

PARAGON HOUSING ASSOCIATION LIMITED
Minutes of Special Management Committee Meeting
Online Meeting
Thursday 26th March 2026

Present: A Anderson
 J Anderson
 E Campbell
 S Gilbert
 J Hughson
 B Lees
 D McLean
 J O'Meara

Staff: M Torrance
 W Baxter

1. APOLOGIES

L McNally (SLA)
K Menzies (SLA)
M Richards (SLA)

2. NE 31692 FIRE ALARM TESTING

Members were thanked for attending the meeting to discuss the report on Fire Alarm testing and actions taken.

W Baxter, P&R Manager took members through the report which had been issued to members and provided the background to the matter and made some recommendations

He explained that the complex had been acquired through stock transfer in 2002. It was designated as amenity housing in 2008. The layout and set up of the estate was explained. The Association does not provide the Mobile Emergency Call System (MECS) to tenants. Those tenants use this on an individual basis and pay for the service direct to Stirling Council.

The 12 flats attached to the common room all have 2 doors to serve as entrances/ exits and tenants do not have to leave or enter the premises through the communal doors. The 8 bungalows in the surrounding grounds are not attached to the common parts.

There have been various changes to fire protection legislation and requirements over a number of years. After an assessment by a specialist consultant in 2022 all the properties were fitted with individual systems in compliance with 2022 Fire & Carbon Monoxide Detector (FCMD) standards. Information was provided to tenants on the use of the systems and an open day was held in November 2022. These systems are maintained by the Association and checked annually. Tenants have been reminded of the need to check their individual systems.

The standalone fire alarm system with 2 alarm point only was upgraded and continued in operation in the communal area. The original analogue line linked to Stirling Council's emergency call center continued to be utilised.

As the analogue phone line switchover is due to be completed in 2027 it was decided to review the fire system again. Following a specialist assessment, it was decided to replace the system with a "Dual Comm System". This system is subject to continuous monitoring (24/7) by an appointed contractor. The system was commissioned in November 2025.

To ensure that the Association is receiving assurance that the new system is being effectively monitored and action taken by the contractor in the event of any issues, in December 2025 a report was requested that could be monitored by staff and be shared with members as part of their scrutiny activity. At this point the contractor advised that no weekly on site test activity had taken place since the system was installed.

The P&R Manager took forward a review of the weekly testing requirements to ascertain what is required regarding this system under its classification. In February 2026 the site was visited by the P&R Manager and a specialist consultant, and it was confirmed that weekly testing is required for this class of system. Following this, a weekly on-site system test has been set up.

Records show that prior to the installation of the new system, the system had been checked on a six monthly basis by the previous alarm maintenance company however no weekly call point checks had been recorded. The issue of no weekly test log in place had not been raised by them however it was referred to, but not acted on, in the 2024 Fire Risk Assessment. There are some learning points from this in the recommended actions.

M Torrance, Director, advised that the internal view is that there has been an oversight regarding the weekly test requirement and apologised for this.

The various actions taken in relation to governance around the matter were noted including raising the NE with SHR and advising lenders on this. M Torrance, Director advised of the requirements of SHR in relation to this matter. Members asked if Stirling Council require to be notified and it was confirmed that this not needed.

Members asked how the testing is done and how the call points are activated. W Baxter explained this and members asked if it was possible to get a wholly self-testing system where on site attendance is not required. W Baxter advised that although the new system is monitored 24/7, undertaking testing offsite is not possible at this time. With the advancement of technologies, this may be an option for the future.

There was a discussion around on any actions that might be taken to further mitigate any fire safety risks. The current staff on site inspection regime and FRA process were noted. The FRA will be updated in 2026.

Members asked if there are any policy and / or training issues arising as result of this matter being identified. W Baxter explained training had been provided to some staff members on the testing process and a written procedure has been issued. An independent internal audit of the fire safety system is being arranged and findings and recommendations will be reported back to members. This may include further recommendations.

The various report appendices were considered and members were shown how the weekly call point test is recorded via an MS Form which provides a real time update back to the office. The hard copy logbook remains on site and a photo is taken of the entry when the test is done.

There was further discussion on the matter and how it had arisen. It was noted that the issue identified is with the testing of the 2 call points rather than the system integrity.

A number of recommendations were made as part of the report and members were asked to agree the following

1. Note the content of the report.
2. Confirm that the actions taken in relation to this matter are appropriate and sufficient.
3. Endorse continued oversight through H&S Sub-Committee scrutiny and reporting to the Management Committee
4. Report the outcomes of the investigation to SHR in relation to NE 31692 and to the Association's lenders
5. Carry out an independent internal audit of the fire safety system now in place with findings, recommendations and actions being reported to the Management Committee.
6. Ensure the consultant Fire Risk Assessor reports any future findings in person to the H&S Sub Committee

These recommendations were agreed

Minutes Approved:

Date: