

# MANAGEMENT COMMITTEE MEETING

Tuesday, 24th June 2025 6:30 pm

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

## Attendees

<p><b>Present</b></p> <p>Andrea Finkel-Gates (AFG) – <i>Chair</i></p> <p>Kenny Hutton (KH) - <i>Joint Vice Chair</i></p> <p>Andrea Mina (AM)</p> <p>Elaine Rosie (ER)</p> <p>Hazel Robertson (HR)</p> <p>John Jenkins (JJ)</p> <p>Kerray Dawson (KD)</p> <p><b>By Teams</b></p> <p>Abira Sarwar (AS)</p> <p>Callum Wynd (CW)</p> <p>Priscilla Maramba (PM)</p>	<p><b>In attendance</b></p> <p>Sharon Brady-Wardrope (SBW) – <i>Director</i></p> <p>Garry Savage (GS) – <i>Head of Housing Services</i></p> <p>Kevin Urbanowicz (KU) - <i>Head of Assets and Development</i></p> <p>Paul Fraser (PF) - <i>Senior Property Services Officer</i></p> <p>Shona MacLeod (SM) - <i>Finance Officer</i></p> <p>Samantha Buggy (SB) - <i>Head of Corporate Services</i></p> <p>Callum MacDougall (CM) – <i>Minutes</i></p> <p>Nicholas Aderinto (NA) - <i>Auditor</i></p>
<p><b>Apologies</b></p> <p>Ann Dickson (AD) – <i>Joint Vice Chair</i></p> <p>Jillian Fearnside (JF)</p> <p>Cllr David Wilson (DW)</p>	<p><b>Staff Apologies</b></p> <p>-----</p> <p>*Comment made on Decision Time (DT)</p>

## 1. Chair's Statement

Purpose - For Information

The Chair welcomed all committee and staff to the meeting.

AFG welcomed the Auditor, NA, from Quinn Internal Audit Services Ltd and noted that we would take this presentation first before our usual order of business. AFG mentioned that the purpose of the internal audit plan for 2025/26 is to provide independent and objective assurance to the organisation's governing body and senior management on the adequacy and effectiveness of governance, risk management, and internal control processes.

AFG handed over to the NA at this point.

The NA provided a detailed summary of the internal audit and explained that the internal audit function plays a critical role in supporting the organisation to achieve its strategic objectives by ensuring compliance with regulatory requirements/ policies and procedures, providing assurance over the organisation's financial management/ operational efficiency/ safeguarding of assets and promoting continuous improvement in processes and controls.

There was a brief discussion after the summary before NA handed things back over to the Chair.

The Chair thanked NA for his time. At this point NA left the meeting and the committee continued with usual order of business.

## **2. Apologies**

Purpose - For Information

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### **MC Members:**

Ann Dickson

Jillian Fearnside

### **Stirling Council (SC) Representative:**

David Wilson

## **3. Declaration of Interest**

Purpose - For Information

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KD noted that she works for SC, just encase there is a conflict of interest when it comes to anything regarding Raploch Site 8 & 9, even though she is not directly involved with the on goings of it all.

## **4.1 Draft Minute of Management Committee - 27th May 2025**

Purpose - For Approval

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There were no corrections to the minutes noted on Decision Time (DT) by Committee members on, so these minutes were approved as an accurate record of the meeting.

**Decision: Approved**

**Proposed - KD**

**2nd - KH**

## **4.2 Unconfirmed Minute of Staffing Sub Committee Meeting - 10th June 2025**

Purpose - For Information

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These minutes were for information only and will be presented at the next Staffing Sub Committee (SSC) meeting for approval. The MC noted these unconfirmed minutes.

**Decision: Noted**

## **4.3 Unconfirmed Confidential Minute of Staffing Sub Committee Meeting - 10th June 2025**

Purpose - For Information

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This Confidential minute was for information only and will be presented at the next Staffing Sub Committee (SSC) meeting for approval. The MC noted this unconfirmed minute.

