

# MANAGEMENT COMMITTEE MEETING

Monday, 28th August 2023 6:30 pm

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

## Attendees

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|  |   |
|--|---|
| <p><b>Present</b><br/>Ann Dickson<br/>Andrea Finkel-Gates<br/>Lynore MacLeod<br/>Heather Arthur<br/>John Jenkins<br/>Lyndsay Moffat<br/>Callum Wynd<br/>Abira Sarwar</p> <p><b>By Teams</b><br/>James Bryce<br/>Lynne Lavery<br/>Kirsty Morrison</p> | <p><b>In attendance</b><br/>Sharon Brady-Wardrope*<br/>Mareta Greig*<br/>Paul Fraser*<br/>Shona MacLeod*<br/>Lesley Lennon*<br/>Anna Drever*</p> <p>Callum MacDougall (minutes)*</p> <p><b>By Teams</b><br/>Fettes McDonald**</p> |
| <p><b>Apologies</b><br/>Kenny Hutton<br/>Alistair Hutton<br/>Priscilla Maramba<br/>Cllr Gerry McGarvey</p>   | <p>* Excluding Item 9.7<br/>** Items 1. – 9.6 only</p>  |

## 1 Chair's Statement

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**Minute** by Callum MacDougall

The Chair welcomed all staff and committee to the meeting.

## 2 Apologies

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**Minute** by Callum MacDougall

Alistair Hutton  
Kenny Hutton  
Priscilla Maramba  
Gerry McGarvey

### 3 Declaration of Interest

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**Minute** by Callum MacDougall

None Declared.

### 4 Previous Minutes

Purpose - For Approval

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#### 4.1 Draft Minute of Management Committee 26th June 2023

Purpose - For Approval

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**Document - 4.1 Draft Minute Management Committee Meeting 26th June 2023.docx**

**Page 4 Note** by John Jenkins

6.1 Can we spell out these acronyms please? Eg CDM, QS, DT.  
Minutes are published on website for public and tenants to read

#### 1 Reply

- **Reply by Sharon Brady-Wardrope** - yes, of course. We seem to have corrected this for the papers but not the minutes. Will make sure this is picked up.

**Minute** by Callum MacDougall

Once changes are made in regard to acronyms then these minutes were Approved as an accurate record of the meeting.

**Decision: Approved**

#### 4.2 Confidential Minute of Management Committee 26th of June 2023 (item 9.7)

Purpose - For Approval

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**Minute** by Callum MacDougall

The report within confidential item 9.7 contained the previous minute for this item 4.2.

After item 9.7 had been discussed and approved the previous minute was also approved as an accurate record of the meeting.

**Decision: Approved**

## **4.3 Unconfirmed Minute of Staffing Sub Committee Meeting 12th June 2023**

Purpose - For Information

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**Minute** by Callum MacDougall

Once changes are made in regard to acronyms then these minutes were Approved as an accurate record of the meeting.

**Decision: The Committee noted the unconfirmed minute of the Staffing Sub Committee held on 12<sup>th</sup> June 2023..**

## **4.4 Unconfirmed Minute of Development Sub Committee 20th July 2023**

Purpose - For Information

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**Minute** by Callum MacDougall

These minutes were Approved as an accurate record of the meeting.

**Decision: The Committee noted the unconfirmed minute of the Development Sub Committee held on 20<sup>th</sup> July 2023.**

## **5 Matters Arising & Referrals from Sub Committee**

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### **5.1 Committee Action Register**

Purpose - For Approval

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**Minute** by Callum MacDougall

Sharon Brady-Wardrope (SBW) outlined this report which explained the Management Committee Action Register. This register details the proposed approach for recording, managing and monitoring follow on actions raised at all committee meetings.

SBW asked committee to consider the proposal to use Decision Time Library to host the action register and to present the register to the Audit and Risk Sub Committee bi-annually for progress monitoring. John Jenkins and Andrea Finkel-Gates both noted that this will be a useful tool for committee moving forward which will allow everyone to stay updated on follow on actions.

