MANAGEMENT COMMITTEE MEETING

Tuesday, 26th August 2025 6:30 pm

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

Attendees

Present	In attendance
Andrea Finkel-Gates (AFG) – *Chair* Kenny Hutton (KH) - *Joint Vice Chair* Andrea Mina (AM) Hazel Robertson (HR) John Jenkins (JJ) Kerray Dawson (KD) Priscilla Maramba (PM) **By Teams** Abira Sarwar (AS) Elaine Rosie (ER) Cllr David Wilson (DW)*****	Sharon Brady-Wardrope (SBW)*** – *Director* Garry Savage (GS)** – Head of Housing Services Kevin Urbanowicz (KU)** - Head of Assets and Development Shona MacLeod (SM)** - *Finance Officer* *Alison Smith (ASM)**** – Allanpark Consultants Ltd* Callum MacDougall (CM)*** – Minutes
Apologies Ann Dickson (AD) – *Joint Vice Chair* Callum Wynd (CW) Jillian Fearnside (JF)	**Staff Apologies** Samantha Buggy (SB) - *Head of Corporate Services* --- *Comment made on Decision Time (DT) **Excluded from Item 9.4 ***Partially excluded from Item 9.4 ****Only present for Item 9.4 *****Only opening remarks

1. Chair's Statement

Purpose - For Information

The Chair welcomed all committee and staff to the meeting.

AFG welcomed ASM from Allanpark Consultants Ltd and noted that we would take ASM's presentation first before our usual order of business. The presentation was to provide the Management Committee (MC) with an update on Board Appraisals and Self-Assessments (agenda item 9.4).

As this item was for MC only, AFG asked if all staff and DW to leave the meeting before handing over to ASM at this point. Only SBW and CM stayed.

ASM provided a detailed summary of the Board Appraisals and Self-Assessments.

There was a brief discussion had after the summary (SBW and CM stepped out before this) before ASM handed things back over to the Chair.

The Chair thanked ASM for her time. At this point ASM left the meeting, the staff re-joined the meeting and the committee continued with usual order of business.

2. Apologies

Purpose - For Information

MC Members:

Ann Dickson

Callum Wynd

Jillian Fearnside

Staff:

Samantha Buggy

3. Declaration of Interest

Purpose - For Information

HR noted that her son now works for Symphony Kitchens, who works with Carmichael Homes and wanted to highlight this and assure MC/ staff that there will be no conflict of interest relating to this.

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 Meeting - 24th June 2025

Purpose - For Approval

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*AFG suggested if we could only use 'deferred' if we have passed an item onto a future meeting. If there is 'nothing to report' can we use something to that effect in the minutes instead. There's a difference between deferring and having nothing to report. Although in this case Sharon did give an update so neither deferred nor nothing to report are accurate. SBW and CM noted this.

A number of minor 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

Proposed - KH

2nd - HR

4.2 Unconfirmed Minute of Special Asset & Development Sub Committee Meeting - 17th June 2025

Purpose - For Information

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*[REDACTED – CONFIDENTIAL INFORMATION]

*[REDACTED – CONFIDENTIAL AND COMMERCIALLY SENSITIVE INFORMATION]

A number of minor corrections to the special minutes were noted on Decision Time (DT) and will be corrected prior to being presented at the next ADSC.

These minutes were for information only and will be presented at the next ADSC meeting for approval. The MC noted these unconfirmed minutes.

Decision: Noted

4.3 Unconfirmed Minute of Asset & Development Sub Committee Meeting - 30th July 2025

Purpose - For Information

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*AFG highlighted in item 6.3 within the minutes, there's standard questions that need to be asked as part of the Affordable Housing Supply Programme (AHSP) continuous improvement programme - it's a condition of grant funding. AFG explained that Scotland's Housing Network (SHN) recently had a review meeting to streamline these questions but there are definitely a lot more than 5 questions. SBW agreed and mentioned that a short survey would be for our internal use only and the benchmarking survey would be separate. We do not want to overload tenants, but some may opt to answer a short survey.

A number of minor corrections to the minutes were noted on Decision Time (DT) and will be corrected prior to being presented at the next Asset & Development Sub Committee (ADSC).

These minutes were for information only and will be presented at the next ADSC meeting for approval. The MC noted these unconfirmed minutes.

Decision: Noted

4.4 Unconfirmed Minute of Audit & Risk Sub Committee Meeting - 12th August 2025

Purpose - For Information

A minor correction to the minutes was noted on Decision Time (DT) and will be corrected prior to being presented at the next Audit & Risk Sub Committee (ARSC).

These minutes were for information only and will be presented at the next ARSC meeting for approval. The MC noted these unconfirmed minutes.

