MINUTES

COMMITTEE: MANAGEMENT COMMITTEE

DATE: MONDAY 29th JUNE 2026

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

TIME: 6:30 PM

PRESENT:

SANDRA MCMENAMIN (SM) (CHAIR)
JUNE GLANCY (JG) (SECRETARY)
RONNY LEE (RL)
NANCE SMITH (NS)
WILLIE WILSON (WW)
OLIVE YIGA (OY)
MARGARET MCKAY (MMcK)

IN ATTENDANCE: -

SEAN CONNOR, CHIEF EXECUTIVE OFFICER (CEO)
SUK HOPPER, DIRECTOR OF PROPERTY (DOP)
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)
CAMERON BOYD, TIAA (ITEMS 4.7, 6.9 & 6.10 ONLY)(VIRTUAL)

APOLOGIES:-

JIM MCELENY (JMcE)
VERONICA RASMUSSEN (VM) (VICE-CHAIR) [redacted]
KIRSTY WILSON (KW)
AYODELE ONI (AO)(CO-OPTEE)
DAVE ROBINSON (DR)(CO-OPTEE)

REFERENCE: MIN/MAN/29JUN26/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 JMcE, KW, AO & DR. [redacted]

1.3 Declaration of Interest
The CEO advised the SCGO and CSAS would be required to leave the room for Item 5.1 due to a conflict of interest. **Noted by Members.**

1.4 Gift & Hospitality Register
Members noted the following items received:
4 June 2026 – [redacted], Large Box of Shortbread
16 June 2026 – [redacted] – Box of Chocolates & Toiletry set

2.0 FOR APPROVAL / RATIFICATION

2.1 Management Committee Meeting of 27th April 2026
The minutes of the Management Committee Meeting of 27th April 2026 were proposed by NS and seconded by WW 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
The CEO advised of the outstanding items. The Void Analysis Options Paper has a revised date of 24th August 2026. **Noted by Members.**

4.0 FOR DECISION

4.1 2026/27 Post Year End Budget
The DoF presented the report, which provided Members with an update on the 2026/27 Post Year End Budget, including the forecast surplus, reserves position and covenant position. [redacted]

Item | Lead Action | Time-scale

[redacted] The 2026/27 Post Year End Budget was approved, proposed by JG and seconded by MMcK. [redacted] this was proposed by NS and seconded by OY. The DoF advised that a paper would be presented to the FSGPSC for information. Approved by Members.**

4.2 AGM Election Details & Presentation Format

The SCGO presented the report, which advised the Committee of the proposed election arrangements for this year's AGM. Following discussion, NS, WW and OY voluntarily agreed to stand down. NS and OY confirmed their intention to stand for re-election, while WW advised that he would step down at the AGM. In line with Rule 39.4, NS and OY are eligible to stand for re-election without nomination. It was also noted that AY and DR, as Co-optees, are required to stand down. Members further noted that the Chair must not hold office continuously for more than five years and that the current Chair is in her fourth year of office. **Noted by Members.**

4.3 AGM Planning Hub/Q&A etc

The SCGO invited Members to provide feedback on the format of last year's AGM and to confirm whether they were content for this year's AGM to follow the same format. The SCGO confirmed that the live hub would be available before the meeting, allowing Members the opportunity to speak with staff regarding any issues or queries. Members noted that the previous sound engineers are no longer in business and that sound provision would now be managed in-house by the IT Department. **Members confirmed that the previous AGM format had worked well and agreed that this format should continue for the 2026 AGM.**

4.4 Business Plan Review / Updates

The CEO presented the report, which provided Members with an update on the development of the 2027–32 Business Plan and sought Members' views on the proposed approach to stakeholder engagement and plan development over the coming months. Members considered and noted the progress made to date in developing the Business Plan. Members also agreed the proposed approach and timetable for Management Committee, tenant, customer and staff engagement. **Approved by Members.**

4.5 Contractor's Liquidation Policy

The DoP presented the Contractor's Liquidation Policy following a significant review. The revised Policy provides a clear governance framework for managing contractor insolvency across all procurement activity including reactive repairs, planned maintenance, investment

