

MANAGEMENT COMMITTEE MEETING

Monday, 22nd May 2023 6:30 pm

Hybrid meeting held at the BOILER HOUSE at 146 Drip Road Stirling and Via Microsoft Teams | Management Committee

Attendees

<p>Present Ann Dickson John Jenkins Heather Arthur Kenny Hutton Lyndsay Moffat</p> <p>Callum Wynd (observer) Abira Sarwar (observer)</p> <p>By Teams Lynne Lavery Priscilla Maramba Alistair Hutton James Bryce</p>	<p>In attendance Sharon Brady-Wardrope Angela Laley Mareta Greig Shona MacLeod Fettes McDonald Paul Fraser (partial) Lesley Lennon</p> <p>Becky Ramage (minutes)</p> <p>By Teams Stephen Dougherty (partial)</p>
<p>Apologies Andrea Finkel-Gates Lynore MacLeod Cllr Gerry McGarvey Kirsty Morrison (observer)</p>	

1 Chair's Statement

Purpose - For Information

Minute by Becky Ramage

The chair welcomed all staff and committee to the meeting. Ann Dickson (AD) also welcomed Callum Wynd and Abira Sarwar to the meeting. Sharon Brady-Wardrope (SBW) advised Callum and Abira are observers for this committee meeting with full committee members at June meeting. All staff and committee introduced themselves to Callum and Abira.

AD highlighted that before the meeting starts Angela Laley (AL) is going to provide SPSO Complaints Training.

Once the training was complete AD advised we will bring papers 6.2 and 8.2 forward.

2 Apologies

Purpose - For Information

Minute by Becky Ramage

Andrea Finkel-Gates
Lynore MacLeod
Cllr Gerry McGarvey
Kirsty Morrison

3 Declaration of Interest

Purpose - For Information

Minute by Becky Ramage

None declared

4.1 Management Committee 24th April 2023

Purpose - For Approval

Minute by Becky Ramage

These minutes were approved as an accurate record of the meeting and Sharon Brady-Wardrope noted John Jenkins comments that had been posted on DT.

Decision: With the amendments noted and accepted the minute was approved.

4.2 Confidential Minute Management Committee 24th April 2023

Purpose - For Approval

Minute by Becky Ramage

Decision: These minutes were approved as an accurate record of the meeting.

4.3 Unconfirmed Minute of Development Sub Committee Meeting 13th March 2023

Purpose - For Information

Minute by Becky Ramage

SBW advised this is an unconfirmed minute for information.

4.4 Unconfirmed Minute Audit & Risk Sub Committee Meeting 2nd May 2023

Purpose - For Information

Minute by Becky Ramage

SBW advised this is an unconfirmed minute for information.

5 Matters Arising

Purpose - For Information

Minute by Becky Ramage

None

6.1 ARC Qu 4 Report - referred from Audit & Risk Sub Committee

Purpose - For Approval

Minute by Becky Ramage

Angela Laley (AL) presented this report. AL advised paper previously presented to the Audit and Risk Sub Committee on 2nd May. The purpose of this is to report to Committee the results of the main ARC indicators for the period January to March 2023, providing actual performance against target and to provide further detail for those indicators at red where we are not meeting target.

AL provided an example from the paper at 2.3 regarding attendance at Committee meetings which had in 2 quarters been below target but had been overall for year slightly above. AL advised that Committee will be supported to maximise attendance and that reducing the number

of Committee meetings might be considered in the future, as noted in the paper, to reflect reporting requirements.

AL welcomed any questions/comments.

Decision: The committee noted the report.

6.2 Procurement Report - Out of Hours Contract - referral from A&R Sub Committee and Planned Maintenance Project 23/24

Purpose - For Approval

Minute by Becky Ramage

This paper was brought forward to the start of the meeting in which Paul Fraser (PF) presented. The purpose of this report is to present to and seek approval from committee on the outcome of procurement exercises and solutions for the Out of Hours emergency repairs service, the EICR contract for 2023/24, the appointment of a Principal Designer (CDM co-ordinator for Health and Safety) to coordinate year two of the Bathroom Replacement programme and the appointment of Forth Plumbing and Heating as the Right to Repair second named contractor.