Decision: Noted

5.1 Matters Arising

Purpose - For Information

None.

5.2 Referrals from the Staffing Sub - 10 June 2025

Purpose - For Information

5.2.1 SSC - Item 6.2 - Annual Report

Purpose - For Information

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

As there were no further questions at this time, the MC noted the referral from the Staffing Sub Committee (SSC) regarding the Annual Report as this referral was for information only.

Decision: Noted

5.3 Referrals from the Audit & Risk Sub Committee Meeting - 12th August 2025

Purpose - For Information

5.3.1 A&R - Item 6.1 - Internal Audit

Purpose - For Information

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

As there were no further questions at this time, the MC noted the referral from the ARSC regarding the Internal Audit Report as this referral was for information only.

Decision: Noted

5.3.2 A&R Item - 8.2 - Q1 Performance

Purpose - For Information

The Chair highlighted that only one comment had been made on DT regarding this referral and asked the committee if anyone had anything to add now.

*HR mentioned that it's unfortunate that for being 3 days late we are 33% below target through circumstances beyond our control. Was there anything we could have done differently here. GS explained that we endeavour with all Stage 2 complaints to respond in line with the timeframes set out in our Complaints Handling Procedure. The complaint was a complicated repairs and customer service related one that was investigated jointly by Kevin Urbanowicz and myself. With the investigation, an initial office interview was arranged with the joint tenants followed by an agreed early evening home visit. The tenants are both in employment and we worked to timeframes on their own availability for the meeting and the home visit. The tenants were comfortable that the periods involved in the timing of these meant that we might not achieve the 20 day target for the formal response. Reflecting on the case, although we kept the tenants updated, it may have been helpful to have formally confirmed a revised time period for the response. HR agreed with how hard it can be to meet the timescales having had her own experiences of trying to do that. It's good to reflect to see what might help next time.

As there were no further questions at this time, the MC noted the referral from the ARSC regarding the Q1 Performance Report as this referral was for information only.

Decision: Noted

5.3.3 A&R Item 12.1 - Health & Safety Report

Purpose - For Information

The Chair highlighted that only one comment had been made on DT regarding this referral and asked the committee if anyone had anything to add now.

*HR asked in relation to item 11 within the report, does this include Accidents, Issues and Near Misses on New Build Development sites. KU explained that we report accidents of a serious nature, RIDDOR reportable/notifiable. Developer/contractor responsible for maintaining all other Health and Safety records in accordance with current legislation/regulations. HR suggested that we could record the minor issues so we have an awareness of a contractors' performance in this respect. It should be recorded at site meetings and hopefully highlighted within a post completion review of the contractor's overall performance. KU noted this suggestion.

As there were no further questions at this time, the MC noted the referral from the ARSC regarding the Health & Safety Report as this referral was for information only.

Decision: Noted

[REDACTED – CONFIDENTIAL INFORMATION]

6.1 Annual Complaints Report

Purpose - For Information

The Chair highlighted that only one comment had been made on DT regarding this report, which had been responded to and asked the committee if anyone had anything to add now.

As there were no further questions at this time, the MC noted this report regarding the Annual Complaints Report as this item was for information only.

Decision: Noted

6.2 Procurement Update

Purpose - For Information

The Chair highlighted that only one comment had been made on DT regarding this report and asked the committee if anyone had anything to add now.

*HR asked if compliance with community benefit targets be measured as part of the Key Performance Indicators (KPIs). KU said yes, however, given the relatively low value and short duration of the project, it may be challenging for the contractor to demonstrate measurable outcomes. That said, Saltire already engages and employs local engineers and modern apprentices, which aligns with the spirit of the community benefit targets and supports the broader objectives of the SPA framework. HR noted that it sounds like they are using best endeavours to meet the requirements.

As there were no further questions at this time, the MC noted this report regarding the Procurement Update as this item was for information only.

Decision: Noted

6.3 Annual Report - Calendar

Purpose - For Information

The Chair highlighted that comments had been made on DT regarding this report, which had been responded to and asked the committee if anyone had anything to add now.

SBW highlighted that there are many tenants who enjoy receiving this report as it contains our calendar included within it as well.

AFG mentioned that we should try and get more professional and updated MC and staff photos for our next report. SBW noted this and explained that we are going to set up a meeting with our designers to discuss how we can further modernise our reports going forward.

As there were no further questions at this time, the MC noted this report regarding the Annual Report as this item was for information only.

Decision: Noted

7.1 Q1 Management Accounts

Purpose - For Approval

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

KH asked what doubtful debt is. SM explained that it means, doubtful that you will recover the debt.