Item		Lead Action	Time-scale
	programmes and development projects. **Members approved the Policy for immediate use.**		
4.6	Risk Management Plan The CEO presented the report, which provided Members with an update on the development of the Association's revised Risk Matrix and Risk Register for 2026/27. The CEO confirmed that, following the recent risk management training session delivered by TIAA, further refinements would be made to the Risk Matrix and Risk Register. The finalised documents will be circulated in advance of the next Management Committee meeting on 24 August 2026. The CEO also advised that a risk appetite survey would be circulated to all Members by email for completion. **Noted by Members.**	CEO	Aug 26
4.7	2026-27 Internal Audit Programme and Annual Plan CB from TIAA presented the report, which set out the proposed 2026/27 Internal Audit Programme and Annual Plan, including the four review areas proposed for audit during the year. **Members approved the 2026/27 Internal Audit Programme and Annual Plan.**		
4.8	Data Retention Policy & Schedule The SCGO presented the Data Retention Policy and Schedule, following a detailed review. Members were advised that the Policy had been reviewed and fact-checked by RGDP. In response to a Member's query, the SCGO confirmed that the Policy would be made available on the Association's website within both the GDPR and documents sections. **Members approved the Data Retention Policy and Schedule for immediate use.**		
5.0	**FOR DISCUSSION**		
5.1	Customer Hub Development [redacted]		

Item		Lead Action	Time-scale

[redacted]

5.2 Disposal of Shared Ownership Property [redacted]

[redacted]

6.0 FOR INFORMATION / ASSURANCE

6.1 Data Protection Annual Report
The SCGO presented the Data Protection Annual Report, which provided Members with an overview of key data protection activity, trends and statistics for the previous year. **Noted by Members.**

6.2 Annual Assurance Statement Action Plan update
The SCGO presented an update on the Annual Assurance Statement Action Plan and advised Members that the short-life working group was now underway, with two meetings having taken place to date. The SCGO thanked those Members who had volunteered to participate in the working group. **Noted by Members.**

6.3 Review of 2025/26 Detected Fraud Register
The DoF presented the report, advising Members that there had been no confirmed incidents of fraud during the year. Members were also advised that one attempted fraud had been recorded on the Detected Fraud Register. **Noted by Members.**

6.4 H&TSSC Minutes of 17th March 2026
Noted by Members.

6.5 FS&GPSC Minutes of 24th February 2026
Noted by Members.

6.6 The Scottish Property Factor Registration – Annual Update
The DoP presented the report and advised Members that the Association's annual Scottish Property Factor Registration update had been completed. Members were assured that the Association continues to meet its obligations as a registered property factor. **Noted by Members.**

6.7 Strone Farm Update
The CEO presented the report and updated Members on progress at Strone Farm. Members were advised that a third ecological survey had

taken place and that the Association was awaiting the written report. The CEO further advised that an in-between meetings decision may be required should the Association wish to proceed with demolition prior to the next meeting on 24 August 2026. Noted by Members.

6.8 Management Committee Recruitment Campaign

The SCGO advised Members that the campaign to recruit Management Committee Members was now live. Members were advised that a letter and flyer had been issued to all Members, and that adverts had been placed with various local agencies and also out with Inverclyde. **Noted by Members.**

6.9 2025-26 Internal Audit Follow Up Report

CB from TIAA presented the report, which provided a follow-up review of recommendations arising from internal audit reviews undertaken between 2023 and 2025. Members were advised that eight recommendations had been implemented, four remained outstanding and one had been superseded. The outstanding recommendations were all low priority, at Priority 3 level. CB advised that this was a positive report and that the Association was in a strong position going into the next audit year. **Noted by Members.**

6.10 2025-26 Internal Audit Annual Report

CB from TIAA presented the report, which summarised the outcomes of the internal audit reviews carried out on the Association's framework of governance, risk management and control. Members noted the positive audit opinion provided by TIAA's Head of Internal Audit. CB thanked the staff team for their engagement with the audit process and for supporting the smooth delivery of the audits. **Noted by Members.**

6.11 [redacted]

7.0 AFFILIATIONS/TRAINING & CONFERENCES

7.1 None.

8.0 FORWARD PLANNER

Noted by Members.

Item		Lead Action	Time-scale
9.0	**A.O.C.B.** The Chair advised Members that a letter had been received from [redacted] requesting a leave of absence until the AGM on 11 August 2026. **Members approved the leave of absence and wished [redacted] well.**		

The meeting finished at 8pm with a vote of thanks to the Chair.