MINUTES OF THE MEETING OF
MANAGEMENT COMMITTEE HELD ON
WEDNESDAY 24 JUNE 2026 AT 6.30PM
HYBRID MEETING

MEMBERS PRESENT:	Keith Kintrea (Chair) Audrey Flannagan Iain Doherty Paul Callander (online) Jacqueline Donnelly Katie Le May Ghazala Hakeem Barbara Robertson (online)
IN ATTENDANCE:	Jennifer Cairns, Chief Executive (CEO) Bryan McMahon, Director of Development & Property Services (DDPS) Claire McGraw, Director of Tenancy Services (DTS) David Robb, Director of Finance and IT (DFIT) Erin Cullinan, Minutes

1) Apologies
Apologies were received from Elnimiery Khalifa and Mujeeb Ur-Rehman.

[redacted]

2) Declarations of Interest
None

3) Minutes of Previous Meeting held on 27 May 2026 and Matters Arising
A member queried the wording on page 1 of the minutes regarding Katie Le May's position on Committee, noting that she had not been co-opted but had instead filled a casual vacancy. The CEO agreed to check the wording against the rules governing membership.

The minutes of the Management Committee meeting held on 27 May 2026 were proposed by Audrey Flannagan and seconded by Jacqueline Donnelly.

Matters arising were noted.

4) Standing Items
4.1 Notifiable Events Update
200 Butterbiggins Road
The Association is experiencing issues with the current fire suppression installer, who have been slow to respond to queries from the Fire Engineer causing delays to the submission of the building warrant application. The Association is looking at the possibility of using an alternative installer.

28–36 Langside Road Stone Work
Tenders received for the works have come in higher than expected and the Association is seeking further quotes to ensure value for money prior to meeting again with the owners.
Management Committee noted the notifiable events currently open and their status at the time of the meeting.

4.2 Tenancy Sustainment & Support Service Update for April & May 2026
The DTS advised the new Tenancy Sustainment Officer, David Sommerville, is now in post and advised the team is undertaking significant additional activity within existing budgets. The DTS advised that future reports to Committee could be developed to better demonstrate outcomes and trends and an annual strategy update could be provided to highlight successes.

Management Committee noted the contents of the report and agreed the DTS would provide a strategy update to Committee on an annual basis.

5) For Approval
5.1 Three-Year Strategy and Action Plan
The CEO presented the Three-Year Strategy document, summarising the planning sessions undertaken with Management Committee (MC) and the Senior Management Team (SMT), together with the associated action plan and communication plan. It was agreed progress against the action plan will be reviewed by Management Committee on a quarterly basis, with a detailed implementation update reported back to Management Committee within the year. The DTS noted it would be helpful to provide Management Committee with annual updates on strategies that underpin the Business Strategy and this will be incorporated into the agenda planner for next year.

Management Committee noted the contents of the report and approved the 3 Year Strategy and the 3 Year Summary Action Plan.

5.2 Senior Maintenance Officer Post
The DDPS sought approval to recruit a new Senior Maintenance Officer position to strengthen capacity within the maintenance team. In response to a member's query regarding what the market is for this type of role and number of potential candidates, the DDPS advised that it can often be difficult to recruit for this type of role but he is confident we will be able to recruit for the role.

Management Committee noted the contents of the report and approved the new post of Senior Maintenance Officer.

5.3 SHR Loan Portfolio Submission

The DFIT presented the annual return regarding the Association's borrowing and interest rates, which is submitted to the Scottish Housing Regulator (SHR) to allow benchmarking against sector trends. The DFIT advised the return shows the Association is achieving preferential rates compared to other Registered Social Landlords, reflecting prudent use of facilities.

Management Committee approved the SHR Loan Portfolio Return and delegated authority to the Director of Finance & IT to submit.

5.4 IT Security Policy

The DFIT presented an updated draft of the IT Security Policy. The policy sets out a directive framework covering software and services review as well as password change requirements which will move from a monthly to an annual cycle in line with developing best practice. The DFIT advised the policy will be reviewed alongside the Business Continuity Plan, with cross-references to be added between the two documents. He provided an update on what we have in place for cyber security and future plans to further mitigate risk in this area. He also advised the Management Committee that the policy will be reviewed annually due to the pace of change in respect of cyber security.

Management Committee noted the cyber security update and approved the draft IT Security Policy.

5.5 Management Committee Recruitment

The CEO advised the Association is seeking to recruit up to four new Management Committee members. The CEO outlined a skill analysis and a plan for recruitment. A member noted the Association can struggle to recruit local members due to a lack of awareness of what serving on Committee involves and it was agreed the CEO will arrange local advertising and look at ways to promote the skills members can gain/ develop through serving on the Management Committee, whilst keeping the role accessible and informal.

The CEO advised the Association will look at potentially using case studies or video content from current Management Committee members describing their experiences which could be shared via social media and the tenant newsletter. It was agreed the CEO will circulate wording for the recruitment campaign to Management Committee members for feedback.

The CEO also presented a draft Management Committee Recruitment Policy which details a proposed approach and process to take for Management Committee recruitment.

