



1. Present and apologies

Present

S McDonald (Chair)	J Brannan	K McGinley
S Brannan	M Dabek	T Bowie
J McFarlane	C Love	

In attendance

P Baylis	E McShane	K Cowan
L Crawford	P Long (FMD)	

Observers

H Ahmadi
I Phillips

Minute taker

L Crawford

- 1.1 Apologies were received from A Sproul, S Da Silva Valente and C Stewart. F John is on special leave.

Item 6.8 was discussed after item 10. E McShane, K Cowan and L Crawford left the room before the paper was presented at 19:45. P Baylis presented the report then left the meeting ahead of the discussion at 19:48. All staff rejoined the meeting at 19:55.

In keeping with the prepared agenda these items are recorded under the relevant sections.

2. Declaration of interests

- 2.1 All staff declared an interest in item 6.8.

Noted

3. Minutes of previous meetings

- 3.1 The minutes of the Management Committee meeting held on 29 January 2026 were proposed by J McFarlane seconded by T Bowie.

4. Matters arising from previous meeting

- 4.1 There were no matters arising.

5. Governance report

5.1 Assurance Sub Committee workplan 26/27

5.1.1 E McShane set out the content of the proposed workplan for the Assurance Sub Committee, it is similar with previous years but some additional items will likely be added throughout the year as they arise.

Collectively approved

5.2 Assurance Statement working groups - 2026/27

5.2.1 E McShane presented the paper to discuss arrangements for the Assurance Statement 2026, as well as the compliance assessments, which will be conducted independently this year by Cameron Audit.

5.2.2 Cameron Audit last conducted these in 2022 for us, and in line with our policy they are due for independent review again. Committee had expressed interest in being involved in the process, as they were previously, by participating in working groups looking at different areas of the Assurance Statement criteria. These groups will continue with the previous format and will be split into a group looking at operational matters such as housing management and maintenance, and another group looking at finance and governance matters.

5.2.3 E McShane recapped on the previous arrangements for how these groups worked on our last assessment and that the arrangements would be made to suit members involved. E McShane also advised that we could look to include hybrid options to enable participation from more members.

5.2.4 Members discussed their preference of timescales and whether they would like to be part of the Operations and/or Finance and Governance groups. Overall Committee agreed to dates in May and June, and six members volunteered to be part of these.

5.3 Governance report – standing items

5.3.1 P Baylis presented the report, which contains governance standing items we report on every month. The following items were specifically discussed:

- There were no entries into the entitlements, payments and benefits register since the last Committee meeting.
- There are no changes to risk at this time.

- There are no open notifiable events, however we did have one notifiable event in relation to name change of our external auditor, Alexander Sloan, who merged with another company to become TC Alexander Sloan. This was duly closed on 9 February.
- The Regulator is not engaging with us, other than our standard returns. We are awaiting our engagement plan which all landlords receive and anticipate this to be available at the end of March.
- E McShane highlighted the recent SHR guidance and publications which was around SHR's communication styles and methods, and a sector jargon buster. Both are available on Decision time for Committee, and the jargon buster will be made available to new staff.
- P Baylis concluded the report outlining the next training dates for Drumcog training, the SFHA Annual Governing Body Membership conference on 21 April and the GWSF summer regeneration conference on 19 June.

Noted

6. Director's report

6.1 Management accounts to December 2025

- 6.1.1 P Long presented the Management Accounts to December 2025. The operating surplus for the period to 31 December 2025 is £757,000 and is higher than the budgeted surplus of £581,000. This is mainly due to lower management and maintenance costs at this stage of the year.
- 6.1.2 P Long took Committee through the paper setting out the statement of financial position as at 31 December 2025 and then highlighted the underspend.
- 6.1.3 P Long highlighted the cash flow, the forecast net surplus to March 2026 is now £1.019 million compared to the original budget of £822,000.
- 6.1.4 P Long advised on staff costs, estate costs, overheads and planned maintenance. Committee discussed the underspend in relation to our gas contract. K Cowan clarified that this was a result of the new contract that was procured and is working with the contractor to ensure the invoices are received and paid on completion of works.
- 6.1.5 P Long concluded that the Association is able to comply with all of its covenants.

Collectively approved

6.2 Final budget - 2026/27

- 6.2.1 P Long recapped that the budget had been presented in January and last week at our strategy away day. Overall, the main change is around the increase in cost in relation to IT and telephone costs. A member asked for more information on the increase to phone costs. E McShane explained that the contract is due for renewal and there has been provision for additional data for sim cards to enable staff to complete online requests while out in the estate. There were reductions in the budget for pension admin costs and subscriptions. The net impact between the draft budget and what is now presented as the final budget is £25,100.
- 6.2.2 P Long concluded that the net effect of these changes is relatively minor and will not significantly affect the Association's key performance indicators. The Association will continue to comply with all financial covenants.
- 6.2.3 Committee approved the final budget for 2026/27.

6.3 Going concern questionnaire

- 6.3.1 P Baylis presented the report explaining that as part of the audit process the auditors need to satisfy themselves that the Association is a *going concern*. This means that the auditors are, insofar as they can tell, able to say that the Association meets its financial obligations when they become due and there is no threat to our operating activities.
- 6.3.2 The Committee are asked to note and approve the questionnaire that has been completed and will be passed to the auditors as part of the briefing material for this year's annual audit.

Collectively approved

6.4 Pension scheme consultation outcome

- 6.4.1 P Baylis advised on the outcome following the recent consultation from SHAPS about a flat fee for all members. Following this consultation SHAPS have confirmed they are no longer going to introduce any change at this time.