Management Committee approved the proposal to use Decision Time Library to host the action register.

**Decision: Approved**

## **5.2 Referrals from Audit & Risk Sub Committee**

Purpose - For Approval

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**Minute** by Callum MacDougall

Sharon Brady-Wardrope (SBW) noted that this agenda item 5.2 Referrals from Audit & Risk Sub Committee along with item 5.3-Referrals from Development Sub Committee, which both detail referrals from sub committees, are to be read fully and questions asked on Decision Time to allow staff to reply appropriately as these items would be an extremely lengthy discussion otherwise.

Andrea Finkel-Gates (AFG) noted that it would be a good idea to utilise the electronic signature function in Decision Time to help with the signing off of documents from sub committee items that get referred to the Management Committee.

Mareta Greig (MG) advised that we have received confirmation that this function is now available on DT that it wasn't previously but they have developed it following our request.

SBW noted that we will get committee training on this as soon as possible as this could be a useful tool for everyone moving forward.

Management Committee approved the Referrals from the Audit & Risk Sub Committee.

**Decision: Approved**

## **5.3 Referrals from Development Sub Committee**

Purpose - For Information

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**Minute** by Callum MacDougall

[REDACTED – COMMERCIAL SENSITIVE INFORMATION]

Management Committee approved the Referrals from the Development Sub Committee.

**Decision: Approved**

## 6 Operations

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### 6.1 Tenant H&S Compliance Report

Purpose - For Information

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**Minute** by Callum MacDougall

Paul Fraser (PF) outlined this report which was to provide greater assurance to the Management Committee that we are compliant in terms of tenant safety as required for our Annual Assurance Statement.

PF noted that the Scottish Housing Regulator wrote to us on the 3rd of July 2023 where they have outlined that they require a clear statement on landlord compliance with relevant obligations in relation to tenant and resident safety. As part of this standard, we are required to be compliant in the following areas: Fire Safety, Gas Safety, Electrical Safety, Water Safety, Asbestos, Damp and Mould and Lift Safety. PF assured committee that we are compliant in all these areas and explained that the report outlines all the key areas to show this.

Abira Sarwar (AS) asked what procedures are in place to monitor our gas servicing on a daily basis to ensure compliance. PF explained that on a weekly basis our gas contractor sends us a spread sheet with all the information needed for us to then generate an action plan. Daily, our gas contractor sends us CP12 certificates for services they have done the previous day which then allows us to follow up with the gas servicing of the properties done.

Lynne Lavery asked if the electrical safety checks are done every 5 years. PF explained that yes these are completed every 5 years and are carried out before their anniversary date. PF explained that some properties were handed over at different times so not all will be done at once.

John Jenkins (JJ) asked if the incident where the tenant's child fell from the window had anything to do with an issue with our windows. PF assured the committee that this incident had no connection to there being any fault with our windows and that the window restrictors were in place and operational at the time of the incident.. PF advised that they were not damaged before the incident occurred. The child had learned how to work them and disengaged them from acting as a safety restrictor. This in turn allowed the window to be opened wide.. Mareta Greig (MG) also noted that we had asked the fire brigade to do an assessment of the property to ensure no further safety measures that we put in place for the windows would prevent an escape if there was a fire within the property.

MG noted that we have asbestos containing material (ACM) at our commercial properties within

the plant room on site at Kildean, either asbestos ceiling panels or pipework gaskets within the plant room on site at Kildean. We have Enviraz Surveys Ltd coming out to carry out a condition survey to ensure that no damage or deterioration has occurred.

Sharon Brady-Wardrope added that asbestos management plan will be put in place to monitor this moving forward.

The Management Committee noted the Tenant H&S Compliance Report.