**Decision: Noted**

## **5.1 Matters Arising - If Any**

Purpose - For Information

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None.

## **5.2 Referrals from the Staffing Sub Committee meeting - 10th June 2025 ~ None to Report**

Purpose - For Information

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Noted.

## **5.3 Referrals from the Special Development Sub Committee meeting - 17th June 2025 ~ None to Report**

Purpose - For Information

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Noted.

## **6.1 Property Factors Registration Update - Verbal**

Purpose - For Information

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SB provided this verbal report which was to inform the MC that the registration for the property

factors had been submitted on time and approved.

As there was no further questions at this time, the MC noted this verbal report as this was for information only.

**Decision: Noted**

## **6.2 My Forth – Verbal Update**

Purpose - For Approval

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SB provided this verbal report which was to inform the MC of the increased drive with MyForth, our tenant portal, and give some additional feedback regarding our equality data information.

AFG asked what are we doing to increase our drive. SB explained that we are reaching out to tenants more proactively, highlighting the additional uses of our tenant portal. This has been done through our Annual Tenant Visits (ATV's), phone calls, estate management visits and much more.

As there was no further questions at this time, the MC noted this verbal report as this was for information only.

**Decision: Noted**

## **6.3 Land Sale – Open Space**

Purpose - For Approval

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KU presented this report to the MC which presents for consideration and approval a recommendation to sell a small area of shrubbed land at [REDACTED – CONFIDENTIAL INFORMATION] to the owner of [REDACTED – PERSONAL DATA].

The MC are recommended to approve the sale of the land to the owner and initiate the necessary steps to progress the sale.

KU highlighted that with a sale price significantly above market valuation, no legal cost burden, and the elimination of ongoing maintenance responsibilities, the proposal is both financially and operationally sound. The minor community impact further supports approval.

HR asked if there were any comments from surrounding tenants regarding this and what our communication strategy is going to be. KU explained that we will be contacting surrounding tenants of this update via letter and this will indicate new boundaries and additional information necessary. As of right now there has been no comments made from neighboring tenants.

KD asked if all future charges would fall on the buyer once the sale has gone through. KU noted that once the buyer has been given ownership of the land, all future cost responsibilities would be with the buyer and not ourselves.

ER asked if there were any outstanding loans tied to the land. SBW mentioned that there weren't any.

As there was no further questions at this time, the MC approved this report as this report was for approval.

**Decision: Approved**

**Proposed - AFG**

**2nd - KD**

## **7.1 Treasury Management Report (Loan Portfolio – SHR Submission)**

Purpose - For Approval

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SM presented this report and noted that there are no changes from what has been already presented within this paper.

SM highlighted that no comments had been made on DT regarding this item and asked the committee if anyone had anything to add now.

JJ highlighted that it's great to see that we are clearly using our money for the benefit of our tenants. SM agreed and noted that the new portal works so well for us.

As there was no further questions at this time, the MC approved this report as this report was for approval.

**Decision: approved**

**Proposed - KH**

**2nd - AS**

## **8.1 Business Strategy**

Purpose - For Approval

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SBW presented this report to the MC, which presents for consideration and approval the draft Business Strategy and associated delivery plan for year 1.

SBW noted that this has been sent to the supporting consultant for comment and once final comments are received from both MC and the consultant, it will be passed to the publishers to present a final draft with relevant layout/imagery. This strategy brings in all of the relevant documentation previously presented to the committee.

SBW highlighted some key points about the Strategy Plan, some of which were to do with mapping out our values and purpose, strategic growth opportunities/ goals, delivering the strategy through a phased approach and how we look to have an inclusive culture. We want to give the Business Strategy an entirely fresh and modern appearance to match our vision that we have for our future.

SBW mentioned that no comments had been made on DT regarding this item and asked the committee if anyone had anything to add now.

HR noted that the new draft looks very clear and well-structured and looks forward to seeing the finished version.

