

MINUTES

COMMITTEE: MANAGEMENT COMMITTEE

DATE: MONDAY 30th MARCH 2026

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

TIME: 6:30 PM

PRESENT: SANDRA MCMENAMIN (SM) (CHAIR)
RONNY LEE (RL) (CHAIR)
JIM MCELENY (JM_cE)
NANCE SMITH (NS)
WILLIE WILSON (WW)
AYODELE ONI (AO)(CO-OPTEE)
KIRSTY WILSON (KW)
MARGARET MCKAY (MM_cK)
DAVE ROBINSON (DR)(CO-OPTEE)

IN ATTENDANCE: - SEAN CONNOR, CHIEF EXECUTIVE OFFICER (CEO)
KES CAMERON, DIRECTOR OF FINANCE (DOF)
KIRSTY DAVIS, SENIOR COMPLIANCE & GOVERNANCE OFFICER
(SCGO)
MARY MCCREADIE, CORPORATE SERVICES & ADMIN
SUPERVISOR (MINUTE TAKER)
CAMERON BOYD, TIAA (ITEMS 6.4 & 6.5 ONLY)(VIRTUAL)

APOLOGIES:- VERONICA RASMUSSEN (VM) (VICE-CHAIR) [REDACTED]
OLIVE YIGA (OY)
JUNE GLANCY (JG) (SECRETARY)

REFERENCE: MIN/MAN/30MAR26/MMCC

Item	Lead Action	Time-scale
1.0 CHAIRPERSON'S REMARKS		
1.1 Health and Safety The Chair advised members of the relevant Health & Safety procedures.		
1.2 Apologies Apologies were received from VR, OY & JG.		
1.3 Declaration of Interest The CEO advised all staff will be required to leave the room for Item 4.3.		
1.4 Gift & Hospitality Register Members noted the following items received: 2 nd March 2026 – Tenant of [REDACTED] – 1 box of Biscuits.		
2.0 FOR APPROVAL / RATIFICATION		
2.1 Management Committee Meeting of 16 th February 2026 The minutes of the Management Committee Meeting of 16 th February 2026 were proposed by JMcE and seconded by KW as a true and accurate record of the meeting.		
2.2 Matters Arising None.		
2.3 Use of Seal No items.		
3.0 DEFERRED ITEMS/ROLLING ACTION SCHEDULE Noted by Members.		
4.0 FOR DECISION		
4.1 Policy Review Timetable The SCGO presented the report and provided Members with a full schedule of current policies and their respective review cycles. Members considered and approved the full policy review timetable as detailed in Appendix 1.		
4.2 Management Committee Annual Review – Tender Option The SCGO advised that the current contract for Governing Body Annual Review Assessments is approaching the end of its initial 3 year term, with an optional 1 year extension available. Members considered the report and approved the 1 year extension to the current Contract.		
4.3 Employers in Voluntary Housing – Public Holiday 15 th June 2026 / Opening Hours <i>All staff members left the room for consideration of this item.</i>		
The Chair advised following discussion, Members approved 15th June 2026 as an additional public holiday for all staff. The Chair		

