

MANAGEMENT COMMITTEE MEETING

Monday, 29th January 2024 6:30 pm

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

Attendees

<p>Present</p> <p>Ann Dickson (AD) - <i>Chair</i> Andrea Finkel-Gates (AFG) - <i>Joint Vice Chair</i> Kenny Hutton (KH) - <i>Joint Vice Chair</i></p> <p>Callum Wynd (CW) John Jenkins (JJ) Priscilla Maramba (PM)</p> <p>By Teams</p> <p>Abira Sarwar (AS) Lyndsay Moffat (LM)</p>	<p>In attendance</p> <p>Sharon Brady-Wardrope (SBW) - <i>Director</i></p> <p>Paul Fraser (PF)** - <i>Senior Property Services Officer</i> Samantha Buggy (SB) - <i>Head of Corporate Services</i> Sharon Brady-Wardrope (SBW) - <i>Interim Director</i> William Boale (WB)*** - <i>Housing Manager</i></p> <p>Callum MacDougall (CM)** - Minutes</p>
<p>Apologies</p> <p>James Bryce (JB)</p> <p>Gerry McGarvey (GM)</p>	<p>*Comment made on Decision Time (DT) **Excluding item 9.1 ***Excluding items 1- 6.2 & 9.1</p>

1 Chair's Statement

The Chair welcomed all the committee and staff to the meeting.

2 Apologies

James Bryce
Gerry McGarvey

SBW stated that Kirsty Morrison has resigned from the Management Committee and that Alistair Hutton has yet to be in touch regarding whether he will be staying on [REDACTED – PERSONAL DATA]

Additionally, SBW informed Committee that she had checked the rules and AS can join the Audit & Risk Sub Committee as the rules only apply to wanting to Chair a Sub Committee rather than joining one. AS acknowledged this and accepted being asked to join the Audit & Risk Sub Committee.

3 Declaration of Interest

As there was an agenda item regarding Tenant Rent Consultation coming up to be discussed, PM declared that she is a tenant of Forth Housing Association.

4 Previous Minutes

4.1 Draft Management Committee Minute - 27th November 2023

Purpose - For Approval

A number of corrections to the minutes were noted on Decision Time (DT) and with the changes made from the notes by Committee members on DT, these minutes were approved as an accurate record of the meeting.

Decision: Approved

4.2 Draft Confidential Management Committee Minute - 30th October 2023

Purpose - For Approval

A number of corrections to the minutes were noted on Decision Time (DT) and with the changes made from the notes by Committee members on DT, these minutes were approved as an accurate record of the meeting.

Decision: Approved

4.3 Unconfirmed Minute of Staffing Sub Committee - 9th October 2023

Purpose - For Information

*JJ asked in relation to the Health Care plan discussed at the last Staffing Sub Committee, would this scheme be extended to the governing body members also. SBW explained that it doesn't at the moment as it is considered an employee benefit but we can explore this further for committee members.

A number of corrections to the minutes were noted on Decision Time (DT) and with the changes made from the notes by Committee members on DT, these minutes were noted

Decision: Noted

4.4 Unconfirmed Confidential Minute of Staffing Sub Committee - 9th October 2023

Purpose - For Information

A number of corrections to the minutes were noted on Decision Time (DT) and with the changes made from the notes by Committee members on DT, these minutes were noted

Decision: Noted

4.5 Unconfirmed Minute Audit and Risk Sub Committee Meeting - 23rd October 2023

Purpose - For Information

As there were no corrections made by Committee members to the minutes on Decision Time (DT), members present agreed that these minutes were noted.

Decision: Noted

4.6 Unconfirmed Minute of Development Sub Committee Meeting - 16th November 2023

Purpose - For Information

As there were no corrections made by Committee members to the minutes on Decision Time (DT), members present from the DSC agreed that these minutes were an accurate record of the meeting.

Decision: Noted

5 Matters Arising

Purpose - For Information

5.1 Referrals from Sub Committee

Purpose - For Approval

5.1.1 Development Sub - Item 6.2 - Q3 Performance Report

Purpose - For Information

SBW informed Committee members that the information regarding our Strategic Housing Investment Plan (SHIP) and how we are also seeking to progress the various Section 75

projects in the SHIP was extremely helpful to see. KH backed this up by agreeing on how useful it was to see this information.

[REDACTED – CONFIDENTIAL INFORMATION]

SBW mentioned that the Design Guide information presented at the most recent Development Sub Committee (DSC) meeting was found to be extremely helpful in outlining our primary objectives for use in future development contracts. KH agreed with this comment and raised the point that it has been agreed by the DSC that we will start to develop our base line standard or agree our 'red-lines' from maintenance and tenants. SBW added that we have a Design Guide Review session with staff planned for the 7th of February to start outlining our key priorities to add to what we already have from tenants.