PF highlighted recommendations in item 5 and welcomed any questions. Lyndsay Moffat (LM) asked if the Out of Hours contract would be included within reactive maintenance contract when it goes out to tender. PF advised yes this will be the case.

Mareta Greig (MG) noted that Sharon Brady-Wardrope (SBW) updated the regulator on this. SBW highlighted that out of hours contractor terminating was a notifiable event.

John Jenkins highlighted in the out of hours contract there is a significant increase in hourly rate and queried how will this impact on our budgets. Fettes McDonald (FM) advised still confident budget will cover unless the amount of repairs increase. SBW added Rural and Ochil View Housing Association are also seeing significant jump in costs.

Management Committee noted this report and approved the appointment of contractors.

Decision: Committee Approved.

PF left the meeting.

6.3 Lease Arrangements Update

Purpose - For Information

Minute by Becky Ramage

This report was presented by Mareta Greig (MG). This paper is to update Management

Committee with an overview of current leased properties.

MG highlighted this is an update on 34 leased properties we have. MG advised Stephen Dougherty our Property Services Officer is conducting an annual inspection of all the properties. MG also pointed out that you can see in appendix 1 that some leases have expired although they are still paying rent.

Ann Dickson (AG) added she was unsure on what happens with repairs for these properties. MG advised on the back of lease guide it explains what Forth Housing are responsible for and what they are responsible for. AD also asked if out of hours contractor would go out to the leased properties, MG advised yes.

Decision: Committee noted the report and steps taken to ensure these are managed as per the lease agreements.

7.1 Management Accounts Q4 Report

Purpose - For Approval

Minute by Becky Ramage

Shona MacLeod (SM) outlined this report with the purpose to present the management accounts in Appendix 7.1(1) to inform the management committee the financial performance of the Association for the final quarter to 31 March 2023 and seek approval for the Quarter 4 Management Accounts.

SM noted the figures briefly for the committee mentioning that the most important parts had been highlighted and making it easier to see them. SM also advised will take any questions at the end. Due to interest rates, surplus is amended and came in slightly less. Rents down due to delays in properties. In relation to Nationwide, debt service test been added.

SM welcomed any questions. John Jenkins (JJ) suggested that in relation to repairs there is a significant variation and asked if we are doing anything differently. SM agreed reactive maintenance costs are around 20% above budget and a higher provision has been made in future budgets. SBW added the tender for reactive contracts isn't due for another 2 years. JJ also suggested it would be good to get some identification of build up of the overall cost.

Decision: Management accounts were approved.

7.2 Treasury Management Report

Purpose - For Approval

Minute by Becky Ramage

Fettes McDonald outlined this report. The purpose of this report is to present to Management Committee the details of the Association's current treasury management operations and seek approval on our compliance with our Treasury Management Policy.

FM highlighted the main points in this report and highlighted Management Committee considered that they may want to do away with Scottish Building Society. FM added this is not an urgent thing that needs to be done. Ann Dickson asked what do you want us to do with paying Scottish Building Society debt. FM suggested we can bring this back to committee in due course. SBW also suggested this is put on hold for now.

Decision: Management Committee noted the performance and approved compliance with our Treasury Management Policy.

7.3 Five Year Financial Projections - referral from A&R Sub Committee

Purpose - For Approval

Minute by Becky Ramage

Fettes McDonald (FM) outlined this report. FM clarified this report was previously presented to the Audit & Risk Sub Committee. The purpose of this is to get final approval from the Management Committee and submission to the Scottish Housing Regulator (SHR).

FM noted that we are in a very strong viable position and Paul McNeil who did our options appraisal had no issues either with our finances.

It was agreed by the committee that the development program needs reviewed.

Decision: The committee agreed the reviews for the 5 year projections and approved the submission to the Scottish Housing Regulator.