**Decision: Committee noted the report**

## 6.2 Complaints Report

Purpose - For Approval

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**Minute** by Callum MacDougall

Angela Laley (AL) outlined this report which notes the performance on our complaints for 2022/23 and seeks approval on the Annual SPSO Complaints Report.

AL noted that last year we introduced an annual SPSO Complaints Report for our tenants in line with good practice and we have produced this again for the financial year to March 2023. Our Complaints Report provides a summary of information on our performance, what we have learned from complaints and a section on compliments, when we get things right. This report follows on from the Complaints information reported to Committee quarterly on the ARC (Annual Return On the Charter)

John Jenkins asked if this information is sign posted for tenants via different avenues. AL explained that this report/ information is available on our website, after previous consultation with tenants, and a hard copy is provided upon request. Also the Autumn Newsletter will include an article with a link to the report on the website.

Management Committee approved the proposed the Annual SPSO Complaints Report.

**Decision: Approved**

## 7 Finance

Purpose - For Approval

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### 7.1 Financial Statements 2022/23 and Annual External Audit

Purpose - For Approval

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## Minute by Callum MacDougall

Shona MacLeod (SM) outlined this report which presents for consideration and approval the Annual Financial Statements for year ending 31st March 2023, External Auditors Summary Report, the Draft Letter of Representation to be sent from the Association to the external auditor as well as the Management Response Letter. These were presented in detail to the Audit & Risk Committee by auditor Kevin Booth of Alexander Sloan on 14/8/2023.

SM explained that the auditors originally noted one item under adjustments with regards to how we account for Stage 3 Adaptations grant income. SM noted that we record this as deferred income and the auditors recommended this is considered income, however after discussions with the auditor it was identified that we have made provision for this in our policy and this point was removed.

SM added that we are also seeking approval of the engagement letter.

Abira Sarwar (AS) asked if for the future can we consider including an allowance for the pension deficit in the report. Sharon Brady-Wardrope noted this and said that this will be looked into and accounted for in future report.

It was noted that a number of late queries came through from AS on Decision Time. SM explained that these could not be answered at this point but would be answered the following day. It was agreed that these were not material and that the final accounts could be approved subject to satisfactory responses from the Auditors the following day.

\*Three additional questions asked by AS and answers given by SM on the 29/08/23 are given in the table below which were also emailed to committee\*

### 7.1 Financial Statements and Audit Report -

| Page Number  | Query   | Response   |
|--------------|---|--|
| Page 16 Note | Do you know the reason of the difference in operating surplus figures on page 16 and 18   | <i>Error on the cashflow (page 18) where loss on fixed assets had been accounted for twice and other financing income of £7,000 omitted. Does not change overall cash &amp; cash equivalents totals, surplus for year updated to match page 16</i> |
| Page 17 Note | Also, the prior year reserve figures and this year should be equal to profit but there is difference of £10 - immaterial but can be fixed by rounding | <i>This is the £10 increase in share capital due to issue of shares</i>  |
| Page 18 Note | Also, SOCI mentioned Finance income of £7000 but its not mentioned on cash flow, can you please if there is a reason, thanks                          | <i>See question above, now included</i>  |
| Page 31 Note | High cash balance in current acc , is there any reason we have funds in here  | <i>Money released from 95 day deposit in Q4 with intention to place in 12 month deposit, however it has taken 16 weeks + so far to open accounts with BoS &amp; RBS</i>  |

Committee approved the Financial Statements subject to a satisfactory response being emailed to Committee.

Committee Approved the Letter of representation to the Auditor and the Management Response Letter to the auditor.

The committee also approved the agreement and the terms outlined in the auditors letter of Engagement for their services for the coming year.

**Post meeting note: the committee received the above responses via email and accepted and approved the Financial Statements.**

**Decision: Approved**

## **7.2 Q1 2023/24 Management Accounts**

Purpose - For Approval

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**Document - 7.2 Management Accounts.docx**

**Page 4 Note** by Abira Sarwar

Legal, factoring and recharges bad debt provision is higher than sales ledger arrears?

