MINUTES

COMMITTEE: MANAGEMENT COMMITTEE

DATE: MONDAY 18th MAY 2026

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

TIME: 6:30 PM

PRESENT:
JIM MCELENY (JMcE)(CHAIR)
RONNY LEE (RL)
NANCE SMITH (NS) *(VIRTUAL)*
WILLIE WILSON (WW)
AYODELE ONI (AO)(CO-OPTEE)
OLIVE YIGA (OY) *(VIRTUAL)*
KIRSTY WILSON (KW)
MARGARET MCKAY (MMcK)

IN ATTENDANCE: -
SEAN CONNOR, CHIEF EXECUTIVE OFFICER (CEO)
SUK HOPPER, DIRECTOR OF PROPERTY (DOP) *(virtual)*
JULIE MCEWAN (DIRECTOR OF HOUSING (DOH)
KES CAMERON, DIRECTOR OF FINANCE (DOF)
MARY MCCREADIE, CORPORATE SERVICES & ADMIN SUPERVISOR (MINUTE TAKER)

APOLOGIES:-
SANDRA MCMENAMIN (SM) (CHAIR)
VERONICA RASMUSSEN (VM) (VICE-CHAIR) [redacted]
DAVE ROBINSON (DR)(CO-OPTEE)
JUNE GLANCY (JG) (SECRETARY)

REFERENCE: MIN/MAN/18MAY26/MMCC

Item		Lead Action	Time-scale

1.0 CHAIRPERSON'S REMARKS

Due to the absence of the Chair and Vice-Chair, Members discussed selecting a Chair for this Meeting. WW proposed JMcE, which was seconded by MMcK. JMcE accepted and chaired the meeting.

1.1 Health and Safety
The Chair advised members of the relevant Health & Safety procedures.

1.2 Apologies
Apologies were received from SM, DR and JG. VR [redacted]

1.3 Declaration of Interest
None.

1.4 Gift & Hospitality Register
Members noted the following items received:
28 April 2026 - [redacted] - Box of Chocolates
06 May 2026 - [redacted] - 2 Costume Jewellery Bracelets & Lollipop.

2.0 FOR APPROVAL / RATIFICATION

2.1 Management Committee Meeting of 27th April 2026
A Member advised for Item 4.1 to be changed to remove "imaginaries" and replace with "emerging risks like IT, Cyber Security and Artificial Intelligence etc".

With this amendment, the minutes of the Management Committee Meeting of 27th April 2026 were proposed by WW and seconded by AO as a true and accurate record of the meeting.

2.2 Matters Arising
None.

2.3 Use of Seal
None.

3.0 DEFERRED ITEMS/ROLLING ACTION SCHEDULE
Noted by Members.

4.0 FOR DECISION

4.1 Draft Annual Return on the Charter (incorporating EESSH/SHQS validation)
The DOH presented this report and the ARC data Appendix, highlighting the key issues, prior to submission to the Scottish Housing Regulator (SHR) by 31/5/2026. The DOH advised the missing figure on "the percentage of total staff turnover in the year to the end of the reporting year" is 4% and this had now been inserted. A Member queried the Tenant Satisfaction Survey figures in Table 2.1 as they are the same as

last year. The DOH advised they are correct as the TSS is only carried out every 3 years, so the figures remain the same. **Members approved the ARC to be submitted to the SHR.**

4.2 SHR 5 Year Financial Projections Return (FYFP)

The DOF presented the FYFP Return which is based on the Final Budget 2026/27 (approved on 16th February 2026) with some minor amendments made. The DOH confirmed the pension deficit figure has been received and will now be inserted. Once all adjustments have been made, a covenant breach is predicted for 2026/27, more information will follow at a future meeting. A Member queried Page 1 where it refers to the next budget review in June 2025. The DOH confirmed this should be June 2026. **Members approved the FYFP Return to be submitted to the SHR.**

4.3 Customer Engagement Calendar

The DOH presented the report and Engagement Calendar for 2026/27. A Member advised of a couple of minor errors, the report refers to 25/26, which should be 26/27 and the Rent Increase in the Calendar should be 27/28 not 26/27. The DOH confirmed these errors will be amended. **Members noted the content and approved the 2026/27 Engagement Calendar.**

4.4 SHR Loan Portfolio (LP) Return

The DOF presented the report and LP Return which confirms the Associations loan funding position as at 31st March 2026. A Member queried the RBS Loan rate of Libor plus 1.45%. The DOF confirmed this should read Sonia plus 1.45%. **Members noted the content and approved the submission of the LP Return to the SHR.**

4.5 IMP Key Objectives – Strategic & Operational Plan 26/27

The CEO presented the report and the new framework for the 26/27 Strategic and Operational Plan, which aims to improve alignment, monitoring and accountability across the business. **Members noted the content and approved the Strategic and Operational Plan for 2026/27.**

4.6 Data Retention Policy

The CEO presented the report and reviewed Data Retention Policy, noting the Policy required updating to reflect legislative changes and best practice. The revised Policy provides clearer guidance on record retention and disposal across the Association. A Member noted the document still required a final review by the Associations GDPR advisers and asked whether this should have been completed before being presented to MC. The CEO acknowledged this point but advised it was more to meet scheduling requirements avoiding any delays. A Members asked if SFHA, GWSF etc had any guidance on this topic. The CEO confirmed the SCGO had consulted the Model documents from SFHA whilst reviewing the Policy. **Members noted the Policy and that it**