8.1 Tenant Engagement Strategy - Verbal Update

Purpose - For Approval

Minute by Becky Ramage

Angela Laley (AL) provided a verbal update on the outline of the strategy. AL advised she is working on the strategy following approval of the Tenant Participation Policy at Committee, which includes a detailed calendar of events over a 3 year period.

AL noted this will be brought back to the committee meeting in June.

8.2 Adaptions Policy

Purpose - For Approval

Minute by Becky Ramage

Stephen Dougherty (SD) presented this paper. The purpose of this report is to update and seek approval from Management Committee on the revised Adaptations Policy.

SD highlighted that historically, we would have only processed applications, such as wet rooms and straight stair lifts, following a referral from the Occupational Therapist (OT). Due to a lack of available OTs, this left a number of tenants remaining at home, in a property unsuitable for their needs. The policy did not allow staff to make the decision to progress with the works without an OT referral. SD added that a self referral form can be completed with Housing Officers.

Ann Dickson (AD) asked if it has made a difference in the amount of people seeking adaptations. SD advised 3/4 tenants looking to move but due to adaptations they no longer want to move. MG added increased budget due to this.

John Jenkins (JJ) questioned the term 'household members', if tenants had weekend access to children, would this still apply, Sharon Brady-Wardrope advised yes, this would still apply. JJ suggested for this to be included in the policy as it's not clear enough.

The committee noted the amendments and approved the policy.

Decision: Approved with amendment.

SD left the meeting.

9.1 Interim Director Report

Purpose - For Information

Minute by Becky Ramage

Sharon Brady-Wardrope (SBW) outlined this report and is intended to give Management Committee an update on key matters in the period including progress of obtaining the Profession Consultant Certificate (PCC) for CAF Bank Loan. Also, to provide an update the recent regulation meeting and to advise the committee of the Scottish Housing Regulator (SHR) Letter regarding damp condensation and mould.

SBW advised CAF bank funding has been slower than we would like which resulted in the deadline of the end of April for signing the key Terms and Conditions document was missed. Given the progress in the development programme funding is not likely to be required until February 2024. SBW also highlighted the last drain survey and structural survey is now complete and there are no issues with the structure or the drains.

SBW reported that she continues with the monthly meetings with SHR regulations manager and that the last meeting was very positive. SBW gave SHR an overview of progress with the governance improvement plan along with the update on the Business plan and the strategic option appraisal which were well received.

SBW advised the SHR will write to us formally in relation to the structural cracking. A meeting has since taken place with Robertson's at which they outlined the progress made to date with the investigations to understand the causation to allow solutions to be developed. A more detailed paper will be presented to the development sub committee for the 31st May meeting

however the contractor was not in a position to provide us with copies of the information so far as they still had to share with the other parties and required approval from their insurance company. Further ground investigation has taken place and more work has to be done and presented to the designers for consideration. SBW noted this is still slow progress and will be 6 weeks before we hear any further update. SBW reassured committee that TC Young are being kept up to date with the progress.

In terms of SHR letter regarding damp, condensation and mould, SBW advised we are reviewing all reports of condensation and mould from the past 3 years and taking any necessary follow up actions. The team has also attended several training and awareness sessions with a further session planned for 7th June. Training for committee has also been offered on this matter and is delivered by SHARE. Ann Dickson, Chair is attending this training and SBW advised if any other members wish to take this up please let Corporate Services know, however an overview will be provided at the August 2023 meeting.

Decision: The committee noted this report.

9.2 Governance Improvement Plan

Purpose - For Approval

Minute by Becky Ramage

Sharon Brady-Wardrope (SBW) outlined this report. The purpose of this report is to update the Committee on the progress made on the actions within the new Governance Improvement Plan 2023. Also, to provide an update on the Governance Investigation Action Plan.

There were 11 outstanding actions from the 2022 Governance Improvement Plan which have been added to our new plan along with the 6 new actions giving a total of 17 actions. During the period since the last report, we have completed 4 actions which have been of a minor nature such as updates to the website.

SBW noted that tenant insight info is still on our plan is currently drafting new appraisal format which will be shared with Senior Managers.