### **2 Replies**

- **Reply by Abira Sarwar** - What's the bad debt provision policy?
- **Reply by Shona MacLeod** - –the policy is for provision to be 100% of recharges/legal/factoring. In prior years this has been amended each quarter to match, however the decision was made internally that it would be more prudent to adjust this annually.

**Minute** by Callum MacDougall

Shona MacLeod (SM) outlined this report which explains the management accounts and informs the management committee of the financial performance of the Association for the first quarter to 30th of June 2023 and looks to seek approval for the Q1 Management Accounts.

SM noted that within the Statement of Comprehensive Income and the Income/Expenditure sheet the operating costs are lower than budgeted with breakdown of individual budget variances which is provided on page 6 of appendix 7.2(2).

On page 3 - which notes the Statement of Financial Position, SM noted that in prior years this has been amended each quarter to match however the decision was made internally that it would be more prudent to adjust this annually. AS had made a comment on Decision Time in regards this which was responded to by SM as well.



SM noted that on page 4 - Balance Sheet analysis, the breakdown of capital expenditure is actually lower than budgeted due to delays in contract starts.

Also on page 5 - Cashflow statement, the payables reduced as there was a large number of purchase ledger payables and accruals at year end, resulting in a reduction in cash this quarter .

On page 7 - Performance analysis/ Adverse variances, it was noted that the only adverse variance was for rent arrears however this is minimal and will be monitored by the tenant services team.

SM also noted that on page 8 - the RAG (Red/Amber/Green) rating is being used per Committee request. There are no covenant breaches or concerns at present and all are green on the new RAG rating.

John Jenkins (JJ) asked if the RAG rating criteria had been approved by MC. Sharon Brady-Wardrope (SBW) confirmed it had not, however the criteria used here was outlined and SFHA guidance was considered. SBW advised that we can monitor this over the next few reports and it could be adjusted if required. Fettes McDonald (FM) advised that future accounts will include the budgeted covenants for MC.

Management Committee approved the Q1 2023/24 Management Accounts.

**Decision: Approved**

## 7.3 SHAPS - Verbal Update

Purpose - For Information

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**Minute** by Callum MacDougall

Shona MacLeod (SM) gave a brief verbal update on this, explaining that this report is normally due by the end of August but there are technical issues with the portal which means it now won't be ready until mid-September.

The Management Committee noted this SHAPS verbal update.

**Decision: Committee noted the report**

## 7.4 Adaptations Funding Request

Purpose - For Approval

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**Minute** by Callum MacDougall

Paul Fraser (PF) outlined this report which asks Committee to approve the additional funding for the adaptation programme to assist residents to continue to live independently at home, within their current property.

PF noted that Due to the timescale of referrals received, 4 adaptations were carried forward into this financial year, therefore we had an underspend in our grant claim for 2022/23. In addition to this carry over we received a further 31 referrals in Q1 alone. At present we have had to put several adaptations on hold until we can secure further funding. These adaptations range from wet rooms to a stairlift. This is why the Committee are asked to approve the additional funding for adaptations for 2023/34 which would allow us to continue with the process already started.

Abira Sarwar (AS) asked if we have our own procedures for self-referrals. PF explained that yes, we do and this is particularly important if a tenant was looking to transfer on the grounds of ill health or struggling to gain access to facilities previously. Now they are encouraged to contact us to consider alternative options. SBW said that our new approach was based on the principles of the guidance of Adaptations without delay, published in 2019 from the Royal Collage of Occupational Therapists.

Mareta Greig (MG) noted that the Scottish Government and the Housing and Regeneration Programme (HARP) have confirmed that they support the opinion that any works which are non-structural do not require an Occupational Therapist (OT) input. This is intended to 'free up' clinicians to carry out more complex needs assessments to try to reduce waiting times as there is a current shortage of OT's.