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advised this should be communicated to all tenants and the emergency repairs contractor to ensure appropriate cover for this date.		
4.4 Data Retention Policy Review – deferred until May 2026 Members approved deferral of the Data Retention Policy until May 2026.		
4.5 Call Recording Policy Review The SCGO advised that the Policy had been reviewed with no amendments required. The review confirmed the policy continues to operate effectively and remains compliant with legal, regulatory and operational requirements. Members approved the Policy for immediate use and agreed to extend the review cycle to biennial.		
4.6 Artificial Intelligence Policy The DOF advised this is a new Policy, providing guidance on acceptable use of AI in a work context. Members considered and approved the Policy for immediate use.		
4.7 Business Continuity Policy Review The DOF presented the reviewed Business Continuity Policy and Management Plan. A Member queried the inclusion of [REDACTED] as a lead contact. The DOF confirmed this would be updated from 1 st April to reflect the new IT Manager’s details. A Member asked whether there was a single dedicated member of staff responsible for business continuity, suggesting this could be beneficial to ensure clear accountability. The CEO advised that business continuity is managed collectively by the Executive Team, with the CEO retaining overall responsibility and drawing on the relevant Director’s expertise as required. The Member noted that the Risk Register had shown limited movement over the previous 2 quarters and suggested this may have improved if responsibility sat with 1 individual. The Member stated while the Board has responsibility for managing risk and its impact on the Association, it was important to have 1 person ultimately responsible. Other Members disagreed and advised it works with the Executive Team managing this as a team, with the CEO ultimately responsible. The CEO advised the Directors meet monthly to refine the risk management plan. A Member suggested that all relevant parties should be informed in advance of Communication Cascade Tests to ensure clarity and shared expectations. Members approved the Business Continuity Policy and related documents and noted the testing schedule will be implemented throughout 2026/27.		
<i>At this point of the meeting, Members completed a Business Continuity Policy Exercise.</i>		

Item

Lead Action Time-scale

5.0 FOR DISCUSSION

5.1 Annual Assurance Statement – Formation of Working Group
The SCGO advised that, following the success of last year’s working group, she proposed the formation of a new group for 2026 to scrutinise the Annual Assurance Action Plan. The working party will comprise Committee & Staff and it is expected will meet on 4 occasions. **SM, RL & NS all volunteered to join the Working Party.** [REDACTED] on a short-life working party with SFHA, and new guidance and toolkit will soon be available. The SCGO confirmed this had been released by SFHA earlier in the day. **Noted by Members.**

5.2 Feedback from Strategy Day – Wednesday 11th March
The CEO advised the work undertaken on the day will be considered and incorporated into the Business Plan. He noted strong levels of engagement across the groups on the day. A follow-up paper will be presented to Committee in April. **Noted by Members.**

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6.0 FOR INFORMATION / ASSURANCE

6.1 Strone Farm Update

[REDACTED]

6.2 Housing & Technical Services Sub-Committee Minutes of 09/12/25
Noted by Members.

6.3 FS&GPSC Minutes of 18/11/25
Noted by Members.

6.4 2025/26 Internal Audit – Factoring Review
Cameron from tiaa provided an overview of the recent Factoring Audit, in which the Association received substantial assurance, the highest level available. Cameron outlined the 2 recommendations and 1 suggested action arising from the audit. **Noted by Members.**

6.5 2025/26 Internal Audit – Risk Management
Cameron from tiaa provided an overview of the Risk Management Audit, in which the Association received reasonable assurance. Cameron highlighted the recommendations and suggested actions, including the key recommendation to develop and implement a dedicated Risk Management Policy, that clearly outlines the Association’s risk management framework. The CEO advised that the Executive Team would consider the recommendations and that an updated report, including management responses, will be issued to Members at the next meeting. *Cameron left the meeting at this point.*
A Member advised that risk management had also been discussed at the Sub-Committee Meetings and queried whether the Association

