MANAGEMENT COMMITTEE MEETING

Tuesday, 23rd June 2026 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* Andrea Mina (AM) - *Joint Vice Chair* Kenny Hutton (KH) - *Joint Vice Chair* Abira Sarwar (AS) Elaine Rosie (ER) Kerray Dawson (KD) John Jenkins (JJ) Cllr Willie Ferguson (WF)*	Sharon Brady-Wardrope (SBW) – *Director* Kevin Urbanowicz (KU) - *Head of Assets and Development* Samantha Buggy (SB) – *Head of Corporate Services* Shona MacLeod (SM) - *Finance Officer* Callum MacDougall (CM) – *Minutes*
Apologies Callum Wynd (CW) Hazel Robertson (HR) Jillian Fearnside (JF) Garry Savage (GS) – *Head of Housing Services*	*Not present for Items 4.2 & 6.1

1. Welcome and Apologies

Purpose - For Information

The Chair welcomed members to the meeting and noted apologies received.

MC Members: CW | HR | JF

Staff: GS

The Chair proposed, and Members agreed, that Items 4.2 and 6.1 be taken at the end of the meeting due to the confidential nature of the matters to be discussed.

2. Declaration of Interest

Purpose - For Information

None.

3. Presentations - Risk Appetite Session

Purpose - For Information

The Chair recorded the Committee's thanks to Alexander Cameron of Quinn Internal Audit for facilitating the Risk Appetite Session held prior to the meeting.

Members reflected positively on the session and noted that it had provided a valuable opportunity to discuss and agree the Association's risk appetite across key business areas. The session was considered both informative and constructive and will support future decision-making, risk management and strategic planning activities.

The Committee welcomed the outcome of the session and noted that the agreed risk appetite framework being included within the reporting structure would help strengthen the Association's approach to assessing and managing risk.

Decision: The Committee noted the outcome of the Risk Appetite Session

4.1 Draft Minute of Management Committee - 26th May 2026

Purpose - For Approval

Members noted that comments submitted through Decision Time had been responded to and incorporated where appropriate.

An update was provided in relation to feedback arising from the recent Tenant Scrutiny exercise, with members of the Senior Management Team (SMT) advising that work was underway to review the findings and identify opportunities for service improvement. It was noted that consideration was being given to how tenant engagement could be strengthened and how scrutiny outcomes could be used to inform future service delivery and performance monitoring.

Following discussion, Members were satisfied that the minutes represented an accurate record of the meeting.

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

4.2 Unconfirmed Staffing Sub Committee Minutes – 16th June 2026 (CONFIDENTIAL)

Purpose - Assurance & Monitoring

The Committee noted the unconfirmed minutes of the Staffing Sub Committee meeting held on 16th June 2026.

Members noted that recommendations arising from the meeting would be considered under Item 6.1.

Decision: Noted

5.1 Action Register

Purpose - Assurance & Monitoring

The Committee reviewed the Action Register and received updates on outstanding actions.

An update was provided on the Development Project Team, with Members advised that the group had now been established and met for the first time. It was noted that the initiative had been well received and would provide an opportunity for Members to be involved at an early stage in development discussions as projects progress.

Members also received an update on the Housing Need and Demand Assessment. It was noted that a draft assessment had been received and was progressing through the Council's approval process. Once finalised, the findings will be used to inform future strategic planning and development activity and will be reported through the Asset and Development Sub Committee before being brought to Management Committee.

The Committee noted the updates provided.

Decision: Noted

6.1 [REDACTED – CONFIDENTIAL INFORMATION]

7.1 [REDACTED – CONFIDENTIAL INFORMATION]

8.1 Treasury Management Report (Loan Portfolio – SHR Submission)

Purpose - For Approval

The Chair introduced the Treasury Management Report and Loan Portfolio submission, which was presented for approval, and noted that no comments or questions had been raised through Decision Time.

Members noted that the Association remained compliant with its lending covenants and discussed the different methodologies used by lenders when assessing covenant performance. The Committee was satisfied that the Association's financial position remained stable and that appropriate monitoring arrangements were in place.

The Committee approved the Treasury Management Report and Scottish Housing Regulator submission.

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

8.2 Stage 3 Funding Bid - Verbal Update

Purpose - For Information

KU provided a verbal update on the Stage 3 funding bid for adaptations.

Members were advised that a funding application had been submitted and a decision was awaited. Whilst confirmation of funding had not yet been received, the Association continued to progress adaptations works using its own resources to ensure tenants' needs were met without unnecessary delay.

