

**Minutes of Management Committee Meeting held on 25 November 2019
At 7 p.m. in Kildean Business and Enterprise Hub, 146 Drip Road, Stirling**

Present:

Linda Mason
Cllr Jim Thomson
Ann Dickson

Robert Buchanan
Colleen Sharp

Gordon Mason
Priscilla Maramba

Observer:

Lynore MacLeod

In Attendance:

Grahame Cairns
Angela Laley

Daradjeet Jagpal
Margaret Glencross

Harman Jagpal

Elisha Kimani

Gordon Mason welcomed everyone to the meeting. And introduced Lynore who had been invited to observe tonight's meeting.

1 Apologies

Pat Heneghan, John Fyfe, John Paterson and James Bryce.

2 Declaration of Interest

2.1 Chairs Statement

The Chair asked if there were any Management Committee Members who wished to declare any interest specifically in the business of the meeting.

2.2 Declaration of Interest from Committee Members

None.

3 Minutes of Management Committee Meeting held on 28 October 2019

Linda Mason pointed out a typing error on page 4 item 7.1 and **the minutes were then proposed for adoption** by Linda Mason and seconded by Priscilla Maramba.

4 Matters Arising

3 AOCB (Previous minute 14)

Grahame advised that he had a discussion with the Scottish Housing Regulator regarding the newspaper article and the matter was now concluded.

5 Director's Report

Grahame Cairns presented this report.

5.2 Scottish Housing Regulator (SHR)

Grahame confirmed it is good practice to share and discuss SHR news items including engagement plans. The observations from other engagement plans assist in reviewing the training needs for Committee members. Gordon advised that Committee will be given dates of when the various training will happen and that if dates do not suit the majority, they can be amended.

Tenant and Resident Safety

Ann Dickson asked how many people refuse five yearly fire safety checks and Grahame advised that there are very few. He explained that standard letters are sent out but at present it is not a legal requirement compared to yearly gas safety checks. Linda Mason asked if for example a tenant installed something electrical without permission what would happen, and Grahame advised that they may have to remove it at their own cost, if found unsafe. Articles are inserted in the quarterly newsletters regarding alterations and the risk of not seeking professional guidance and advice.

Cyber Security

Grahame advised that this will be included in future budgets. It is not something that can be ignored as Data breaches will have serious consequences.

6 Data Protection Report

This report was presented by Daradjeet & Harman Jagpal

Daradjeet went over the report in general He explained that a lot of the Data Protection training was about raising awareness and that training had taken place with Forth's staff in July. Staff working with different colleagues' that they would not normally work with to ensure a greater understanding and knowledge, had worked well.

Daradjeet also advised that information on Freedom of Information (FOI) is also on the website.

Committee last had a training session about 18 months ago and for this reason further training can be arranged in the new year for new and experienced committee members.

Gordon Mason asked about “security door bells” and Daradjeet explained that they have to be within the perimeter of the property – Cllr Thomson asked if recorded evidence could be used to be given to police – Daradjeet explained that there are protocols that require to be followed.

Daradjeet further explained his report and answered questions on practical matters.

Daradjeet and Harman left the meeting at 7.35pm

7 Management Accounts Qtr 2 to 30.9.19

This paper was presented by Elisha Kimani. Elisha went through the pages of the accounts and explained them to the committee. Committee liked the Emojis used in the variance column and felt it made it easier to pinpoint a variance.

In the Management Accounts on page 2 Elisha advised that interest payable is difficult to predict as the assumption was that inflation would be higher than it is. On page 3 of the accounts Elisha explained that the variances in brackets on the shared ownership rent was due to the fact that a shared ownership house was purchased by the Association and converted into a tenancy.

Grahame Cairns reminded Committee that Treasury Management training was to be covered next year which would benefit both experienced and inexperienced committee members.

Linda Mason requested that abbreviations being used in the report, could be explained? This was agreed.

Gordon Mason thanked Elisha for his most informative summary of the accounts and then Elisha left the meeting at this point.

8 Tenant Participation

This report was presented by Angela Laley who went through the report section by section.

6.4 Bathroom Replacement

Linda Mason asked why the tenant was dissatisfied and it was explained that in this instance the tenant had wanted a better quality bathroom. However, the standard of bathroom installed was a standard specification which met requirements.

7.0 Scottish Social Housing Charter and Tenant Scrutiny Update

Angela circulated a copy of the Performance Report that had been uploaded to the website, with a hard copy available upon request. It was explained the format had previously been agreed with the Tenants' View Forum. Linda Mason said it was good to have the option of a printed copy.

8.0 Website Update

Angela presented the main changes to the website on the screen which had been mainly as a result of Freedom of Information requirements. The Management Committee menu was also explained confirming that the Agenda and the previously approved Minutes would be uploaded under this menu. The Download Menu now hosted a number of policies and Priscilla Maramba confirmed that it was useful to have access to these on-line.

9.4 Learning Outcomes

Gordon Mason commented that it was good that learning outcomes from Complaints would be included in the Tenants Newsletter in a 'You Said We Did' format.

9 Policy Reviews

9.1 Staff Induction Policy

Grahame advised that the recently recruited member of staff felt that this policy worked.

Committee agreed to retain the existing Staff Induction Policy.

10 Correspondence

None.

11 Training & Events

11.1 Training Events Schedule

Gordon Mason reminded Committee that training can be supplied to individual or group committee members. He particularly recommended the leadership skills from EVH that Gordon, Colleen, Robert and Linda had taken – if there is sufficient interest this could be given to several members of the committee at once. This is also a course that could be included in committee training for next year.

12 Membership Applications

No membership applications received.

13 Health & Safety

Grahame advised that the next “walkabout inspection” was due to be undertaken on 27th January 2020.

14 AOCB

Lynore MacLeod left the meeting room at this point after showing a willingness to be co-opted on to the committee. Gordon explained to the committee that this meant that she could come along to committee meetings under our rules 42.1. All agreed that Lynore should be invited on to the committee as a co-optee. Lynore accepted the offer of joining the committee as a co-optee.

Grahame confirmed that the replacement for Anne Matthew and will commence on 10 December and Anne’s official retiral date is 24 December.

Grahame advised that a copy of the monthly management attendance figures will be available at the meeting each month for members to view.

15 Date of Next Meeting

The next Committee Meeting will be held on Monday 9th December at 6PM and this will then be followed by a meal for Committee at Fletchers Restaurant in Stirling.

Gordon thanked everyone for attending and wished them a safe journey home.