Lyndsay Moffat (LM) asked that with a number of properties that will be removed from the programme for various reasons, will the amounts used for these be claimed back in Q3/ stage adaptation budget. PF explained that this additional amount will be claimed back and could be used for the purpose of bathroom replacements or other jobs if required.

Sharon Brady-Wardrope (SBW) noted the grant funding can be uncertain at times due to how they determine amounts given out with bids requested which effects how you can budget appropriately.

John Jenkins (JJ) asked whether we document internally all these adaptations. PF explained that this gets done and has been getting done for a while now.

AFG said that this was a good position to be in considering that we had not previously spent our grant funding.

Management Committee approved the Adaptations Funding Request.

**Decision: Approved**

## **8 Policy/Strategy**

Purpose - For Approval

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### **8.1 Tenant Handbook - Verbal Update**

Purpose - For Information

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**Minute** by Callum MacDougall

Angela Laley (AL) provided a verbal update, explaining that the Tenant Handbook is issued to tenants at tenancy sign-up as a reference document. It is currently under review and that a Planner with detailed timescales has been issued to staff with a view to a revised copy being produced by the end of November 2023.. This is available as an electronic version on the website and a hard copy is available upon request. .

The Management Committee noted this Tenant Handbook verbal update.

**Decision: Committee noted the report**

## **8.2 Tenant Engagement Strategy and Action Plan**

Purpose - For Approval

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**Minute** by Callum MacDougall

Angela Laley (AL) outlined this report for Committee to approve the Tenant Engagement Strategy and Activities Calendar following the approval of the Tenant Engagement Policy in April 2023. The strategy builds upon the existing engagement activities which have produced the results reported in the Joint Tenants Satisfaction Survey in Jan 2023, to facilitate effective tenant engagement.

John Jenkins (JJ) noted that we have not mentioned New Build Surveys which are a very useful tool to utilise for gathering specific feedback and could be inserted into our strategy plan.AL confirmed that a new-build survey is carried out after the completion of each new-build development. Sharon Brady-Wardrope (SBW) suggested that we can insert this information into page 5 on the 3-year Tenant Engagement Strategy paper.

JJ asked if we can add compliments/ complaints on to the Myforth portal. Angela Laley (AL) advised that this would be investigated as currently there is only a generic feedback section.

Andrea Finkel-Gates (AFG) noted that the Scottish Housing Network (SHN) have a list of value for money questions to ask, roughly 25 questions for tenants in new builds. This could be something that we look at to help us build upon our own survey for new build tenants. AL advised that these questions would be considered to expand upon the current survey to ensure that not only feedback for our Design Guide is obtained but to also assist with benchmarking for value for money.

Management Committee approved the Tenant Engagement Strategy and Action Plan.

**Decision: Approved**

## **8.3 Policy Reviews - (Data Protection & Retention - Verbal, Notifiable Events Protocol Policy, Allocations Policy,**

# Treasury Management Policy)

Purpose - For Approval

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**Minute** by Callum MacDougall

Angela Laley (AL) noted that the Data Protection & Retention policy is being reviewed ahead of schedule as we are looking to reduce the overall retention period and paper use. With this in mind, the Policy has been issued to our Data Protection Officer for feedback on the retention periods.

**Management Committed noted this.**

Sharon Brady-Wardrope (SBW) outlined the Notifiable Events Protocol Policy and explained that this is now due its scheduled review. There are no significant legislation or guidance changes to be incorporated at this time, therefore the changes are mainly to update to our new policy template.

John Jenkins (JJ) highlighted that this is something the committee should be very aware of and that the regulator takes note of.

**Management Committee approved this policy.**

Mareta Greig (MG) outlined the Allocations Policy and explained that it was approved in August 2022 following a review by an independent consultant. Over the past 12 months, there have been a number of omissions noted within the policy which needed to be clarified for both applicants, tenants and staff. It was felt that a review should be conducted now rather than wait for the 3-year review date because of this.

