

MANAGEMENT COMMITTEE MEETING

Monday, 26th February 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>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>Andrea Finkel-Gates (AFG) - <i>Joint Vice Chair</i></p> <p>Abira Sarwar (AS) Lyndsay Moffat (LM) James Bryce (JB)</p>	<p>In attendance</p> <p>Sharon Brady-Wardrope (SBW) - <i>Director</i></p> <p>Paul Fraser (PF)** - <i>Senior Property Services Officer</i></p> <p>Samantha Buggy (SB) - <i>Head of Corporate Services</i> Shona MacLeod (SM)** - <i>Finance Officer</i></p> <p>William Boale (WB)** - <i>Housing Manager</i></p> <p>Callum MacDougall (CM)** - Minutes</p>
<p>Apologies</p> <p>Ann Dickson (AD) - <i>Chair</i> Gerry McGarvey (GM)</p>	<p>*Comment made on Decision Time (DT) **Excluding item 12</p>

1 Chair's Statement

Purpose - For Information

SBW welcomed all the committee and staff to the meeting in the Chair's absence.

SBW explained to Committee that AD would not be able to Chair and attend committee meetings for the next few months due to the reasons already explained to committee prior to this meeting. SBW highlighted that after checking and reviewing the guidance on who can step in on a temporary basis to cover the role of Chair, from a good governance stance then it would be better to have the officer bearer roles covered by a wider group. In accordance with our standing orders the convenor of the Audit and Risk sub committee (ARSC) cannot also act as the Chair of the Management Committee (MC). SBW gave a few ideas on how this could be worked out but opened the floor to MC for discussion.

AFG and KH both noted that they were happy with any arrangement but did raise the point that this is initially for a short term period and if it was to become a more long term role then this item would have to be revisited. SBW agreed and explained that currently we are looking to cover the role of Chair for 5-6 months but if that changes and has to be made long term then further

discussions will be arranged.

There were a few discussions had around role changes in all the sub committees and potential training that could be arranged to help support members that would like to take on more responsibilities within the sub committees which everyone in the MC agreed would be a good idea.

In summary, it was agreed by all MC that KH would continue as convenor of the Development Sub Committee (DSC) and take on the short term role of Chair for the MC with AFG continuing as the convenor for both the Staffing Sub Committee (SSC) and the ARSC.

KH, now as acting Chair for the MC, congratulated everyone in the meeting and all involved at Forth Housing Association with now achieving the status of compliant from the regulator.

2 Apologies

Purpose - For Information

Ann Dickson, Gerry McGarvey

3 Declaration of Interest

Purpose - For Information

None.

4 Previous Minutes

Purpose - For Approval

4.1 Management Committee 29/01/2024

Purpose - For Approval

KH asked how the presentation of the design guide to staff went. SBW explained that it went very well and staff were very interactive when it came to open discussions. The results and comments will be brought to the next Development Sub Committee (DSC) meeting for further discussion.

There was no correction made by committee members to these minutes on Decision Time (DT). These minutes were approved as an accurate record of the meeting.

Decision: Approved

4.3 Unconfirmed Development Minutes 22/01/2024

*AFG asked if we have submitted a response to the social housing net zero standard

consultation. SBW explained that we are working our way through this for completion by the 1st of March. We had hoped to be able to share this with MC at this meeting, however the consultant who is modelling our stock has not completed the work to allow us to fully assess the implications for us. We will be looking circulate to the wider MC before the 8th of March deadline if possible.

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 Development Minutes 22/01/2024

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

5 Matters Arising & Referrals from Audit & Risk Sub Committee - 12/02/2024

Purpose - For Information

*JJ highlighted that we need to make clear that the following items were presented to Audit sub and following discussion, all agreed changes have been made, and where appropriate are now recommend for approval by the Management Committee. SB agreed and explained that that we are looking into making the process more streamlined and readable for MC moving forward. SBW noted that the previous minutes and Sub Committee minutes would always normally come first then the referrals would follow.

*JJ asked if there were draft minutes from the recent ARSC meeting. SBW explained that the minutes are not ready yet due to staff absences and that they have to be scribed from the audio recording but the minutes will come to the next MC meeting. JJ said that it would be useful to have the minutes to follow the discussions at the meeting when the paper is referred on. This was agreed.

6.1 Internal Audit Register

Purpose - For Approval

The MC members considered this and agreed to approve this referral from the ARSC.

Decision: Approved

7.1 Annual Risk Register

Purpose - For Approval

After suggested changes the MC members agreed to approve this referral from the ARSC.

Decision: Approved

8.2 Q3 performance report

Purpose - For Information

SB suggested that we might try and shorten this report for next time.

KH highlighted how well our Income Maximisation (IM) team is performing and SBW said that it was a member of our IM team that had spoken to Evelyn Tweed, who is a Member of the Scottish Parliament, regarding gas and electricity prices.

MC members noted this referral from the ARSC.

Decision: Noted

9.1 Q3 Management Accounts

Purpose - For Approval

SM noted that approval had been given by the ARSC and that taking into consideration the Quarter 3 performance, there is nothing of concern to report on. SM did mention that an email had come in from the bank late this afternoon so an update from that will go to the next MC meeting.

The MC noted this report.

Decision: Noted

9.2 Proposed Write Off Report

Purpose - For Approval

SM briefly outlined this report explaining that there were no changes to this report since being presented to the ARSC.

As there were no further questions from MC, it was agreed by all to approve this write offs request.

Decision: Approved

9.5 Final Budget

Purpose - For Approval

SM outlined this report for the MC, highlighting that the ARSC had given approval of this item with recommended changes, which have been made.

The MC noted that they were happy with the new way the report has been presented and agreed to give approval for the Final Budget 2024/25.

