

MANAGEMENT COMMITTEE MEETING

Tuesday, 26th May 2026 6:30 pm

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

Attendees

<p>Present – By Microsoft Teams</p> <p>Andrea Mina (AM) - <i>Joint Vice Chair</i> Kenny Hutton (KH) - <i>Joint Vice Chair</i> Callum Wynd (CW) Elaine Rosie (ER) Hazel Robertson (HR) Kerray Dawson (KD)** Jillian Fearnside (JF) Priscilla Maramba (PM)*</p>	<p>In attendance – By Microsoft Teams</p> <p>Sharon Brady-Wardrope (SBW) – <i>Director</i> Garry Savage (GS) – <i>Head of Housing Services</i> Kevin Urbanowicz (KU) - <i>Head of Assets and Development</i> Samantha Buggy (SB) – <i>Head of Corporate Services</i></p> <p>Callum MacDougall (CM) – <i>Minutes</i></p>
<p>Apologies</p> <p>Andrea Finkel-Gates (AFG) – <i>Chair</i> Abira Sarwar (AS) John Jenkins (JJ)</p> <p>Cllr Willie Ferguson (WF)</p> <p>Shona MacLeod (SM) - <i>Finance Officer</i></p>	<p>*Not present for Items 10.1 onwards **Not present for Items 13 onwards</p>

1. Welcome and Apologies

Purpose - For Information

AM Chaired this meeting in the absence of AFG.

The Chair welcomed members to the meeting and noted apologies.

MC Members: AFG | AS | JJ | Cllr WF

Staff: SM

Members were also asked to note the revised agenda format, including the introduction of the Action Register within Matters Arising, the revised Strategy and Policy section, and the Governance section relating to ethical conduct and notifiable events. Members confirmed that

the revised format was clear and assisted in streamlining Committee business.

2. Declaration of Interest

Purpose - For Information

None.

3. Presentations - TIS Repairs Report

Purpose - For Information

The Committee received a presentation from Pedro Cameron of the Tenant Information Service (TIS) regarding the joint tenant scrutiny exercise undertaken with Forth Housing Association and Rural Stirling Housing Association in relation to repairs and maintenance services.

Members noted that the scrutiny exercise reviewed repairs processes, tenant experience and contractor performance across both organisations over the course of the past year. Overall feedback regarding Forth Housing Association's repairs service, tenant satisfaction levels and staff visibility was positive, with tenants demonstrating a good understanding of repairs processes and reporting arrangements.

The presentation also identified opportunities to further strengthen communication throughout the repairs journey, particularly in relation to follow-on works, contractor updates and keeping tenants informed regarding progress and responsibilities. Members acknowledged the importance of maintaining clear communication and consistent contractor engagement to support a positive tenant experience.

The Committee welcomed the positive findings within the report and agreed that the recommendations would help support continued service improvement and the development of future action planning.

The Chair thanked Pedro Cameron for the presentation and the work undertaken during the scrutiny exercise.

Decision: Presentation noted and recommendations to be considered through a future action plan.

4.1 Draft Minute of Management Committee - 24th March 2026

Purpose - For Approval

The Management Committee confirmed that they were an accurate record of discussions and decisions.

Decision: Approved | Prop: HR | 2nd: PM

4.2 Unconfirmed Asset & Development Sub Committee Minute - 28th April 2026 (Including Note of Strategy Session)

Purpose - Assurance & Monitoring

Decision: Noted

4.3 Unconfirmed Audit & Risk Sub Committee Minutes – 12th May 2026

Purpose - Assurance & Monitoring

Decision: Noted

5.1 Action Register

Purpose - Assurance & Monitoring

The Committee reviewed the Action Register and welcomed the revised presentation format. Members noted that the updated layout provided greater clarity in relation to completed actions, ongoing matters and newly identified actions arising from previous meetings.

It was agreed that the revised format improved oversight and accountability and supported more effective monitoring of Committee actions.

