

MINUTES

COMMITTEE: MANAGEMENT COMMITTEE

DATE: MONDAY 22nd SEPTEMBER 2025

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

TIME: 6:30 PM

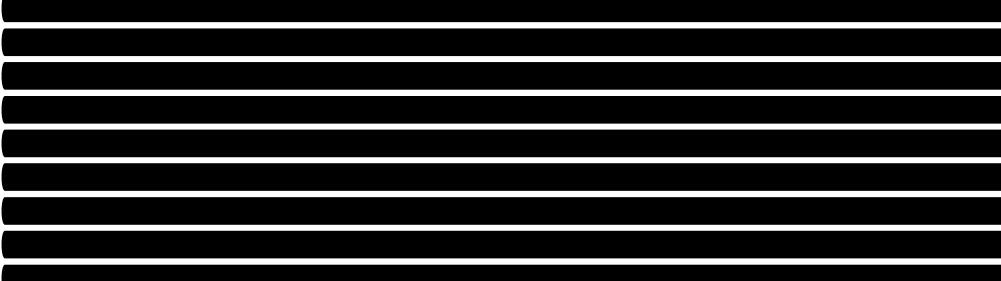
PRESENT: SANDRA MCMENAMIN (SM) (CHAIR)
JUNE GLANCY (JG) (SECRETARY)
JIM MCELENY (JMCE)
NANCE SMITH (NS)
OLIVE YIGA (OY)
MARGARET MCKAY (MM)
KIRSTY WILSON (KW)
DAVE ROBINSON (DR)(CO-OPTEE)
AYODELE ONI (AO)(CO-OPTEE)

IN ATTENDANCE: - SEAN CONNOR, CHIEF EXECUTIVE OFFICER (CEO)
KES CAMERON, DIRECTOR OF FINANCE (DOF)
SUK HOPPER, DIRECTOR OF PROPERTY (DOP)
KIRSTY DAVIS, SENIOR COMPLIANCE & GOVERNANCE OFFICER
(SCGO)
MARY MCCREADIE, CORPORATE SERVICES & ADMIN
SUPERVISOR (MINUTE TAKER)
CAMERON BOYD, TIAA (ITEM 6.2 ONLY)(VIRTUAL)

APOLOGIES:- VERONICA RASMUSSEN (VM) (VICE-CHAIR)
RONNY LEE (RL)
WILLIE WILSON (WW)

REFERENCE: MIN/MAN/22SEP25/MMCC

Item	Lead Action	Time-scale
1.0 CHAIRPERSON'S REMARKS		
The Chair welcomed everyone to the meeting and a special welcome to AO and DR, attending their first meeting since joining the Management Committee as Co-Optees.		
1.1 Health and Safety		
The Chair advised members of the relevant Health & Safety procedures.		
1.2 Apologies		
Apologies were received from VR, WW and RL.		
1.3 Declaration of Interest		
█████ advised ... is a factored customer of the Association. At Item 4.1, █████ will remain in the room but will not take part in any discussion or decision.		
Noted by Members.		
1.4 Gift & Hospitality Register		
Members noted the following item received:		
09/09/2025 █████ - Large tub of Italian Cream Chocolates.		
2.0 FOR APPROVAL / RATIFICATION		
2.1 Management Committee Meeting of 25 th August 2025		
The minutes of the Management Committee Meeting of 25 th August 2025 were proposed by MM and seconded by JMcE as a true and accurate record of the meeting.		
2.2 Matters Arising		
A Member asked if the minute should reflect the breakdown of costs given at Item 4.9 ICT Options Appraisal. The CEO advised this didn't require to be included in the minute, as the breakdown costs were listed in the report.		
2.3 Use of Seal		
Members granted retrospective Use of Seal for the following:		
15/09/2025 - Disposition S/O Full Purchase, █████ █████		
3.0 DEFERRED ITEMS/ROLLING ACTION SCHEDULE		
Noted by Members.		
4.0 FOR DECISION		
4.1 Factoring Admin Fee		
The DOF presented the report providing details of the proposed annual factoring fee increase for period commencing 1 st July 2025. Members approved the annual factoring service fee of £187.75, based on a 3.5% RPI uplift.		
4.2 OSCR Return		
The DOF presented the report advising Members as a registered charity, OTHA are required to complete and submit an annual return to OSCR by 31 st December each year, along with a copy of our signed annual accounts. Based on the information provided within the 24/25 annual accounts, which were approved at the Special Management Committee Meeting on 4 th August 2025, Members approved the OSCR Return for submission.		