JJ asked what is the significant factor in relation to the major cost connected regarding our cyclical maintenance and is it just a timing related issue. SM mentioned that it is mostly on the painter work being carried out early as the total of that is roughly over £70k, so it was brought forward into Q1. SM explained that it's more about the timing than anything else.

SBW highlighted that in the future we can look at the timing of the cyclical expenditures and define it a lot more. SM replied noting that we had tried to do this recently but it was due to a gap in Mite's workload that prevented us doing this. JJ mentioned that it would be useful if at the start of the report we could add in a note regarding the timing issues for our cyclical expenditures to prevent the extra scrutiny of the report.

JJ noted that it would be useful to have something that notes the cyclical red flags. SBW noted this.

KH asked if the projected surplus is as affected in relation to the discussed timing issues. SM explained that Q1 is normally the most adjusted quarter in terms of reporting, which means it wouldn't be suggested to base the whole year off of Q1 for this reason. SBW highlighted that it is very difficult in Q1 to provide an accurate projection as it is so early on in the year and there could be many factors that alter these projections throughout the coming year.

HR asked a question relating to being under for insurance. SM responded to this, noting that there were a lot of contributing factors to this.

AM asked a question in relation to the welfare of tenants and whether this is the normal expenditure for welfare related areas. SBW noted that this is on par with our usual figures and is much the normal.

AS suggested it may be worth phasing the budget. SM noted that she did try and work with staff on this to help increase the accuracy but it's something we will try and work on to make things more accurate for each quarter.

As there were no further questions at this time, the MC approved this report regarding the Q1 Management Accounts as this item was for approval.

Decision: Approved

Prop: KH

2nd: KD

7.2 Annual Audit & Financial Statements Report for the year ending 2024/25

Purpose - For Approval

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

SM spoke briefly on this and gave a quick summary of the report, highlighting that no weaknesses or risks were identified. SM noted that a recording of the Auditors presentation from the ARSC is available and can be made accessible to any MC members if requested.

There was a conversation around Pension and deficit figures. KH asked if the pension deficit figure of £293k is correct. SM explained that this is correct.

As there were no further questions at this time, the MC approved this report regarding the Annual Audit & Financial Statements Report for the year ending 2024/25 as this item was for approval.

Decision: Approved

Prop: PM

2nd: AFG

7.3 SHAPS Pension Return - VERBAL UPDATE

Purpose - For Information

SM provided the update on the SHAPS Pension Return which explained that it is due by the 17th of September and is underway now. More importantly, from the 1st of April 2026 we will annually have to pay £50k towards the pension deficit for a period of 4 years. That has the potential to be extended by another 2 years as there is a court case ongoing about previous pension valuations, with an outcome due soon, and the outcome of that will determine whether it's potentially 4 or 6 years we will be paying that sum for. SM added that in terms of our 30-year projections, it’s better than last year based on the data we have plugged in.

AFG asked if this will be a recurring future situation. SM said yes and explained that this remains ongoing even after the 4 years unfortunately.

As there were no further questions at this time, the MC noted this report regarding the SHAPS Pension Return as this was for information only.

Decision: Noted

8.1 Policy Review

Purpose - For Approval

The Chair highlighted that comments had been made and responded to on DT regarding the Policy Reviews and asked the committee if anyone had anything further to add.

*JJ asked if we could include in our Tenant Newsletter as a positive example of " you said, we did " for our consultation results regarding the Anti-Social Behaviour (ASB) Policy review. GS said yes, we will be providing an update on the policy review and tenant feedback in the winter edition of the newsletter.

*JJ asked if tenants and prospective tenants are to be involved with the comprehensive review of the Suspension Policy and Allocation Policy. GS mentioned that yes, the thinking is that we would review and consult on both policies at the same time, building in tenant and prospective tenant views. We will give thought nearer the time as to how we could best obtain views from prospective tenants on the two policies.

~ It was also stated within the report that we would defer the review of the Suspension Policy to August 2026 to enable this to be incorporated within the review and consultation process for the Allocation's Policy. ~

As there were no further questions at this time, the MC approved all the listed policies and Business Continuity Plan within the report as they were all for approval and approved the deferral for the review of the Suspension Policy.

Decision: Approved

8.1.1 Anti-Social Behaviour Policy

Purpose - For Approval

The Chair highlighted that one comment had been made on DT regarding this policy, which had been responded to and asked the committee if anyone had anything to add now.

As there were no further questions at this time, the MC approved this Anti-social Behaviour Policy as this item was for approval.

Decision: Approved

Prop: AM

2nd: KD

8.1.2 Decant Policy

Purpose - For Approval

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

As there were no further questions at this time, the MC approved this Decant Policy as this item was for approval.