The committee noted the information provided in relation to the referral from DSC held on 22 January 2023 - Item 6.2 - Q3 Performance Report Projections.

Decision: Noted

5.1.2 Development Sub - Item 6.3 - Croftside Feasibility Report

Purpose - For Approval

AD highlighted that in regard to the access available to the Pirnhall development, where will the pedestrian access/crossing on the main road be located as people will need to cross over to reach the bus service and there is a lot of busy traffic that already passes through that main road. Furthermore, AD asked, what is the requirement for planning regarding the volume of traffic and exit onto the main road. What will the intersection be like now and when the full development is finished. SBW explained that the point regarding the bus services and locations with the outer lying areas has been raised and the issue of public transport in these areas being very limited. We are currently still gathering information on this item with Ewan MacDonald, Interim Development Coordinator.

JJ highlighted the fact that our properties will actually be located further within the development, meaning further away from the main road and any incidents that could be caused there but that does also mean it would then be further for our tenants to travel for suggested amenities.

AFG asked how does this fit with the 20 minute neighbourhood agenda. SBW gave a few examples of certain amenities that are close to the development which fall into the 20 minute neighbourhood agenda but noted that we can look into this further.

SBW mentioned that an additional look at the floor plans for the toilet directly off the kitchen needs re-looked at as it seems to not be the most suitable spot for tenants. JJ highlighted that all other Barrett and Bellway property types have the WC off the lobby in the front hall and a lobby/utility space off the kitchen. SBW stated that this is clearly becoming an issue and will be added as a 'red-line' priority. Unfortunately, it is too late for Barrett but there a chance that something can be done with Bellway.

Committee agreed that approval is given to recommend the progression of the Croftside development with the understanding that timescales or plan will be provided for the overall plan for the wider site development and the additional services/facilities.

Decision: Approved

5.1.3 Development Sub - Item 7.4 - Development Services Tender

Purpose - For Approval

SBW explained that we have ran with interim services longer than we had anticipated following the retirement of the Development Coordinator back in 2022 however this has been delivered successfully and we have benefited from a range of skills available through the consultant.

It a was noted the DSC gave some really good feedback on this item in their most recent meeting and it was highlighted that this Tender document and related pricing schedule will give us a good framework for when we choose our own Development Manager.

Committee agreed that approval is given to the proposed Tender for Development Service.

Decision: Approved

6 Operations

6.1 Cyclical Contract Tender Report

Purpose - For Approval

PF presented to the Management Committee the outcome of the Cyclical Painter Work Tender and to seek approval to award the contract to Mite Property Services.

Management Committee had no additional questions regarding this item and thus gave its approval.

Decision: Approved

6.2 IT Support Service Tender - Extension

Purpose - For Approval

SB presented this report to committee to seek approval for a two-year extension to current Strattis contract instead of retendering to allow time for a detailed review of IT and telephony requirements.

SBW added that we are also looking to align this contract with StrathForth.

Management Committee gave approval for this extension of the Stratiis contract.

Decision: Approved

7 Finance

Purpose - For Approval

7.1 Rent Review Consultation Responses and Affordability Outputs

Purpose - For Approval

** WB entered the meeting at this point **

WB presented this report to the Management Committee which was related to the recent Rent Consultation and to seek the approval from Committee on the agreed rent increase of 5.6% for 2024/25.

WB highlighted several points within his report which included benchmarking with other RSLs and Local Authorities, Affordability based on the increase (shown in the affordability matrix (appendix 7.1(1))) and the overall consultation process along with statistics to support it. WB added that the rent consultation had been discussed also at the Tenants View Forum and was met with positive responses.

AFG mentioned that as long as we deliver a high level of service along with what is a lower increase then this is a big plus for us. SBW added that a digital inclusion service would be helpful to get which we can push for and investigate more.

*JJ asked if we are aware of the circumstances which are leading to the households under occupying their properties to this extent. If possible, are we taking measures to assist them in moving to a more appropriate size of property. WB explained that these have been long standing tenants, over the years there's been several changes in circumstances and household composition. There have been discussions in the past with tenants who are under occupying however not willing to move. We will be revisiting this during the Annual Tenant Visits where we will be able to gather more accurate information on household details and circumstances.

WB also noted that he had been in touch with Scotland's Housing Network (SHN) as they run a simple affordability service for members which is a useful tool and presentation but can be used to evidence affordability to tenants. AFG confirmed this and said that this is a useful tool to utilise.