AM asked if the website is getting a fresh and modern update to match what has been indicated in the Business Strategy, so that they tie in with each other. SBW noted that yes, the website is under review currently and we are looking into how we want to modernise it in conjunction with the new Business Strategy.

AM asked whether this will be an internal document or is it going to be publicised. SBW explained that it will be published online so that everyone can view it, as well as it being circulated internally with staff. AFG added that it's important to publish this and make it easily accessible for all tenants, staff and public.

CW added that the Strategy as a whole is very well put together.

PM mentioned that even though the Strategy contains all the relative information required, there is a simplicity to the document which is beneficial to everyone.

As there was no further questions at this time, the MC approved this report as this report was for approval.

**Decision: approved**

**Proposed - ER**

**2nd - AM**

## **8.2 Anti Social Behaviour Policy Update - VERBAL**

Purpose - For Information

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GS provided this verbal report which was to inform the MC of the update regarding the consultation for our Anti-Social Behaviour (ASB) Policy.

GS highlighted some of the key areas where we have looked to consult with tenants to gain feedback on how we can look to improve this policy. He noted that we have produced a questionnaire which has went live on the website to help gather feedback, a policy summary overview has been added to our website, contact had been made with our E-group and Tenants View group, letters have been sent out to tenants who had previously raised ASB issues from last year and information had also been posted on our tenants portal. GS noted that we've really tried to gather as much feedback as possible to help shape how we want our new ASB Policy to look and that all of this feedback will be reported back to the next MC meeting for review.

JJ suggested that it would be good to look into outsourced/ partnered communication with ASB. It would be helpful to see what others are doing relating to ASB issues as a comparison. GS agreed and mentioned that we can look into outsourced forums and also get in touch with the Local Authority for further support. KD noted that she could help with putting GS in touch with the right people at Stirling Council to help as well.

As there was no further questions at this time, the MC noted this verbal report as this was for information only.

**Decision: Noted**

## 9.1 Director Report - If any to report

Purpose - For Information

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None.

## 9.2 Notifiable Events

Purpose - For Information

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[REDACTED – COMMERCIALLY SENSITIVE INFORMATION]

**Decision: Noted**

## 9.3 Governance Review

Purpose - For Approval

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SB presented this report and noted that there are no changes from what has been already presented within this paper.

SB highlighted that no comments had been made on DT regarding this item and asked the committee if anyone had anything to add now.

SBW mentioned that Patricia Gallagher had provided an independent review on the provided Delegated Authority and she had positive feedback overall.

As there was no further questions at this time, the MC approved this report as this report was for approval.

**Decision: Approved**

**Proposed - AFG**

**2nd - KD**

## 9.4 Updated Action Register (added to Resource Library) - Bi-Annual Full Review at next Audit & Risk (August 25th)

Purpose - For Information

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SB highlighted that this item can be found in our Resource Library on DT and is the most updated version. The next full review will be provided at the next ARSC.

As there was no further questions at this time, the MC noted this verbal report as this was for information only.

**Decision: Noted**

## **9.5 Raploch Site 8 Risk Profile - Verbal**

Purpose - For Information

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KU provided a verbal update on this item, explaining to committee that some details surrounding this item had been discussed already by SBW in a previous item and that supporting papers from the latest ADSC will be provided to the next MC meeting for review.

As there was no further questions at this time, the MC noted this verbal report as this was for information only.

**Decision: Noted**

## **10. Membership - If Any**

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None.

## **11. Correspondance - If Any**

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None.

## **12. Health and Safety - Monthly Update**

Purpose - For Information

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KU presented this report and noted that there are no changes from what has been already presented within this paper.

As there was no further questions at this time, the MC noted this verbal report as this was for information only.

**Decision: Noted**

## **13. AOCB**

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None.

## **14. Date of Next Meeting- 26th August 2025**

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The date for the next Management Committee meeting on Tuesday the 26th of August 2025 was approved. The Chair thanked everyone for their attendance this evening.