The key changes to highlight are that there are 10 main points of change for inclusion to the Allocations Policy.

MG noted that in relation to the Unsatisfactory Housing Conditions list, we are also proposing to create a further list under this group to accommodate Refugees and Asylum Seekers.

These changes will help create a more robust policy now moving forward.

No questions were asked by the committee in regard this policy. **The Management Committee approved this policy.**

Shona MacLeod (SM) outlined the Treasury Management Policy and explained that a list of banks have been changed to include only those rated per section "c" and the policy amended to outline that only banks with these ratings should be approved.

No questions were asked by committee in regard this policy. **The Management Committee approved this policy.**

Management Committee approved the Notifiable Events Protocol Policy, Allocations Policy, Treasury Management Policy and noted the Data Protection & Retention - Verbal update.

**Decision: Approved and Noted**

## 9 Governance

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## 9.1 Interim Director Report

Purpose - For Information

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**Minute** by Callum MacDougall

Sharon Brady-Wardrope (SBW) outlined this report which was to give an update on key issues in the period to assure the committee that any necessary actions are being taken to progress outstanding items.

SBW noted that we now have the final copies of all of the Professional Consultant Certificates (PCC) and they are all named and in order. We await the issue of the final version of the Key Conditions and Terms document which we will arrange to be signed and finalised by mid-September.

The Scottish Housing Regulator (SHR) will be coming along on 12th September 2023 to meet with senior team to discuss the business plan and risks but they have advised that there is nothing of great concern currently.

SBW reminded committee that a joint team building event for staff and committee is planned for Thursday 21st of September 2023. (Callum Wynd & Andrea Finkel-Gates give their apologies as they won't be able to attend this).

The Management Committee Annual Review Project Plan developed by Alison Smith, Allanpark Consultancy was approved by the Audit and Risk sub committee at their 14th of August 2023 meeting. SBW highlighted that Alison Smith was still needing a few committee members to book there 1-1 slots and if this could be arranged sooner rather than later if possible.

SBW noted that our Open Day was again a great success and the working group lead by the Head of Corporate Services were amazing in the organising of this event. We continued our theme of wellbeing and it was great to see the number of young people enjoying the exercises and circuits that were set out. We will look to do a review of the outcomes from this event which will help us when planning/ organising smaller events in the future.

SBW highlighted that interviews had been completed the previous week for the vacant positions of Head of Corporate Services, Assistant Tenancy Sustainment Officer, Corporate Services Officer and the permanent post of Assistant Corporate Service Officer. These posts will look to be filled shortly.

The Management Committee noted this report.

**Decision: Committee noted the report**

## 9.2 Governance Improvement Plan

Purpose - For Approval

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**Minute** by Callum MacDougall

Sharon Brady-Wardrope (SBW) outlined this report for committee and explained that there were 11 outstanding actions as reported in June 2023 and the A&R Sub Committee considered and

approved the removal of two more actions. This now leaves us with 9 outstanding actions.

Mareta Greig (MG) noted that we now have MyForth set up to help us gather information in regards the remaining outstanding actions around equalities data and tenant insight which will be extremely helpful.

Management Committee approved the update to the Governance Improvement Plan.

**Decision: Approved**

## 9.3 Registers Paper

Purpose - For Information

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**Minute** by Callum MacDougall

Angela Laley (AL) outlined this report which explains to the committee that the Registers were subsequently presented to the Secretary for review and signed in August, prior to the last Management Committee meeting and before the AGM in September. This followed on from the detailed paper presented to Committee in April 23.

Management Committee approved the Registers paper.

**Decision: Approved**

## 9.4 Notifiable Events

Purpose - For Approval

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**Minute** by Callum MacDougall

Sharon Brady-Wardrope (SBW) outlined this report and highlighted to the committee that we have closed 3 Notifiable Events leaving us now with 1 remaining but we will keep monitoring and update committee as and when new information becomes available.