Discussion took place regarding the Association's approach to funding adaptations and the importance of maintaining a tenant-focused service. Members noted that Forth Housing Association continued to take a proactive approach to delivering adaptations, often progressing works in advance of grant confirmation where appropriate. It was acknowledged that this approach reflected the Association's commitment to supporting tenants to remain independent and sustain their tenancies.

SMT outlined the distinction between simple and complex adaptations and advised that national approaches to adaptation funding and delivery continued to evolve. Members heard that demand for adaptations remained significant and that funding allocations across the sector remained uncertain. The Committee noted that careful monitoring of budgets would continue to ensure commitments remained affordable whilst maintaining service delivery.

The Committee noted the update and welcomed the Association's continued commitment to supporting tenants through the adaptations programme.

Decision: Noted

9.1 Strategy and Policy

None.

10.1 Office Bearers Decisions - Allocation Approval Request

Purpose - Homologation

In the absence of GS, the Chair introduced the report seeking homologation of an allocation decision previously approved by the Chair and Director under delegated authority, in accordance with the Association's policy requirements.

Members heard that the allocation related to an application involving a family connection to a member of staff and that enhanced scrutiny had therefore been applied throughout the process. Assurance was provided that appropriate separation of duties had been maintained and that all relevant policies, procedures and allocation criteria had been followed.

The Committee noted that the application had been subject to additional review to ensure transparency, fairness and compliance with governance requirements. Members welcomed the robust approach taken and were satisfied that no conflict of interest had influenced the outcome of the allocation process.

The Committee homologated the decision and received assurance that the allocation had been undertaken in accordance with the Association's policies and procedures.

Decision: Homologated

10.2 Notifiable Events

Purpose - For Information

No new and open events.

10.3 Senior Officer Appraisal - Verbal Update

Purpose - For Approval

The Chair provided a verbal update on the Senior Officer Appraisal process and advised that arrangements were currently being made to schedule the appraisal meeting, which is expected to take place shortly.

Members also noted that the Committee Appraisal process had now commenced. Discussion took place regarding arrangements for appraisal meetings, including accommodating individual preferences for online or in-person discussions where appropriate. The importance of securing suitable dates in diaries at an early stage was noted to support completion of the process within the planned timescales.

The Committee noted the update as there was no action to approve.

10.4 New Member Applications

Purpose - For Approval

None.

10.5 Applications for Committee Membership/Recruitment

Purpose - For Approval

SBW advised that no applications for Committee membership had been received since the previous meeting.

Members discussed opportunities to promote Committee membership and encourage greater tenant involvement in governance activities. It was recognised that some tenants may be interested in joining the Committee but could be uncertain about the role, responsibilities and level of commitment involved.

Discussion took place around potential ways to increase awareness of Committee membership opportunities, including sharing the experiences of existing and former Committee members through tenant communications and providing opportunities for prospective members to observe meetings before making a commitment.

Members suggested that a future tenant newsletter could include an article highlighting the experiences of former Committee member, Priscilla, whose contribution as the Committee's tenant representative had been highly valued. It was considered that sharing her experiences and perspective of serving on the Committee could help demonstrate the positive impact tenants can have on decision-making and governance, whilst encouraging greater tenant participation in future recruitment exercises.

The Committee welcomed suggestions to further promote the benefits of membership and agreed that opportunities to strengthen tenant engagement in governance activities should continue to be explored.

The Committee noted these discussions and suggestions as there were no actions to approve.

11.1 Correspondence / Directors Report

Purpose - For Information

None.

12.1 Health & Safety Monthly Exception Report - Verbal Update

Purpose - Assurance & Monitoring

KU provided a verbal Health and Safety update.

Members were advised that there were no new incidents, accidents, compliance concerns or health and safety exceptions to report. It was confirmed that all statutory compliance requirements continued to be met and that there were no issues requiring escalation to Committee.

The Committee noted that the move to exception reporting had proven effective in focusing attention on areas of risk or non-compliance where Committee oversight was required. Members welcomed the concise approach and agreed that, where no exceptions existed, a verbal update remained appropriate and proportionate.

The Committee noted the update and received assurance that there were no health and safety exceptions requiring further consideration.

Decision: Assured & Monitored

13. AOCB

The Committee noted that a link to the recent TIS report had been included within this meeting item to allow Members to access the document and supporting information.

It was noted that, following discussion between staff and Committee members, no Stock Tour would be undertaken during the current year. Instead, it was agreed that a more comprehensive and detailed tour of the Association's stock would be arranged during the following year.

No other competent business was raised.

~ Cllr WF left the meeting at this point. ~

14. Date of Next Meeting- 25th August 2026

The date for the next Management Committee meeting on Tuesday the 25th of August 2026 was approved. The Chair thanked everyone for their attendance this evening.