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	would be returned in final format following a final review by the Associations GDPR advisors.		
4.7	Lot 14 Window Replacement 2026/27 The DOP presented the report for the window replacement contract within various properties as part of the 2026/27 Planned Maintenance Programme. **Members noted the content of the report and approved the additional budget as noted in the report.**		
4.8	Lift Replacement Contract 2025-27 – Additional Budget Approval The DOP presented the report, advising that, following review of the tender documentation, an incorrect tender figure had been included in the original committee report despite approval having been granted through the H&TSSC Between Meetings process. **Members noted the report and approved the additional budget requirement as stated in the report.**		
4.9	Contractors Liquidation Policy Review The DOP requested this be deferred until June, due to workload. Members approved the Policy review be deferred until June 2026.	DOP	Jun 26
4.10	In-between Meeting Decision Ratification – Kitchen/Heating Programme The DOP presented the report and advised of the recent in-between meetings decision report issued to all Members in relation to the Kitchen/Heating Programme. **Members ratified the In-Between Meetings decision taken as specified in the report.**		
4.11	Net Zero Application – Match Funding Approval The DOP presented the report informing Members of the funding application submitted to the SG's Social Housing Net Zero Heat Fund in respect of a proposed window replacement programme. A Member asked if this was included in the budget. The DOF advised this is covered in the 5-Year projections. **Members noted the content of the report and approved the match funding as stated in the report.**		
5.0	**FOR DISCUSSION**		
5.1	2025-2026 OTHA Annual Report - 25 Year Edition The CEO advised work has commenced on this year's special edition of the Annual Report. As the Association now has a digital strategy this will be delivered in digital format. A Member asked when this will be available. The CEO confirmed this would be ready for our AGM on 11th August 2026. **Noted by Members.**		
5.2	Customer Hub Monthly Update The DOH advised the Executive Team and HR Manager are now meeting weekly to ensure the project is running to the Action Plan. A Customer Service Advisor Job Description has now been completed. A meeting also took place with EVH to ensure all protocols being met, which EVH confirmed they are. **Noted by Members.**		

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6.0	**FOR INFORMATION / ASSURANCE**		
6.1	Final Audit Annual Plan The CEO advised the ET have now confirmed the 4 audit areas for 2026/27 and these will be presented to MC in June. **Members approved the Audit Plan be deferred until June.**	CEO	Jun 26
6.2	Strone Farm Update [redacted]		
6.3	2025/26 IMP 4th Quarter Review The CEO presented the IMP 4th Quarter Review. **Noted by Members.**		
6.4	2025/26 Policy Review Timetable 4th Quarter Review The CEO presented the 4th Quarter Policy Review Timetable. **Noted by Members.**		
6.5	2025/26 Risk Map 4th Quarter Review The CEO presented the 4th Quarter Risk Map Review. **Noted by Members.**		
6.6	2025/26 Customer Care 4th Quarter Review The DOH presented the 4th Quarter Customer Care Review. **Noted by Members.**		
6.7	2025/26 Complaints 4th Quarter Report The DOP presented the 4th Quarter Complaints report. A Member asked for a breakdown on the complaints received, noting that the number appeared high and queried what action was being taken to address this. The DOP advised that complaints had been analysed by themes and covered communication issues relating to repairs and contractors, dissatisfaction with complaint outcomes and landscaping matters. It was noted that the introduction of the Customer Hub was expected to help reduce complaint levels, particularly those relating to communication issues. **Noted by Members.**		
6.8	2025/26 Customer Engagement 4th Quarter Report The DOH presented the 4th Quarter Customer Engagement Report. A Member asked how donations to local groups are allocated. The DOH advised this was through collaboration between staff from all sections with the Community Engagement Officer making the final decision on a fair basis. The DOF advised Shareholders approve £1000 for donations at each AGM. **Noted by Members.**		
6.9	2025/26 FOI/GDPR 4th Quarter Report The CEO presented the 4th Quarter FOI/GDPR Report. **Noted by Members.**		

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6.10	2025/26 Annual Assurance Statement Action Plan The CEO asked for this item to be deferred due to [redacted]. The DOH advised the AAS Working Party will meet as planned at 3pm on 21st May. **Members approved the Action Plan be deferred until June 2026.**	CEO	Jun 26
6.11	2025/26 Annual Complaints Report The DOH presented the Annual Complaints Review. **Noted by Members.**		
7.0	**AFFILIATIONS/TRAINING & CONFERENCES**		
7.1	CIH Partnership The CEO advised CIH annual partner membership was due for renewal and recommended that membership be continued. **Approved by Members.**		
7.2	Risk Management Training - Tue 16th or Wed 17th June The CEO advised a Doodlepoll had been circulated to Members, with Wed 17th June identified as the preferred date for the Risk Management Training. The CEO confirmed that he would liaise with the Auditor to confirm this date and would notify Members accordingly. It was also noted the FS&GPSC meeting would be held on Tue 16th June. **Noted by Members.**		
8.0	**FORWARD PLANNER** **Noted by Members.**		
9.0	**A.O.C.B.** [redacted] A Member asked whether a temporary Vice-Chair should be selected. Members agreed that several Members have previous chairing experience and that this could also provide an opportunity for newer Members to chair a meeting. A Member advised they had received recent email communication from the CEO in relation to stigma in social housing that focussed on England and Wales and wondered if there are any parallels in Scotland. The DOH advised we have several mixed tenure areas, but our communities blend well together.		

The meeting finished at 7.20pm with a vote of thanks to the Chair.