Blairtummock Housing Association

Minutes of the Management Committee hybrid meeting held on Wednesday 22nd October 2026 @ 6pm at Blairtummock Housing Association 45 Boyndie Street

Present	**In Attendance**
Catriona Jamieson	Gillian Bell, Housing Services Manager
Jim Kane (Chair)	John King, Director
Margaret Pirrie	Della McKelvie, Office Manager
Gary Wood	

Absent	**Special Leave**
N/A	N/A

Action

1.0 Apologies

1.1 Apologies received on behalf of Elizabeth Best, Irene Black, Margaret Ann Kelly, Donna Miller, Mandy Morgan, Co-opted Member, Betty McGill, Wilma McKnight and Claire Reynolds, Co-opted Member.

2.0 Declaration of Interests

2.1 No declarations of interest were expressed.

3.0 Overview of Annual Assurance Statement - Presentation

3.1 Director gave presentation on the Annual Assurance Statement explaining what it means, why it is important and the purpose.

4.0 Annual Assurance Statement

The Director reminded Members of the requirement for all Registered Social Landlords to submit an Annual Assurance Statement to the Scottish Housing Regulator and outlined the Committee's responsibility to be satisfied that the Association complies with the Regulatory Standards of Governance and Financial Management,

relevant Charter requirements and all applicable legislative duties.

4.1 **SFHA Self-Assurance Toolkit**

The Director presented the updated SFHA Self-Assurance Toolkit and explained that only changes made during 2025/26 had been highlighted for review. Members noted that the toolkit had been updated annually since its introduction and continued to provide a comprehensive framework for assessing compliance against regulatory and statutory requirements.

The Committee considered the report, the updated Self-Assurance Toolkit and the supporting evidence available through the Committee Portal. Members noted that assurance was obtained from a range of sources including:

- Internal and External Audit reports;
- Governance, finance, risk, compliance and performance monitoring reports;
- Asset management and stock condition information;
- Tenant and customer feedback;
- Reports and assurance provided by senior officers;
- Advice from external professional advisers;
- Health and safety compliance monitoring including gas, electrical, water, fire safety, asbestos, damp and mould compliance; and
- Ongoing Management Committee scrutiny throughout the year.

Members sought clarification regarding outstanding internal audit recommendations and the process for monitoring implementation. The Director confirmed that progress against all recommendations is reported regularly to the Finance & Audit Sub-Committee and reviewed by the Management Committee until completion.

The Committee considered the risks highlighted within the report, including the potential regulatory and reputational implications of not being able to demonstrate compliance with regulatory requirements. Members noted that no areas of material non-compliance had been identified and that robust systems remained in place to monitor compliance throughout the year.

Having reviewed the evidence presented, Members confirmed that they were satisfied that:

- Appropriate assurance had been obtained across all areas of compliance;
- The Association continues to meet the requirements of the Regulatory Standards of Governance and Financial Management;
- The Association complies with relevant legislative duties and Charter requirements;
- There were no material areas of non-compliance requiring disclosure within the Assurance Statement; and
- Appropriate arrangements are in place to identify and report any future compliance issues, including Notifiable Events if required.
- Assured that we maintain accurate information on the condition and quality of our homes and continue to comply with all applicable tenant and resident safety requirements.

Decision
The Management Committee agreed that it had obtained reasonable assurance from the evidence presented and approved the Annual Assurance Statement for submission to the Scottish Housing Regulator.

The Committee authorised the Chairperson to sign the Annual Assurance Statement on behalf of the Association and noted that the approved Statement would be submitted to the Scottish Housing Regulator and published on the Association's website and at the Association's offices.

Action

- Chairperson to sign the Annual Assurance Statement.
- Director to submit the signed Statement to the Scottish Housing Regulator and arrange publication.

5.0 Annual Report and Report on Performance 2025/2026

5.1 The Management Committee noted that information requirements for the Annual Report and Report on Performance 2025/26 had been approved at its meeting held on 14th October 2026.

A copy of the finalised report was presented for information. Members were advised that the report had been distributed electronically to all residents via CX Feedback on 22 October 2026. Paper copies had also been issued by post to those residents who had requested to opt out from digital engagement.

The Committee noted the report and the arrangements made for its distribution to tenants and residents.

6.0 Date & Time of Next Meeting – Wednesday 4th November 2026

6.1 Finance & Audit Sub-committee will commence at 6pm and the Management Committee will commence at 6.30pm on Wednesday 4th August 2026, Members present noted the date and time of next meetings.

7.0 Any Other Competent Business

7.1 **CIH Award Night**

Members noted that the Association had previously been shortlisted for the Chartered Institute of Housing (CIH) Excellence in Customer Service Award in recognition of its Here to Help Initiative.

The Housing Services Manager advised that Committee Members and staff had been invited to express an interest in attending the awards event. It was noted that attendance had been confirmed by two Committee Members and four members of staff.

The Committee noted the update.

7.2 **Christmas Night**

7.2.1 The Housing Services Manager reported that the venues previously suggested by Members, Kastriots and Maximos, offer Christmas dining packages but do not host Christmas party nights.

7.2.2 Members considered a number of venue options and discussed the benefits of a party-night format compared with a dinner-only event before agreeing that [redacted] represented the most suitable option.

Having reviewed the available options, Members agreed that the Christmas event should be held at [redacted], noting the positive experience of those who attended at the venue in the previous year.

7.2.3 **Decision**
The Management Committee approved [redacted] as the venue for the 2026 Christmas Night.

7.2.4 **Action**
The Office Manager to contact Committee Members and staff to confirm attendance and, once final numbers have been established, proceed with the booking of [redacted].

As there was no further business to discuss the meeting closed 6.50pm.

Della McKelvie
October 2026

Chairperson: _____