Management Committee noted the contents of the report, approved the draft Recruitment Policy and approved the recruitment proposal for new Management Committee Members.

5.6 D&P Tender Approvals

Electrical Installation Condition Reports (EICRs), LD1 and LD2 Inspections and Upgrades – Contract Approval

Approval was sought for the renewal tender for smoke detector installations (LD1 and LD2) across the Association's stock. The DDPS advised SDA Facilities Management had scored highest, and recommended awarding them the three-year contract valued at £354,991.13.

Management Committee noted the tendered sum of £354, 981.31 and approved the award of the contract to SDA Facilities Management.

17 Bankhall Street Roof Terrace Replacement – Tender Report

3 tenders were received for the Roof Terrace Contract at 17 Bankhall Street. A member queried the substantial gap between the tender prices, as City Gate's rates were noted as substantially lower than Morris and Spottiswood. The DDPS advised the lowest tender produced was from City Gates and their tender was 35% lower than the mean price. This tender price was considered abnormally low and had been therefore had not been awarded the contract.

Management Committee noted that whilst the City Gate Construction Limited tender was abnormally low they will proceed with the recommendation to approve awarding the contract to Morris & Spottiswood's tender of £84, 994. 99 for the Roof Terrace Replacement at 17 Bankhall Street.

5.7 Election of Committee 2026

The CEO advised that a third of the longest serving Management Committee members are required to stand down ahead of the AGM in September. It was noted Keith Kintrea and Ghazala Hakeem are the longest serving members as both were elected in 2023. One other member is required to stand down from those elected in 2024. Audrey Flannagan advised she will stand down and seek re-election.

Management Committee noted:

- **the contents of the report advising 3 Members are required to stand down ahead of the AGM in September**
- **Keith Kintrea and Ghazala Hakeem were elected in 2023 and will stand down**
- **Audrey Flannagan, elected in 2024, will also stand down.**

All those standing down indicated that they wished to stand for re-election.

5.8 Draft Committee Meeting Schedule 2026/27

The CEO presented the 2026–27 meeting schedule, noted it was broadly in line with the current year's meeting schedule and aligns with quarterly performance reporting. No meetings are scheduled in October, April or July.

Management Committee noted the contents of the report and approved the proposed Governance Meeting Dates for 2026/27.

5.9 Review of Standing Orders
The DTS advised there were no significant changes to the Standing Orders and minor amendments have been made for clarity and to ensure they are in line with current practice.

A change has been made to include a procedure for approving documents out with the Committee meeting schedule, where Management Committee approval is required outside the regular meeting schedule timeline. The Seven Day Rule is now included to enable Committee decisions and will only be used if the decision cannot be deferred to the next meeting.

Management Committee approved the proposed changes to the Standing Orders and approved the inclusion of the 7 Date Rule process.

6) Standing Items
6.1 Committee Briefing
The Butterbiggins Road development has been shortlisted for two awards. The development missed out on the first award and the outcome of the second award is expected shortly.

Management Committee noted the Committee Briefing.

6.2 Implementation of Housing Management System
The report was presented and noted the go-live date might be delayed to allow more time for system testing. The target completion date is the end of November to align with the Rubixx software implementation. There is a minor issue with the interface with Mears but this is being worked through.

Management Committee noted the update on the Implementation of the Housing Management System.

6.3 Damp & Mould Action Plan Update
The CEO presented the Damp and Mould action plan update following the external audit carried out in February. Significant progress has been made with most outstanding actions due for completion this month. A member asked that future reports include more positive case studies to better demonstrate improvements made. It was noted this report will also be presented to the Operations Sub Committee.

Management Committee noted the Damp & Mould Action Plan Update.

6.4 HSE Follow Up Action Plan Update
The CEO provided a further update to Management Committee regarding the RIDDOR incident and the subsequent action plan developed following the investigation, which generated a series

of recommendations. Most actions have been completed and the Association's Contractor Handbook is being developed and scheduled for completion at the end of the month. A Contractor Assessment has been issued via MyCompliance to contractors and the submitted information is being audited at present.

Management Committee noted the HSE Follow Up Action Plan.

6.5 Department Action Plans
The CEO presented the Department Action Plans for 2025-26 and advised that any outstanding actions which are still relevant have been added to the new Business Strategy Action Plan.

Management Committee noted the Department Action Plan updates.

7) Minutes of Sub Committees – For Information
GCDT meeting held on 29 April 2026
Operations Sub meeting held on 13 May 2026

The Management Committee noted the Sub Committee minutes.

8) Report Back From Other Organisations
None

9) Documents for Formal Execution
None

10) Correspondence
None

11) AOCB
Annual General Meeting (AGM)
It was agreed a speaker is required for the AGM, and the CEO will make enquiries. Holly Bruce was suggested as a possible speaker.

12) Date of Next Meeting
Wednesday 19 August 2026 at 6.30pm.

Apologies were noted in advance for Ghazala Hakeem for the next meeting.

The meeting closed at 8.06pm.