Decision: Approved

Prop: ER

2nd: AS

8.1.3 Compensation and Goodwill Payments Policy

Purpose - For Approval

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

As there were no further questions at this time, the MC approved this Compensation and Goodwill Payments Policy as this item was for approval.

Decision: Approved

Prop: PM

2nd: AFG

8.1.4 Business Continuity Plan

Purpose - For Approval

The Chair highlighted that one comment had been made on DT regarding this policy, which had been responded to and asked the committee if anyone had anything to add now.

As there were no further questions at this time, the MC approved this Business Continuity Plan as this item was for approval.

Decision: Approved

Prop: AFG

2nd: KH

9.1 Directors Report - If Any To Report

Purpose - For Information

Nothing to report at this time.

9.2 Notifiable Events

Purpose - For Information

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

AFG commented on the Fairhurst summary and how readable it is.

SBW noted that there will most likely be another Special ASDC meeting in the next few weeks.

SBW provided an update in relation to Fairhurst communication.

[REDACTED – CONFIDENTIAL INFORMATION]

KH noted the importance of us having a clean audit trail regarding all that we have done in relation to Raploch Site 8 & 9. SBW and committee agreed.

[REDACTED – CONFIDENTIAL INFORMATION]

As there were no further questions at this time, the MC noted this report regarding the Notifiable Events as this item was for information only.

Decision: Noted

9.3 Final Annual Assurance Statement

Purpose - For Approval

The Chair highlighted that comments had been made on DT regarding this policy, which had been responded to and asked the committee if anyone had anything to add now.

SBW highlighted JJ's comment made on DT and mentioned that the suggested changes had been made to the Annual Assurance Statement (AAS).

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

Decision: Approved

Prop: KH

2nd: PM

~ At this point the Chair signed AAS. ~

9.4 Board Appraisal and Self-Assessment ~ VERBAL UPDATE

After the Chair had welcomed all staff back to the meeting, AFG wanted to highlight certain wins that had been mentioned and raise some suggestions that had come from the MC's discussion around this agenda item.

AFG noted that:

1. The MC still want to be able to check the Committee papers 2 weeks in advance, which is already being done, as this gives everyone time to fully scrutinise all papers in time for the meeting.

2. An agreement by MC members was made that DT will be used for clarifying questions to staff and for MC members to provide open questions to one and other. This will be indicated by

writing whose attention the comment is for at the beginning of the note made on DT.

3. AFG asked if there was a way to flag questions to staff on DT? CM noted that he will investigate this.

4. AFG highlighted that the MC favoured the idea of putting in place a Committee Development Day and suggested that this be done before ASM leaves so we can use that additional expertise whilst still available. Perhaps this could be arranged for December / January.

5. AFG mentioned that MC will no longer be proof reading reports and documents as there is an expectation for how things should be presented to MC for review.

All of these wins and points of information were noted by present staff members.

CM highlighted that if required, by any MC member, additional DT training can be provided. There has already been extra training but there can always be more given. KD noted that she would like some extra time to discuss some queries she had about DT. CM noted that and mentioned that a meeting would be set up to resolve them.

As there were no further questions at this time, the MC noted the information and discussions had around the Board Appraisals and Self Assessments as this item was for information/ discussion.

Decision: Discussed & Noted

9.5 Registers Report

Purpose - For Approval

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

As there were no further questions at this time, the MC approved this report regarding the Registers Report as this item was for approval.

Decision: Approved

Prop: AFG

2nd: HR

9.6 AGM Arrangements

Purpose - For Information

The Chair highlighted that comments had been made on DT regarding this report, which had been responded to and asked the committee if anyone had anything to add now.

*HR asked why the terminology used in item 79.2 within appendix 9.6 (1) says 'object' rather than 'objectives'. SBW explained that the language used in the Scottish Federation of Housing Associations (SFHA) Model Rules which this is based on refers throughout to 'Objects' of the organization.

As there was no further questions at this time, the MC noted this report regarding the Annual General Meeting (AGM) Arrangements as this item was for information only.

Decision: Noted

10. Membership - None

None.

11. Correspondence - None

None.

12.1 Health and Safety Report

The Chair highlighted that this item had already been discussed and noted as information from the referral provided in item 5.3.3.

Decision: Noted

13. AOCB

SBW mentioned that the paper for committee meeting after the AGM has been amended and reissued following feedback on the wording around election of subcommittee conveners.

Committee noted this update.

Decision: Noted

14. Date of Next Meeting - 4th September 2025 (After AGM)

The date for the next Management Committee meeting on Thursday the 4th of September 2025 (after AGM) was approved. The Chair thanked everyone for their attendance this evening.