Decision: Noted

6.1 Updates from Asset & Development Sub – 28th April 2026

Purpose - Assurance & Monitoring

The Committee received an update from the Asset & Development Sub Committee meeting held on 28th April 2026.

Discussion focused primarily on development challenges and lessons learned from recent projects. Members discussed issues relating to contract design, legal processes, drainage concerns and site investigations, noting that some technical and legal complexities had emerged during the course of development activity.

It was acknowledged that there were valuable learning opportunities arising from these experiences, particularly in relation to improving contract specifications, obtaining appropriate legal advice at earlier stages and strengthening project oversight and record management arrangements.

Members also discussed the increasing financial pressures associated with development activity, including rising construction costs and the implications this may have for future

borrowing capacity and investment planning.

Despite these challenges, the Committee noted that progress on site remained positive overall and that completed units were of a high standard.

Decision: Noted for assurance and monitoring purposes.

6.2 Updates from Audit & Risk Sub – 14th May 2026

Purpose - Assurance & Monitoring

The Committee received an update from the Audit & Risk Sub Committee meeting held on 14th May 2026.

Members noted that the revised reporting structure, including hyperlinks to supporting papers within Decision Time, improved accessibility and clarity. It was confirmed that key matters reviewed by the sub-committee included Internal Audit activity, the Red Risk Assurance Review and the Q4 Performance Report.

The Committee agreed that the revised reporting structure provided an appropriate balance between assurance and operational detail.

Decision: Noted for assurance and monitoring purposes.

7.1 Reactive Maintenance Contract Procurement

Purpose - For Approval

The Committee considered a report regarding the procurement of future reactive maintenance contracts, noting that current contractual arrangements are due to expire at the end of July 2026.

Members discussed the options available, including undertaking an independent procurement exercise or pursuing a joint procurement approach through the StrathFor Alliance in partnership with Ochil View Housing Association.

It was noted that a collaborative procurement exercise could provide greater economies of scale, improve contractor interest, strengthen partnership working and support investment in contractor systems, staffing and integration with existing management systems such as HomeMaster.

The Committee discussed the importance of developing long-term collaborative relationships with contractors to improve communication, accountability and tenant experience. Members also acknowledged the challenges currently facing the contractor market, including workforce shortages and rising costs.

Following discussion, members agreed that a joint procurement exercise represented the most beneficial approach and would provide greater flexibility and value for money over the longer term.

The Management Committee approved Option 2 - joint procurement approach and extending the existing arrangements to suit the joint procurement timing.

Decision: Approved | Prop: KH | 2nd: KD

8.1 Management Accounts - Q4 Report

Purpose – Referred For Approval from the ARSC

The Committee considered the Quarter 4 Management Accounts, which had been referred by the Audit & Risk Sub Committee for final approval.

It was noted that there were no significant concerns arising from the accounts and that variances had been appropriately explained within the report.

Decision: Approved | Prop: JF | 2nd: HR

8.2 Five Year Financial Projections Report and SHR Submission

Purpose - Referred For Approval from the ARSC

The Committee reviewed the Five Year Financial Projections Report and associated submission to the Scottish Housing Regulator.

Members noted that the projections had previously been considered earlier in the year and that the current report was presented for final approval prior to submission.

The Committee confirmed that the projections remained appropriate and that no changes had arisen since previous consideration.

Decision: Approved | Prop: AM | 2nd: PM

9.1 Housing (Scotland) Act 2025 – Update

Purpose - For Information

The Committee received an update regarding implementation of the Housing (Scotland) Act 2025.

It was noted that several provisions of the legislation would come into effect over the coming months and that further guidance from the Scottish Government was still anticipated in certain areas.

Members heard that the organisation was well positioned to implement the required changes and that updates would continue to be incorporated into relevant policies and procedures as guidance becomes available.

Decision: Noted for information & assurance

~ The Chair noted that this was PM's final meeting as a member of the Management Committee prior to formally stepping down from the Board.