Item	Lead Action	Time-scale
4.3 Management Committee Annual Review		
	The SCGO presented the report and proposed timeline for the 25/26 MC Annual Review/Appraisal process. Members approved the proposed timeline as set out in the report.	
4.4 Annual Assurance Statement ~ Scottish Housing Regulator Guidance Annual Assurance Statement Evidence Bank (<i>presentation on the night</i>)		
	The SCGO gave a PowerPoint Presentation on the Annual Assurance Statement outlining the purpose, assurance journey, risk assessment and next steps. The SCGO also displayed the evidence bank on screen. Management Committee are encouraged to attend the office 7 th to 10 th October to scrutinise the Evidence Bank in detail, with Executive Team and Senior Staff being available to answer any questions. The AAS will then be completed and presented at the October MC Meeting. The CEO and Management Committee thanked the SCGO for a comprehensive piece of work. Noted by Members.	Oct 25
4.5 Procurement Strategy Review – request to defer		
	The CEO requested the Procurement Strategy Review be deferred until October to allow the Executive Team to complete a comprehensive review of past and future procurement activity. This extension will allow data-gathering and analysis work to be finalised. Members approved the Procurement Strategy Review be deferred until October 2025.	Oct 25
5.0 FOR DISCUSSION		
5.1 Strone Farm Update		
		Oct 25
		
6.0 FOR INFORMATION / ASSURANCE		
6.1 2024/25 Annual Assurance Statement Action Plan Final Report		
	The SCGO presented the 2024/25 Final Action Plan compiled by the Executive Team and Senior Officers. Noted by Members.	
6.2 2025/26 Internal Audit – Tenancy Support and Debt Management Report		
	Cameron Boyd from TIAA presented the results of the recent Tenancy Support & Debt Management Audit where Substantial Assurance was achieved. Members commended the staff involved for such a good audit report.	

Item	Lead Action	Time-scale
6.3 Pension Trust Financial Assessment The DOF presented the report advising on the outcome of the annual TPT Financial Assessment. Noted by Members.		
6.4 Finance, Staffing & General Purposes Sub-Committee Minutes of 27 th May 2025 Noted by Members.		
6.5 The Scottish Property Factor Register – 3 Yearly Re-Registration The DOP presented the report advising the 3 yearly re-registration has taken place. Noted by Members.		
6.6 Damp, Mould and Condensation Case The DOP presented the report updating Members on a case of damp, mould and condensation currently being managed by the Association. The background, risks and timeline were discussed. Members were satisfied with the Association's actions. The CEO advised an update on this case will be provided at the October meeting. Noted by Members.		Oct 25
7.0 AFFILIATIONS/TRAINING & CONFERENCES		
7.1 GWSF Annual Conference [REDACTED] all wish to attend the GWSF Annual Conference on 25 th November 2025. Noted by Members.		
8.0 A.O.C.B.		
8.1 Share – Corporate Governance & HR Conference The SC&GO advised if anyone wishes to attend the Conference to let her know. Noted by Members.		
8.2 Staff Christmas Engagement The CEO presented the report advising of the 2 proposed events for the festive period. Members approved the arrangements as set out in the report.		
8.3 Committee Handbook The SC&GO advised the Handbook is updated annually and has now been uploaded to the Document Library on Decision Time. Members will advise if they require access to any other documents/information Noted by Members.		
8.4 Health & Safety Training - Monday 6th October 2025 The SC&GO reminded Members the H&S Training will be hosted by [REDACTED] and will take place on Monday 6th October 2025 6.30 – 8.30pm in the Conference Room. Members were asked if they prefer the Trainer to be in person or via Zoom. [REDACTED] [REDACTED] tendered her apologies. [REDACTED] advised he will attend if he can, but may need to tender apologies.		
8.5 [REDACTED]		

The meeting finished at 7.45pm with a vote of thanks to the Chair.