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<p>should adopt a formal statement outlining its appetite to risk. The CEO advised the development of a risk strategy would address this. It was confirmed the feedback from Tiaa would be considered. A Member added that the introduction of a Risk Management Policy would provide a clear framework to support decision making.</p>		
<p>In regard to the suggested action of forming a dedicated Audit & Risk Committee, it was agreed that the Committee structure and terms of reference would be reviewed with a further report to be brought back to Members in September. A Member advised the Association previously had an audit Committee and it worked well.</p>	ET	Sep 26
<p>6.6 Voids Discussion Paper</p>		
<p>The CEO presented the report, advising Members of the increasing costs associated with void properties. A Member sought clarification on the reference to “complex issues” within the report. The CEO explained that this relates to a range of factors, including complex tenant circumstances, contractor management and availability, as well as the condition of properties following tenancy termination. He advised that this could include situations where previous tenants have declined planned maintenance works, resulting in the need for more extensive works such as full bathroom or kitchen replacements. Members expressed the view that the Association should take a firmer approach in requiring tenants to accept planned works, with refusals only permitted in exceptional circumstances. A Member asked whether this information was available to the Executive Team when considering the increasing void costs and whether the current position was sustainable. The CEO advised that an options appraisal would be undertaken to assess this.</p> <p>Members noted the findings of the voids analysis and the increase in void-related costs. Members approved the proposed programme of further analysis and agreed that a structured options paper be presented to a future meeting.</p>	ET	
<p>6.7 Damp & Mould Case Update</p>		
<p>The CEO updated Members on a case first brought to Management Committee in September 2025. Following further reports from the Tenant, an additional inspection and remedial works were carried out. It has been established there is no damp or mould in the property. A safeguarding assessment has been completed, and a further meeting with the tenant is scheduled for later in the week. Noted by Members.</p>		
<p>7.0 AFFILIATIONS/TRAINING & CONFERENCES</p>		
<p>7.1 TPAS Membership Renewal</p>		
<p>The CEO advised the 2026/27 TPAS membership was due for renewal and recommended that membership be continued. Approved by Members.</p>		

Item		Lead Action	Time- scale
7.2	<p>SCVO Membership Renewal The CEO advised the 2026/27 SCVO membership was due for renewal and recommended that membership be continued. Approved by Members.</p>		
7.3	<p>SFHA Annual Membership 26/27 The CEO advised the 2026/27 SFHA membership was due for renewal and recommended that membership be continued. Approved by Members.</p>		
7.4	<p>Equalities Training – Confirmation of Date The SCGO advised that training dates had not yet been confirmed by the Trainer. In response to a query from a Member regarding the content of the session, the SCGO confirmed that this would be a two-hour general refresher session for all Committee Members. Noted by Members.</p>		
8.0	<p>FORWARD PLANNER Noted by Members.</p>		
9.0	<p>A.O.C.B.</p>		
9.1	<p>Recording of meetings The CEO asked whether, in instances where a minute-taker was unavailable, Members would be agreeable to meetings being recorded. Members agreed for meetings to be recorded on this basis, provided that recordings are deleted once the minutes have been agreed.</p>		
9.2	<p>Office Opening Hours The CEO asked whether Members would be agreeable to consultation taking place with staff and tenants on the proposal to close the office at 5.00pm on Tuesdays, rather than 6.00pm, noting that footfall during this period is low. Members agreed that consultation should proceed. The CEO advised that a paper, including supporting statistics, will be presented to Committee in April/May for decision.</p>	CEO	Apr/ May 26
9.3	<p>Date for November 2026 Management Committee - 23rd Nov 2026? The CEO advised that the final meeting of the year is traditionally held in December but proposed bringing it forward. Members agreed that the meeting would be held on 23 November 2026.</p>		
9.4	<p>A Member queried whether there was an update in relation to a recent press article concerning livestock at the Bunston Grove estate. The CEO advised that an enquiry had been received from an elected Member and that a response had been issued. Noted by Members.</p>		

The SCGO advised the Chair that, as the meeting was approaching 8.30pm, consideration would be required to suspend Standing Orders in order for the meeting to continue. Members agreed to suspend Standing Orders for a further 15 minutes to allow the meeting to be concluded.

Item		Lead Action	Time-scale
9.5	The CEO advised that an In-Between Meetings Decision will be issued to the Management Committee in relation to the Kitchen and Heating Replacement Programme for 2026–2029. This will be circulated to all Members the following day, with responses requested by 7 April. Noted by Members.	CEO	31/03/26
9.6	The Chair advised Members of a request from [REDACTED] for a leave of absence for a period of two months. Members approved the request. [REDACTED] [REDACTED]...		
9.7	The Chair advised all participants of the recent Activate Course in conjunction with Glasgow University would be graduating on 16 th April 2026. Noted by Members.		

The meeting finished at 8.35pm with a vote of thanks to the Chair.