MINUTES

COMMITTEE: **MANAGEMENT COMMITTEE**

DATE: **MONDAY 27th APRIL 2026**

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

TIME: **6:30 PM**

PRESENT:

SANDRA MCMENAMIN (SM) (CHAIR)
RONNY LEE (RL) *(virtual)*
NANCE SMITH (NS)
WILLIE WILSON (WW) *(virtual)*
AYODELE ONI (AO)(CO-OPTEE)
OLIVE YIGA (OY)
JUNE GLANCY (JG) (SECRETARY)

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)
KIRSTY DAVIS, SENIOR COMPLIANCE & GOVERNANCE OFFICER (SCGO)
MARY MCCREADIE, CORPORATE SERVICES & ADMIN SUPERVISOR (MINUTE TAKER)

APOLOGIES:-

VERONICA RASMUSSEN (VM) (VICE-CHAIR) [redacted]
JIM MCELENY (JMcE)
KIRSTY WILSON (KW)
MARGARET MCKAY (MMcK)
DAVE ROBINSON (DR)(CO-OPTEE)

REFERENCE: **MIN/MAN/27APR26/MMCC**

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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 DR, JMcE, KW, MMcK. [redacted]

1.3 Declaration of Interest
The CEO advised staff will be required to leave the room/zoom for Items 4.6 and 4.8. **Noted by Members.**

1.4 Gift & Hospitality Register
Members noted the following items received:
31st March 2026 – ICHR Applicant [redacted], 1 bunch of flowers

2.0 FOR APPROVAL / RATIFICATION

2.1 Management Committee Meeting of 30th March 2026
The minutes of the Management Committee Meeting of 30th March 2026 were proposed by AO and seconded by NS as a true and accurate record of the meeting.

2.2 Matters Arising
The Chair reminded Members of an Equalities Training Session due to take place on 13th May, 6-8pm. **Noted by Members.**

2.3 Use of Seal
None.

3.0 DEFERRED ITEMS/ROLLING ACTION SCHEDULE
The CEO reviewed the schedule, confirming that four subjects had now been addressed and would be removed. The Executive Team (ET) will discuss the Voids Analysis Options Paper, and a revised target date will be provided at the May meeting. **Noted by Members.** — CEO — May 26

4.0 FOR DECISION

4.1 Risk Management Plan
The CEO presented the report advising the refreshed strategic risk framework, including the reset of the strategic risk register and alignment to the Business Plan (2024–2027). Members noted the recent TIAA Assurance Review, which provided a "Reasonable Assurance" opinion and highlighted areas for improved consistency, governance and oversight. It was agreed that the revised framework is a new and evolving approach and will be further developed and refined by the ET over the coming months. A Member asked if there was a confirmed date for the risk appetite training workshop. The CEO advised this would be agreed at a meeting with the Auditor this week and is hopeful the training will be held in June 2026. — CEO — Jun 26 — A Member commended the actions taken with the revised Risk Register and asked if the ET would consider

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	emerging risks like IT, Cyber Security and Artificial Intelligence etc. The Member advised he had access to the UK Orange Book and was willing to share this with the ET, which the CEO agreed. The CEO advised the plan was still in draft format and following more input from the ET, a finalised plan will be presented in June. **Noted by Members.**	ET	Jun 26
4.2	2026/27 Audit Strategy and Annual Internal Audit Plan (Programme) The CEO requested to defer this Item until May 2026. The ET will meet to select the 4 audit topics for 26/27 and report back at the May meeting. **Members approved this Item be deferred until May 2026.**	ET	May 26
4.3	Draft Internal Management Plan (IMP) The CEO presented the draft (IMP) for 2026–27 which was developed following the recent Strategy Day and initial Executive Team input. Members noted that the plan remains in development and requires further refinement to align with the Association’s strategic direction, including clearer ownership, deliverability and measurable KPIs. The Executive Team will complete the work and present the final plan to the Management Committee for approval in May. A Member advised of a small typo in the report where it refers to 25/26. The CEO confirmed this should read 2026/27. **Noted by Members.**		
4.4	IT Operational Plan 2026/27 The DOF presented the IT Operational Plan for 2026/27. The plan is a working document which will evolve during the year as operational needs change. **Members approved the IT Operational Plan.**		
4.5	Contractors Liquidation Policy Review The CEO requested to defer this Item until May 2026. The Policy has been drafted by the DOP and is in the process of being finalised. **Members approved this Item be deferred until May 2026.**	CEO	May 26
4.6	Office Opening Hours – Tuesday 9am-6pm All staff members left the room/Zoom while this item was considered. **The Chair confirmed that Members approved the office closing at 5.00pm every Tuesday.** The CEO thanked Members and confirmed that tenants will be notified, with the change effective from Tuesday 5th May 2026.		
4.7	Customer Hub Development The CEO presented the report on the Customer Hub to improve customer experience and modernise service delivery. Engagement with the Executive Team, HR, managers and staff was noted, alongside legal advice and planned EVH input. It was agreed the Hub will support a more integrated operating model and inform the 2027–2031 Business Plan. **Members approved the development of the Customer Hub.** The CEO advised a progress update of the Customer Hub will be given at each MC Meeting.	CEO	May 26

