 3% of properties that don't comply with EESSH1. The DoP advised this is due to the kitchen configurations in some properties with other properties in abeyance as the tenants have asked for the works not to be carried out. These works will be carried out whenever the property becomes void. Members noted the content of the Annual Return on the Charter and report and approved the return to be submitted by the CEO to the SHR.	
4.2 SHR 5 Year Financial Projections Return (FYFP)	The DoF advised the Association require to submit a Five-Year Financial Projections Return to the SHR annually. The submission is based on the 2025/26 final budget (approved on 17 th February 2025) with some minor amendments made as stated in the report. Members noted the	

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	content of the FYFP return and report and approved the DoF to submit the return to SHR, subject to the 2 changes as stated in section 2.2 of the report.		
4.3	<p>Final Business Plan & Internal Management Work Plan</p> <p>The CEO talked through his report which outlined the proposed updates to the 2024/27 Business Plan, reflecting the evolving challenges and opportunities within the housing sector and the strategic priorities identified by the Executive Team. A Member sought clarification on the reference to Executive Team and Management Team. The CEO advised this was a transition and the Management Team (made up of the Directors) will now be referred to as Executive Team moving forward. The CEO advised the final Business Plan will be presented at the next meeting. Members considered and noted the proposed updates</p>	CEO	Jun 25
4.4	<p>Equal Opportunity & Diversity Policy</p> <p>The CEO advised this Policy requires to be reviewed to take account of key legislative updates and strategic considerations, including amendments to the Equality Act 2010, the incorporation of the Fairer Scotland Duty, and strengthened data protection measures under GDPR. Due to the importance of maintaining regulatory compliance and sectoral best practices, it was recommended that the draft revised policy be externally reviewed by a qualified consultant before final approval. Members noted the content of the report and approved the draft revised Policy to be reviewed by an external Consultant.</p>		
4.5	<p>Customer Engagement Calendar</p> <p>The CEO presented the Customer Engagement Calendar for 2025/26 and talked through the events in detail. Following results from the TSS in 2024, the Association acknowledged a dip in terms of satisfaction with the opportunities for tenants to participate and a Community Engagement Officer was recruited. The Association is keen to form a short life working group or scrutiny panel, and staff are actively seeking members when attending any community events etc. A Member asked for the format of the upcoming Gala Day. All members of the working party have individual tasks (sourcing food vans, face-painting, games etc) and they are due to meet again at end of May. A Member suggested as this gala day will be weather dependent it may be worthwhile having a number of summer roadshow events held in the local communities rather than 1 larger event. The DoH will feed this back to the Community Involvement Team for discussion. Noted by Members.</p>		
4.6	<p>Strone Farm Update</p> <div style="background-color: black; height: 10px; margin-bottom: 2px;"></div> <div style="background-color: black; height: 10px; margin-bottom: 2px;"></div> <div style="background-color: black; height: 10px; margin-bottom: 2px;"></div> <div style="background-color: black; height: 10px; margin-bottom: 2px;"></div> <div style="background-color: black; height: 10px; margin-bottom: 2px;"></div> <div style="background-color: black; height: 10px; margin-bottom: 2px;"></div> <div style="background-color: black; height: 10px; margin-bottom: 2px;"></div> <div style="background-color: black; height: 10px; margin-bottom: 2px;"></div>		

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6.2	<p>Scottish Property Factor Register Annual Update</p> <p>The DoP talked through the contents of the report advising Members due to the development of a new digital platform, this year's update has yet to take place. The DoP has contacted the Property Factor Register Team again to seek a timescale and is still awaiting a response. Noted by Members.</p>		
6.3	<p>2024/25 IMP 4th Quarter Review</p> <p>The CEO presented the IMP 4th Quarter Review. Noted by Members.</p>		
6.4	<p>2024/25 Policy Review Timetable 4th Quarter Review</p> <p>The SCGO presented the Policy Review Timetable 4th Quarter Review advising of 1 outstanding item, which will be presented to the FS&GPSC meeting in May. Noted by Members.</p>	SCGO	May 25
6.5	<p>2024/25 Risk Map 4th Quarter Review</p> <p>The CEO presented the Risk Map 4th Quarter Review. Noted by Members.</p>		
6.6	<p>2024/25 Customer Care 4th Quarter Review</p> <p>The SCGO presented the Customer Care 4th Quarter Review. Noted by Members.</p>		
6.7	<p>2024/25 Complaints 4th Quarter Report</p> <p>The DoH presented the Complaints 4th Quarter Review. Noted by Members.</p>		
6.8	<p>2024/25 Annual Complaints Report</p> <p>The DoP presented the Annual Complaints 4th Quarter Review. A Member asked if complaints could bypass Stage 1 to go straight to Stage 2. The DoP advised yes, and this would usually be the case when there is a deeper level of investigation required. Noted by Members.</p>		
6.9	<p>2024/25 Customer Engagement 4th Quarter Report</p> <p>The DoH presented the Customer Engagement 4th Quarter Review. Members noted the good work taking place on wider action activities.</p>		
6.10	<p>2024/25 FOI/GDPR 4th Quarter Report</p> <p>The SCGO presented the FOI/GDPR 4th Quarter Review. Noted by Members.</p>		
6.11	<p>2024/25 Rolling Action Annual Report</p> <p>The SCGO presented the 2024/25 Rolling Action Report. Noted by Members.</p>		
7.0	AFFILIATIONS/TRAINING & CONFERENCES		
7.1	<p>CIH Membership Renewal</p> <p>Members approved CIH Membership Renewal for 2025/26.</p>		

Item		Lead Action	Time- scale
7.2	Poverty Alliance Membership Renewal 2025/26 Members approved Poverty Alliance Membership Renewal for 2025/26.		
7.3	Course & Conference Bookings Process The CEO advised as we have several affiliations and opportunities to attend Courses and Conferences, if anyone is interested in attending any events to speak to Mary or Kirsty in the first instance. Noted by Members.		
8.0	A.O.C.B. The DoF advised OTHI had now been dissolved, and this would be removed from the website and all necessary parties updated etc. The SCGO advised following a recent application to join the Management Committee, the applicant be invited to attend the Management Committee Meeting in August. Agreed by Members.		

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