John Jenkins (JJ) asked if we plug into a review process related to these fatalities that have occurred recently, is this something we should be doing. SBW explained that in these specific recent cases then no – there is no reason to do that however in the in the case of the event at the leased properties there was a case review planned and that we will be part of that but that is likely to be some time away.

The Management Committee noted the Notifiable Events.

**Decision: Committee noted the report**

## 9.5 AGM Arrangements

Purpose - For Information

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**Minute** by Callum MacDougall

Angela Laley (AL) outlined this report which detailed the arrangements and requirements for the upcoming Annual General Meeting (AGM) which is being held on Thursday 14th September 2023.

Sharon Brady-Wardrope noted the members that are required to retire and confirm their intentions to stand (which all wish to remain), as well as considering the office bearer roles of for example Treasurer and Vice Chairperson.

Andrea Finkel-Gates (AFG) highlighted that our guest speaker Vicky McCall has just been recently promoted and that her title will change so we would need to double check this before the meeting. SBW gave a brief description on who Vicky McCall is and that this will be checked prior to the meeting.

AFG asked if Forth have scope to take on University placements. AL advised that this had been undertaken previously prior to Covid and had been successful. SBW noted that yes, we do and this is something we have a keen appetite for in the future.

The Management Committee noted the AGM Arrangements.

**Decision: Committee noted the report**

## 9.6 Risk Register

Purpose - For Approval

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**Minute** by Callum MacDougall

Sharon Brady-Wardrope (SBW) outlined this report which highlighted the refreshed Risk Register 2023 and the changes proposed to streamline the combined register.

SBW noted that there were originally 90 combined operational and strategic risks identified and these were all streamlined which helped refine the risks, which allowed for closer monitoring. Those combined risks have been reduced to 70 now.

We now have 7 RED Strategic risks remaining. These risks require regular review to ensure we identify any additional controls and minimise impact on the association.

Management Committee approved the update to the Risk Register.

**Decision: Approved**

## 9.7 Recruitment of Senior Officer - Confidential Item

Purpose - For Approval

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**Minute** by Callum MacDougall

Before this item was discussed the Chair asked all staff to leave the meeting so that this confidential item could be discussed.

After item was discussed staff returned to the meeting the Chair informed everyone that this item (Recruitment of Senior Officer) had been approved by committee.

**Decision: Approved**

## 10 Membership

Purpose - For Approval

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**Minute** by Callum MacDougall

None.

## 11 Correspondence

Purpose - For Information

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**Minute** by Callum MacDougall

It was noted by Angela Laley (AL) that the only correspondence was the letter from the regulator in July regarding the Annual Assurance Statement (AAS) which had already been covered earlier in this meeting.

## 12 AOCB

Purpose - For Information

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**Minute** by Callum MacDougall

Mareta Greig (MG) noted that Forth had to pursue court action for a tenant in rent arrears in August. We have been awarded decree for eviction but are still awaiting the extract to come through from TC Young. Due to the Scottish Government Covid Guidance and the moratorium on evictions, MG advised that although the arrears were over the £2250 threshold, she is still awaiting final confirmation from TC Young that the decree can be actioned. MG noted that over the past few months the BBC have been in contact via a Freedom of Information Request to ask



for data on evictions undertaken, so we expect some sort of media attention around this too. MG will keep everyone updated with any progress made on this.

The Chair gave a big thank you to Angela Laley (AL) for all her dedicated hard work with Forth Housing and wished her happiness in everything for the future. AL was presented with a bouquet of flowers and thank all committee and staff for her time here at Forth.

## **13 Date of Next Meeting - Tuesday 26th of September 2023 at 6.30pm**

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**Minute** by Callum MacDougall

The date for the next Management Committee meeting on Tuesday the 26th of September 2023 was approved. The Chair thanked everyone for their attendance this evening.