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4.8 [redacted]

All staff members left the room/Zoom while this item was considered. **The Chair confirmed that Members approved the 3 recommendations as outlined in the report.**

5.0 FOR DISCUSSION

5.1 2026 Strategy Day – Follow Up discussion paper

The CEO presented this report. The recent Strategy Day brought together staff and Management Committee to shape the Association's 2027–2031 Business Plan. There was clear alignment on key priorities, including improving customer experience, taking a more strategic approach to assets and investment, strengthening skills and capacity, and ensuring long-term financial sustainability. The Executive Team will now develop these themes further to produce a clear and deliverable Business Plan for Committee consideration. A Member asked how strong and visible leadership would be achieved. The CEO advised that feedback from the recent staff morale survey highlighted a clear desire for greater visibility and engagement from the leadership team, which will be actively taken forward. Strong leadership is an ongoing priority, and arrangements will be introduced to strengthen this further, including incorporating staff representation within Executive Team meetings to provide greater insight into decision-making and improve transparency. **Noted by Members.**

6.0 FOR INFORMATION / ASSURANCE

6.1 SHR Engagement Plan

The CEO noted that the Scottish Housing Regulator has confirmed, following completion of its annual risk assessment, that Oak Tree Housing Association will be subject to a standard Engagement Plan. This means that no additional assurance is required beyond the routine annual regulatory returns applicable to all Registered Social Landlords. **Noted by Members.**

6.2 Notifiable Events Register – 2025/26 Annual Report

The SCGO presented the report which shows all Notifiable Events for the period April 2025 – March 2026. **Noted by Members.**

6.3 Rolling Action Schedule – 2025/26 Annual Report

The SCGO presented the report which shows the Rolling Action Schedule for the period April 2025 – March 2026. **Noted by Members.**

6.4 Decisions Between Meetings – 2025/26 Annual Report

The SCGO presented the report which shows all Decisions Between Meetings for the period April 2025 – March 2026. The SCGO confirmed this was a new report but will become an annual report. **Noted by Members.**

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6.5 2025/26 Internal Audit – Risk Management – Management Response
The CEO advised Tiaa presented this report at the March Meeting and this was now being presented with the Management Responses. **Noted by Members.**

6.6 Strone Farm Update
[redacted]

7.0 AFFILIATIONS/TRAINING & CONFERENCES

7.1 GWSF Summer Regeneration Conference
The CEO advised that any Members wishing to attend the GWSF Summer Regeneration Conference should notify staff. **Noted by Members.**

7.2 TPAS Annual Conference
The CEO advised that any Members wishing to attend the TPAS Annual Conference should notify staff. It was noted this Conference was rather costly. **Noted by Members.**

7.3 SURF Membership Renewal
The CEO advised SURF membership was due for renewal and recommended that membership be continued. **Approved by Members.**

7.4 Scotland's Housing Network Membership Renewal
The CEO advised the Scotland's Housing Network membership was due for renewal and recommended that membership be continued. **Approved by Members.**

7.5 TIS Annual Membership Renewal
The CEO advised the TIS annual membership was due for renewal and recommended that membership be continued. **Approved by Members.**

7.6 The Poverty Alliance Membership Renewal
The CEO advised the Poverty Alliance membership was due for renewal and recommended that membership be continued. **Approved by Members.**

8.0 FORWARD PLANNER
Noted by Members.

9.0 A.O.C.B.
The Chair advised the SFHA Annual Conference will take place on 9th & 10th June. If anyone is interested in attending to notify staff.

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The Chair advised the EVH AGM will take place on Monday 8th June and the Chair doesn't require to re-stand for election this year.		

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