Noted

P Long left the meeting 18:55

6.5 Policy review schedule 2026/27- 2029/30

6.5.1 P Baylis presented the policy schedule for the year ahead, noting some new policies being introduced which includes a fire safety policy, stress management and a standalone smoke free policy. P Baylis also highlighted the new Employee Rights Bill that has been the biggest change in legislation for some time and as a result there could be further new polices introduced that are not part of the schedule at this time. Committee reviewed the schedule and approved.

Collectively approved

6.6 Schedule of meetings- 2026/27

6.6.1 P Baylis proposed Management Committee meeting dates for the financial year ahead and confirmed they are in line with this year's meeting schedule by retaining Thursday meetings. Committee approved these dates.

6.7 Committee workplan- 2026/27

6.7.1 P Baylis set out the workplan for the year ahead advising Committee of what will be presented at each Management Committee meeting, noting that there may be things that come up in the year, but insofar as possible this will be the basis of each tabled agenda.

6.8 World cup public holiday 2026

6.8.1 P Baylis read the cover paper from EVH regarding the 15 June 2026 for consideration to 2026/27 public leave calendar. P Baylis left the meeting for Committee to discuss. The Management Committee voted to reject the suggestion of 15 June as an additional public holiday.

7. Operations report

7.1 Kitchen procurement 2026/27

7.1.1 K Cowan provided an update on the tender submissions received by the deadline on 18 February 2026. K Cowan thanked Committee members who attended the tender opening.

7.1.2 K Cowan presented the tender report advising that eight contractors indicated an interest in bidding for the work. K Cowan took the Committee through the specifics of the contract and budget. K Cowan highlighted that the budget

was lower than the tender offer which Reid Associates have advised represents 'best value', following the quality and price assessments.

7.1.3 Given this, we asked Reid Associates to enter discussions with the best value contractor on how cost savings could be achieved. K Cowan advised Committee on potential cost savings to include contingency sums and an allocation to replacing floor coverings as part of the tender specifications. Committee felt strongly that they would not wish to dilute the specification (by, for example, removing flooring). Committee were keen to see if we could make cost savings, e.g. an alternative kitchen manufacturer. P Baylis advised that some contractors have better rates with certain suppliers, therefore they can offer some products at more favourable prices. Committee discussed the possibility of different kitchen manufacturers and longer term maintenance implications and availability of component replacements.

7.1.4 Following on, K Cowan noted we are waiting further information on possible savings from the contractor discussions.

7.1.5 P Baylis advised to meet procurement timescales would Committee like to award delegated authority to the Operations Manager to approve the contract following these discussions with Reids Associates about possible contract savings.

7.1.6 Committee gave delegated authority to the Operations Manager to approve this kitchen contract.

Collectively approved

7.2 Stock Condition survey

7.2.1 K Cowan advised that the Association was working to establish a contractor to carry out our stock condition survey highlighting discussions we have been having with various organisations who provide this service.

7.2.2 The recommendation to Committee is to use JMP Property and Construction Consultants for the survey work.

Collectively approved

7.3 Operations Sub Committee workplan - 2026/27

7.3.1 K Cowan presented the proposed work plan for the Operations Sub Committee outlining policies and work that would be presented.

Collectively approved

8. Policy review

- 8.1 K Cowan noted the Rent Management policy and the Rent Setting policy are due for review, these were taken to the Operations Sub Committee for recommendation to the Management Committee for approval and will be covered under item 9.1.

Noted

H Ahmadi and I Phillips left the meeting at 19:30. J McFarlane left the meeting at 19:32

9. Sub Committee minutes, feedback and recommendations

9.1 Operations Sub Committee

- 9.1.1 K Cowan advised Committee that we would look to review our standing orders to consider the delegated authority for each Sub Committee. There are various business activities and budgets that were not part of our organisation at the time of the last review, therefore we are proposing a conduct this over the next 3 months.
- 9.1.2 Committee discussed the recent experiences regarding the tenancy sustainment fund and their preference for giving more approval authority to the Sub Committees.
- 9.1.3 Feedback from the meeting on 26 February included the following policies being approved by the Operations Sub Committee; Gas Policy, Electrical Safety Policy and Damp, Mould and Condensation Policy. The Sub Committee also approved bad debt write offs, £12,147.17 of former tenant arrears and the former tenant credits of -£5,035.14.

Noted

- 9.1.4 The minute of the meeting on 13 November 2025 was noted. The Operations Sub Committee held on 26 February is making a recommendation to the Management Committee to approve the Rent Management policy and Rent Setting policy.

Management Committee approved these two policies

9.2 Assurance Sub Committee

- 9.2.1 The minute of the meeting on 20 November 2025 was noted.

- 9.2.2 The feedback from the meeting on 12 February 2026 was regarding delegated authority to the Director to manage a staff flexible working request, agreement of dates for the Director appraisal process, updates regarding a period staff absence and retirement and approval of the shared parental leave policy as an appendix to the T&Cs of employment.
- 9.2.3 There was also a recommendation to the Management Committee to set aside money in the budget of £28,000, for IT services which was part of the discussions in item 6.2.

Noted

10. Membership and use of seal

- 10.1 Since the tabled report there had been one request for membership on the 4 March, which had been received in accordance with our rules. Committee approved the request.

T Bowie left the meeting at 19:56

11. AOCB

- 11.1 P Baylis advised that ratifications of the strategy away day would be brought to the next Management Committee meeting. P Baylis thanked members for their participation and attendance at the strategy away day.
- 11.2 One member asked whether there had been any progress on an issue raised at the last meeting regarding developing a cyclical maintenance programme for the TV aerials. K Cowan advised that we are still looking into this and would updated Committee once we have researched further.

Noted

12. Date and time of next meeting

- 12.1 The next full Committee meeting is due to be held on **Thursday 23 April 2026** at 6.00pm.

Chair:

Date: