



MINUTES OF FORTH HOUSING ASSOCIATION
MANAGEMENT COMMITTEE MEETING HELD ON
27th June at 7pm in person at 146 Drip Road Stirling

	Present
	Ann Dickson, John Jenkins, Lynore MacLeod, Alistair Hutton, Cllr Jen Preston, Andrea Finkel-Gates , Lyndsay Moffat, James Bryce, Alistair Hutton and Kenny Hutton
	In Attendance
	Jacqueline Norwood, Paul Fraser (Part), Niall Patterson (Part), Margaret Glencross(Part)
ITEM	AGENDA
	Before the meeting commenced Ann welcomed everyone to the meeting on a face-to-face basis.
2	Apologies
	Priscilla Maramba and Fiona Russell.
3	Declaration of Interest
3.1	Chairs Statement
3.2	The Chair asked if there were any Management Committee Members who wished to declare any interest specifically in the business of the meeting. None declared.
4	Previous Minutes (meeting 30th May 2022)
4.1	The previous minutes were approved by Lynore MacLeod and seconded by Andrea Finkel-Gates.
5	Matters Arising
	[REDACTED – PERSONAL DATA]
6	Operations
6.1	Maintenance Performance Report
	Paul presented this report – the figures given in the report are from the end of March, however future reports will be amended to have more up to date figures.

	<p>Following the recent article in the newsletter there had not been a significant increase in the level of requests for medical adaptations. It was felt that the item should be kept in the forefront by continuing to make tenants aware of what can be done by highlighting in the newsletter and My Forth. It has been discovered that if it is going to take some time to have an OT to visit the property a private OT can do this, and we can fund from the funding given by Scottish Government. Now that Housing Officers can get out and about again it should mean more visits being carried out and they should be able to identify if adaptations may be required.</p> <p>On the last page of the report the section with Risk Assessment was queried this will be checked and reported back but looks as though it is an error</p>
6.2	Leases
	Jacqueline presented this paper and advised that this was about Houses In Multiple Occupation. When this scheme first started with Stirling Council it was for a period of 5 years and then it was extended. After discussion it was agreed that the term in future should be 10 years.
7.1	Rechargeable Repairs
	As Shona is currently on holiday Jacqueline presented this report. It was explained that although we use several debt collections agencies the figures will remain mostly static.
8	Policy/Strategy
8.1	Asset Management Strategy
	<p>Paul presented this strategy and pointed out that it was being presented incorporating the suggestions made by committee and consultation with tenants.</p> <p>Following discussion and some other suggested changes being made the Committee approved the Strategy which can now be forwarded to SHR.</p>
8.2	Development Strategy
	<p>This report was presented by Niall who advised that this was the final draft, revised following consultation.</p> <p>In response to a member's query re accessibility, air quality and design a new section would be incorporated and refer to housing for health, to accessibility, and commit to work on a new Design Guide.</p> <p>In response to a tenant's request for clarification, the document would also now say that social housing may include housing for those who may have more of a housing need which can't be adequately met by the market, regardless of income.</p> <p>Subject to the amendments discussed, Committee approved the</p>

	<p>document for publication and submission to the Scottish Housing Regulator.</p> <p>Further to the discussion, handover of Penman Court was queried. The properties had still not been handed over as some of the issues are still on going. A further question was asked about Johnston Avenue and if it was still on track and at the moment it is still on track with completion due October this year.</p>
8.3	Reactive Maintenance Policy
	<p>This was presented by Paul.</p> <p>Committee referred to the section on tenant consultation as it was noted as ‘not applicable’ which is not the case. The Interim Director confirmed that the consultation on policies wasn’t as programmed as it should be and for the policy timetable there will be a note of when consultation should take place.</p> <p>It was agreed that any there should be policy and strategy leaflets from now on should be totally “jargon” free. A committee member offered to help with easy to read documents.</p> <p>The Re-active Maintenance policy was approved.</p>
8.4	Alterations & Improvements Policy
	<p>Following discussion the Alterations policy was approved.</p> <p>Paul left the meeting at this point.</p>
9	Governance
9.1	Interim Director Report
	<p>The Interim Director presented this report and explained the benefits of decision time meetings and how beneficial it would be. The cost of the meetings could be paid from current budget for this year. However, the cost of the other two modules couldn’t be covered from current budgets. Following discussion Committee agreed to purchase decision time meetings and that a demonstration on the other modules could be given at a future date.</p> <p>Performance on new type of reporting will ensure that figures being reported are up to date and not from several months ago.</p> <p>Sub Committee membership was discussed, and Committee asked if the Development Committee and the Staff Committee days could be changed around. It was also agreed that each sub would have 4 members and a substitute to ensure that they are always quorate. On that basis the proposed membership was agreed.</p>
9.2	Governance Improvement Plan
	[REDACTED – CONFIDENTIAL INFORMATION]

9.3	Business Plan 2022/26
	<p>The Interim Director gave a short presentation on the updated Business Plan.</p> <p>Committee made a few adjustments to the plan and the Interim Director will make the amendments.</p> <p>It was noted that the presentation will be delivered to all staff on Wednesday with the same message as given at tonight's meeting.</p> <p>With the approved amendments made the Committee approved the Business Plan. The Interim Director will discuss and forward to SHR.</p>
9.4	Performance Framework
	<p>The Interim Director presented this paper and explained how it would bring them far more up to date than figures given in previous reports Interim Director to send out what is currently being worked on</p> <p>Committee approved the new performance framework.</p>
10	Membership
	None
11	Correspondence
	None
12	Learning Opportunities
	Item deferred and new style report will be presented at the July meeting.
13	Health & Safety
	Committee noted this report
	Staff left the meeting at this point
14	AOB
	<p>The note of the confidential item of the 30th May was discussed and approved.</p> <p>The Chairs of the interview panels for the Interim Director and Head of Tenancy Services gave the outcome of the recent recruitment to be homologated by the Management Committee. There were two preferred candidates who have been offered the positions based on satisfactory references. Both have accepted the offer. EVH continue to support the panel with all of the administration.</p> <p>Committee homologated the recruitment panels decisions.</p> <p>Standing Orders were suspended with agreement of all at 9 pm and meeting finished at 9.10 pm</p>
	Date of Next Meeting Monday 25th July 2022