Decision: Agreed

11.1.1 Risk Management Policy

Purpose - For Information

SBW noted that the comment on DT had been recognised and will be amended.

AFG noted that the next three policies are still sitting with the ARSC.

The MC noted this policy and its changes.

Decision: Noted

11.1.2 Alteration & Improvement Policy

Purpose - For Approval

WB highlighted that there aren't many changes to this policy and that it is still sitting with the ARSC.

As there were no further comments or suggestions from committee members the MC gave approval of this policy.

Decision: Approval

11.1.3 Membership Policy

Purpose - For Information

SBW highlighted that there aren't many changes to this policy and that it was approved by the ARSC.

There was no further comments or suggestions made from committee members regarding this policy. The MC noted this policy.

Decision: Noted

12.1 Health and Safety Quarterly Report

Purpose - For Information

SBW explained that we have seen a slight dip in performance relating to the completion of our EICR inspections due to a few tenants not providing access to their properties but we have put in place measures to reduce the risk of future failures.

JJ asked if we had looked into implementing a sprinkler system as well which PF noted and said

that we are looking into this option.

The MC noted this Health and Safety Quarterly report.

Decision: Noted

6.1 Lettings Plan – Cambusbarron (Deferred)

Purpose - For Approval

7.1 Landscape Maintenance Tender

Purpose - For Approval

PF briefly outlined this report which highlighted that the result of the tender exercise shows Id Verde Ltd. have scored higher in the combined price and quality scoring and is ranked No1. [REDACTED – CONFIDENTIAL AND COMMERCIAL SENSITIVE INFORMATION]

PF noted that Id Verde Ltd. have previously carried out a 2+1-year landscape maintenance programme for FHA which was carried out with no significant issues. PF recommended, as the report states, that the MC approve the award of the 2-year Landscape Maintenance Contract to ID Verde Ltd.

As there were no further comments or questions in relation to this item the MC approved the awarding of the 2- year Landscape Maintenance Contract to ID Verde Ltd.

Decision: Approved

8.1 Policy review

Purpose - For Approval

WB reported on all the policies listed below, highlighting that there was only a few changes made to each and that he had spoken with our Data Protection Officer (DPO) and he had no concerns regarding any of the policies.

WB explained that recently we've had some unacceptable behaviour incidents and our policy has helped outline the parameters of what we can and cannot do regarding action and response. WB noted that this Policy has also been well received by staff.

WB indicated that the Alterations & Improvements Policy had already been discussed earlier in the meeting and required no further explanation.

AS suggested that, if possible, can we make the format of all future policies the same. SBW noted this comment.

The MC gave approval for all three of the policies.

Decision: Approved

8.1.1 Management of Sex Offenders Policy

Purpose - For Approval

As stated in item 8.1, the MC gave approval of this policy.

Decision: Approved

8.1.2 Unacceptable Behaviour Policy

Purpose - For Approval

As stated in item 8.1, the MC gave approval of this policy.

The suggestion made on DT by AFG regarding the formatting of a sentence was noted by SBW also.

Decision: Approved

8.1.3 Alterations & Improvements Policy

Purpose - For Approval

As stated in item 8.1, the MC gave approval of this policy.

Decision: Approved

9.1 Notifiable Events

Purpose - For Information

SBW outlined this report briefly, pointing out that there have been no new notifiable events in the period since the 29th of January 2024.

SBW made the MC aware that whilst it is not a notifiable event, the SHR has been informed of the leave of absence for the Chair, Ann Dickson [REDACTED – PERSONAL DATA].

In regards to the structural cracking at raploch site 8/9, there has been a meeting set up for tomorrow to go through everything and will then have a further update for MC.

The MC noted the current notifiable events report.

Decision: Noted

9.2 Directors Report

Purpose - For Approval

SBW presented this report which was to ask MC to consider the appointment of Interim Chair for the Management Committee, which has already been discussed and approved that KH will fill this interim role, and the appointment of Callum Wynd to the Development Sub Committee and to the Staffing Sub Committee.

KH suggested that this item could be set out clearer which SBW noted.

LM asked if there was an option to put our membership advert up to Stirling University to help target our younger tenants who may be studying there which would give us a more youthful insight. This was agreed and SBW added that we do have a student from Stirling University joining us in May for an internship.

CW asked if it is a possibility that we can tap into being involved in school and youth projects. SBW replied, stating that this is an engagement that we are very interested in exploring and something that SFHA are looking to develop and we would like to be involved in such a project.

*AS suggested that we need to start the recruitment for new members now as it will allow enough numbers and required scrutiny as right now AS feels the sub committees are struggling to meet the minimum quorum as well. SBW agreed and explained that we hope to have the advert out this week. There has been quite a bit of activity in the sector over recent months and we felt that our advert may get lost. It should be out by Friday.

After discussions surrounding this report, MC gave approval for Callum Wynd to join the Development Sub Committee and the Staffing Sub Committee.

Decision: Approved

10 Membership

Purpose - For Approval

None.

11 Correspondence

Purpose - For Information

None.

12 AOCB

Minute by Callum MacDougall

JJ asked where we are with the tenant visits. WB explained that it is still being worked on but progress is being made. We have been handling how we sort repairs and gas safety in to the software which is taking some time but needs to be perfect as this is going to be a very important and useful tool for ourselves in the future for gathering information.

- At the point all staff were asked to leave the meeting so that the verbal update relating to pay negotiations could take place as it a confidential matter. Only Sharon Brady-Wardrope and Samantha Buggy remained to give the update.

13 Date of Next Meeting 25/03/2024

The date for the next Management Committee meeting on Monday the 25th of March 2024 was approved. The Chair thanked everyone for their attendance this evening.