In relation to Governance Action Plan 2 actions have been completed in the period since the last review which leave only 1 outstanding item relating to the updating of policies which will be presented to committee in due course. The 2 actions which have been completed are passwords passed to our IT consultants Stratiis and training for conflicts of interested which took place on 15th and 19th May.

SBW welcomed any questions.

Decision: The committee approved the removal of the completed actions and noted the outstanding actions on the Governance Improvement Plan 2023.

9.3 Governance Learning Plan

Purpose - For Information

Minute by Becky Ramage

Sharon Brady-Wardrope (SBW) outlined this report. The purpose of this report is for information and to update the Committee on the progress with the governance learning plan developed for 2022/23, the progress with the training and outlines the outstanding training for the coming months.

SBW highlighted tenant conference is complete and had positive comments from this. Risk management yet to be confirmed waiting on dates from SHARE. Notifiable events, code of conduct and whistleblowing was completed last week. Complaints training now complete.

SBW noted we are progressing well and will hold off on this report coming back to committee next time. SBW highlighted amazing amount of training now complete.

SBW advised there will be some self selection on training for committee due to training being complete within their work role/other organisations.

Decision: Committee noted the progress to date and noted the training activities planned for the coming months.

9.4 Final ARC Return to SHR

Purpose - For Approval

Minute by Becky Ramage

Mareta Greig (MG) presented this report. This paper is referred from the Audit & Risk Committee to provide Management Committee with the final ARC submission for 2022/23 and to give comparison with our performance from 2021/2022.

MG advised detailed in report where improvements been. MG noted the team have done exceptionally well.

MG clarified an error was noticed with the information given at Indicator 16 - "Percentage of new tenancies sustained for more than a year, by source of let". Staff have now re run the data as per Christine Dugan's guidance and provided the evidence to match the figure she concluded to be. This was a very minor correction and related to a filter that was applied on one report. Data correction for 2020/21 will be submitted to the regulator this week. The guidance has now been applied to the data calculations for this year.

It was noticed that 9.4 (3) appendix was not uploaded to Decision Time, this will be emailed to committee.

Decision: The Committee approved the final ARC submission for 2022/23, alongside the corrections for 2021/22 for submission to the Scottish Housing Regulator by 31st May 2023.

9.5 Notifiable Events

Purpose - For Information

Minute by Becky Ramage

Sharon Brady-Wardrope presented this paper. The purpose of this report is to update the Management Committee on new and current notifiable events to give assurance that we are complying with our obligations with the Scottish Housing Regulator (SHR) and to give fuller updates to assure the committee that all actions are being taken to investigate such events and implement any necessary actions to reduce risk or close off events.

SBW advised at the time of writing this paper we had 5 current notifiable events, regulator has now closed off 3. The 2 notifiable events still open are structural cracking at Raploch Site 8/9 and notice received from our Out of Hours contractor to end the contract early.

Decision: The Committee noted the update on the open notifiable events.

10 Membership

Purpose - For Approval

Minute by Becky Ramage

Angela Laley (AL) provided a verbal update on the prospective Management Committee members confirming that all 3 candidates had been interviewed by a panel from Audit and Risk. AL noted Kirsty Morrison had issued apologies but will attend the next meeting as an observer. Therefore, it was confirmed that we are making good progress with new members.

Ann Dickson highlighted that tonight is an observation night for Callum Wynd and Abira Sarwar and will welcome them back at next management committee meeting as full members.

11.1 EVH Monthly Briefing May 2023

Purpose - For Information

Minute by Becky Ramage

No monthly briefing this month

12 AOCB

Minute by Becky Ramage

Sharon Brady-Wardrope (SBW) reminded the committee that we need another member from the committee to be included in the interview panel on the 8th June for the consultancy services of committee appraisals.

13 Date of Next Meeting - Monday 26th June 2023

Minute by Becky Ramage

The date for next Management Committee meeting on the 26th June 2023 was approved. The chair highlighted to Callum Wynd and Abira Sarwar that the Management Committee meetings take place on the last Monday of every month. This meeting has been brought forward due to a public holiday.

The Chair thanked everyone for their attendance this evening.