The Management Committee approved the rent increase of 5.6% (CPI + 1%) for 2024/25.

Decision: Approved

8 Policy/Strategy

Purpose - For Approval

8.1 Strategy Day 8th December – Update

Purpose - For Information

SBW gave a brief overview of this item, mentioning that it was a very good session for all involved and thanked everyone who attended.

A few things noted from the session were that this seems to be the right time to start working on a new strategy and business plan to be ready for 2025, there is also an appetite for a more

strategic, focused, concise and easy to read business plan. SBW highlighted that we will most likely retain the current strategy for now but look to freshen this and update it when the time comes for next year. Overall, it was a positive session.

The committee noted this update.

Decision: Noted

8.2 Annual Work Plan

Purpose - For Approval

SB presented this report to the Committee which was to highlight the proposed changes to the Annual Work Plan for 2024/25. The main recommended changes were a reduction on the number of committee meetings for the year (from 8 to 10 meetings), a consideration to move the meetings to a Tuesday evening and also a review of the Policy schedule/ register.

*LM mentioned that it seems like quite a long time between management meetings, end of November to end of February, when there is budget setting and rent increase consultation discussions. LM herself had no issue with the number of meetings reducing but noted that it seems like a long gap. SBW explained that the aim is to have the November Management Committee approve the rent consultation and a draft budget for review by the Audit and Risk in early February, to then be taken to the end of February Management Committee for final approval. This will allow additional time for consultation in December and early January to collate the response and rework budgets where required. The turn around between January Management Committee and Audit & Risk is far too tight.

SB also added that this runs in line with the Policy register and timescales.

JJ suggested that we also schedule a review in 15 months time to see how these changes have impacted the overall performance. SB agreed with this and will follow up on it.

JJ asked if the Board training schedules can be added into the Annual Work Plan. SBW explained Alison Smith will help with this and support with the training for the Management Committee.

SB asked all committee in attendance if they were happy changing to the Tuesday, all seemed happy with this change. SB also mentioned that we can create a poll for preferred dates to help committee and might help with flexibility moving forward.

SB highlighted that we would update standing orders afterwards.

The Management Committee approved the proposed changes to the Annual Work Plan for 2024/25.

Decision: Approved

8.3 Delegated Authority

Purpose - For Information

SB presented this report highlighting the scheme of delegated authority which sets out where responsibility lies and where delegated approval has been given for decision making and at

what level.

SB recommended that committee review the current Scheme of Delegation Authority and recommend changes to allow a better flow of decision making through the organisation which will then be collated, reviewed with Alison Smith from Allanpark Consultants for a governance assessment and bring a final version to Committee for approval alongside the Standing Orders and Sub Committee Remits contained therein.

AFG highlighted that she would be more than happy to join a working group for this if that becomes an option. SB noted this.

SBW mentioned that this is a very useful tool to have in place and can also be reviewed later in the year.

Management Committee noted this report on delegated authority.

Decision: Noted

9 Governance

9.1 Directors Report - Confidential

Purpose - For Information

Minute by Callum MacDougall

The Management Committee agreed to take this item at the end of the meeting and the minute would be taken by SBW.

9.2 Notifiable Events

Purpose - For Information

SBW outlined this report which was to update the Committee on any notifiable events.

SBW updated Committee on the current notifiable event relating to the structural cracking and to inform committee of new notifiable events which is considered as confidential to give assurance that we are effectively managing and monitoring ongoing events to comply with our obligations with the Scottish Housing Regulator (SHR).

[REDACTED – CONFIDENTIAL INFORMATION]

SBW mentioned that we continue with fortnightly meetings and additional technical meetings as and when required regarding the Structural Cracking at Raploch Site 8/9.

KH highlighted that the Harley Haddow (HH) presentation provided was very helpful and well presented.

SBW made Committee aware that the Regulator has been updated on both events.

The Management Committee noted both events and updates.

Decision: Noted

10 Membership

Purpose - For Approval

None.

11 Correspondence

Purpose - For Information

11.1 SFHA Briefing note on Scottish Budget

Purpose - For Information

SBW mentioned that this document is now on Decision Time for all to view in their own time as it was for additional information.

Decision: Noted

12 AOCB

SB asked if the Staffing Sub Committee meeting scheduled in February could be moved back to March. Management Committee and Staffing Sub members approved this request.

Decision: Approved

** At this point PF, WB and CM all left the meeting so that the confidential agenda item 9.1 - Directors Report could take place. **

13 Date of Next Meeting - 26th February 2024

The date for the next Management Committee meeting on Monday the 26th of February 2024 was approved. The Chair thanked everyone for their attendance this evening.