On behalf of all those in attendance, the Chair thanked PM for her commitment, dedication, passion and enthusiasm throughout her time on the Committee. SBW presented PM with a bouquet of flowers and a thank you gift in recognition of her valued contribution to the organisation.

PM thanked members for their kind words and support during her time on the Committee and thereafter left the meeting due to a prior engagement. ~

10.1 Final ARC Return to SHR

Purpose - Referred For Approval from the ARSC

The Committee considered the final Annual Return on the Charter submission to the Scottish Housing Regulator.

Members noted that the return had undergone detailed validation and review through the Audit & Risk Sub Committee process and reflected another positive overall performance position for the organisation.

The Management Committee gave approval for submission.

Decision: Approved | Prop: KD | 2nd: ER

10.2 Office Bearers Decisions - NONE

Purpose - Homologation / Assurance & Monitoring

It was confirmed that there were no Office Bearer decisions requiring homologation.

10.3 Notifiable Events - No New and No Open Events

Purpose - For Information

The Committee noted that there were no new or open notifiable events to report.

10.4 Senior Officer Appraisal – Verbal Update

Purpose - For Information

SBW provided a verbal update regarding arrangements for the Senior Officer Appraisal process. It was noted that scheduling had been delayed due to diary availability and other ongoing commitments, however, arrangements will be put in place shortly to facilitate this.

Members noted that the Committee Appraisal process would follow a similar format to previous years and arrangements were now being progressed and proposed dates would be circulated shortly. This would provide an opportunity to reflect on performance, objectives and future development priorities.

The Committee acknowledged the importance of maintaining an effective appraisal process as part of good governance and performance oversight arrangements.

Decision: Noted

10.5 New Member Applications - NONE

Purpose - For Approval

It was confirmed that no new member applications had been received.

10.6 Applications for Committee Membership/Recruitment - NONE

Purpose - For Approval / Information

There was no applications for committee membership/ recruitment.

The Committee discussed future recruitment activity and the importance of encouraging tenant participation within governance structures.

Members acknowledged that direct engagement and one-to-one conversations are often more effective than general advertising when encouraging tenant involvement in Committee or scrutiny activity.

Decision: Noted

11.1 Correspondence and Directors Report

Purpose - Assurance & Monitoring

No updates were required to presented under this section.

12.1 Health & Safety Monthly Report

Purpose - Assurance & Monitoring

The Committee received the Health and Safety Exception Report and noted that overall compliance performance remained strong across the organisation.

Members noted that one tenant accident had been reported during the period. It was confirmed that the incident involved a minor issue relating to a handrail fitting and that appropriate remedial action had been undertaken promptly.

Discussions also took place regarding damp and mould cases. It was noted that cases are often complex and can involve a combination of property conditions and lifestyle factors. Members were advised that a range of mitigation measures continue to be used, including mechanical ventilation, treatment works and tenant advice. Changes to regulatory reporting requirements were also noted, with all reported cases now requiring formal recording and monitoring.

The Committee discussed future reporting arrangements and noted the proposal to provide streamlined exception-based reporting where no significant concerns arise.

Decision: Noted for assurance and monitoring purposes

~ KD left the meeting at this point. ~

13. AOCB

Members re-visited already discussed proposals to introduce a seasonal approach to Management Committee meetings, with in-person meetings during the warmer months and online meetings during October, November, January and February. Feedback on the current meeting technology was generally positive, although some minor issues with audio and camera functionality were noted for further review.

An update was provided on the office reconfiguration project following staff consultation and wellbeing feedback. The proposed redesign will create a more flexible working environment, including open-plan and quiet working spaces. Building works are expected to commence within the next four weeks, during which staff will primarily work from home, with limited office provision available at Stirling Community Enterprise.

Decision: Noted

14. Date of Next Meeting - 23rd June 2026

The date for the next Management Committee meeting on Tuesday the 23rd of June 2026 was approved. The Chair thanked everyone for their attendance this evening.