MANAGEMENT COMMITTEE MEETING (POST AGM)

Tuesday, 8th September 2026 7:00 pm

AGM Venue | Management Committee

Attendees

Present	**In attendance**
Andrea Mina (AM) – *Chair* Kerray Dawson (KD) - *Joint Vice Chair* Abira Sarwar (AS) Elaine Rosie (ER) Hazel Robertson (HR) John Jenkins (JJ)	Sharon Brady-Wardrope (SBW) – *Director* Samantha Buggy (SB) – *Head of Corporate Services* Shona MacLeod (SM) - *Finance Officer* Callum MacDougall (CM) – *Minutes*
Apologies Kenny Hutton (KH) - *Joint Vice Chair* Cllr Willie Ferguson (WF)	

1.1 Election of Chair

Purpose - For Approval

The Director chaired the opening of the meeting and advised that the first item of business was the election of the Chair.

Following discussions through the Committee appraisal process, a nomination was received by AM to take up the position of Chair. There was no other nominations received by other Committee members. The Committee were happy to appoint AM as the Chair of the Management Committee.

Decision: Approved | Prop: ER | 2nd: HR

1.2 Election of other Office Bearers

Purpose - For Approval

Members discussed the Vice Chair arrangements and agreed that the existing co-Vice Chair structure had worked well.

SBW noted that, although KH was absent from the meeting, he had confirmed that he would be happy to continue as Vice-Chair, subject to the Committee's agreement to re-elect him.

KH and KD were nominated to serve as co-Vice Chairs. The nominations were proposed and agreed by the Committee.

Decision: Approved | Prop: JJ | 2nd: AS

1.3 Election of Sub Committee Members

Purpose - For Approval

Election for the Sub Committee members of the Audit & Risk Sub Committee, Asset & Development Sub Committee and Staffing Sub Committee were reviewed, with members confirming their willingness to continue or join.

Committee members elected for each sub committee are as follows:

Audit & Risk

AS / AM / ER / JJ

Asset & Development

KH / AS / HR / JJ

Staffing

KD / AM / ER / HR

It was noted that the Chairs of each Sub Committee would be officially elected at their respective first meetings.

This Election of Sub Committee Members was approved by the Management Committee.

Decision: Approved

2. Declaration of Interest

Following the election of Office Bearers, SBW handed the meeting over to the newly appointed Chair, AM, who continued with the remaining business on the agenda.

The Chair welcomed all committee and staff to the meeting.

No declarations of interest were made.

2.1 Code of Conduct and Declaration of Interests – Verbal Update

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It was noted that updated Declarations of Interest and Code of Conducts would be sent out for completion following this meeting.

3. Presentations

Purpose - For Information

No presentations were presented.

4.1 Draft Minute of Management - 25th August 2026

Purpose - For Approval

The minutes of the meeting held on 25th August 2026 were considered.

A matter relating to non-residential assets was identified for inclusion within the Action Register.

The minutes were otherwise agreed as an accurate record.

Decision: Approved | Prop: KD | 2nd: HR

5.1 Action Register

Purpose - Assurance & Monitoring

It was agreed that the outstanding matter raised under the previous minutes would be added to the Action Register and monitored accordingly.

Decision: Noted

6. Updates from Sub Committees

No updates were presented.

7. Operations

No items were presented.

8.1 Annual Return to the Pension Trust – Verbal Update

Purpose - For Information

A brief update was provided by SM on the Annual Financial Assessment and associated Pension Trust return.

It was confirmed that the required assessment had been completed and are at no risk.

The Committee noted this update.

Decision: Noted

9. Strategy and Policy

No items were presented.

10.1 Regulatory Returns -ARC Corrections & AAS – Verbal Update

Purpose - For Information

ARC - Members were advised that the previously approved ARC corrections had been submitted.

AAS - An updated version of the Annual Assurance Statement had also been circulated, incorporating revised wording in response to feedback from Committee members.

Discussion took place regarding tenant involvement in the Annual Assurance Statement process. Previous tenant scrutiny feedback had indicated that direct involvement in reviewing the statement had been challenging and overly technical.

Members noted that tenant views were already gathered routinely throughout the year through satisfaction surveys, complaints, consultations and rent-setting engagement. It was agreed that these wider methods provided more meaningful evidence of tenant feedback and should be reflected appropriately within the assurance process.

The revised wording was agreed, subject to members having a final opportunity to review it prior to signature.

Decision: Noted & Approved AAS

10.2 Office Bearers Decisions **Confidential Item **

Purpose - For Approval

[REDACTED – CONFIDENTIAL INFORMATION]

Decision: Approved | Prop: AM | 2nd: JJ

10.3 Notifiable Events (Related to 10.2 above)

Purpose - For Information

[REDACTED – CONFIDENTIAL INFORMATION]

Decision: Noted

10.4 Senior Officer Appraisal - Verbal Update

Purpose - For Information

It was confirmed that arrangements were in place for the outgoing Chair and newly appointed Chair to complete the Director's appraisal and associated handover.

Decision: Noted

10.5 Membership

There were no membership matters to report.

10.6 Applications for Committee Membership/Recruitment – Verbal Update

Purpose - For Information

Members were advised that the recruitment exercise for new Management Committee members was underway.

This remained important given current Committee numbers and succession planning requirements.

Decision: Noted

11. Correspondence / Directors Report

No correspondence or additional Director's Report items were presented.

12.1 Health and Safety Exception Report

Purpose - Assurance & Monitoring

Members received an update following a minor electrical incident within the office.

A member of staff had come into contact with exposed electrical components after the casing of a hot water boiler became loose. No injury was sustained.

The incident was reviewed and learning shared with staff. The boiler was replaced and the storage area concerned was reviewed.

It was also confirmed that routine office inspections had been relaunched, with members of the Wellbeing and Safety Group undertaking inspections on a rotational basis using an updated checklist.

Members welcomed the action taken and the wider learning arising from the incident.

Decision: Assured & Monitored

13. AOCB

No additional business was raised.

Members briefly discussed the effectiveness of the new hybrid meeting equipment. Some issues had been experienced with sound quality during online participation, and it was agreed that this would be reviewed and monitored.

Action: Review the performance and settings of the hybrid meeting equipment.

14. Date of Next Meeting - 27th October 2026

The date for the next Management Committee meeting on Tuesday the 27th October 2026, that will be held online, was approved. The Chair thanked everyone for their attendance this evening.