



**MINUTES OF FORTH HOUSING ASSOCIATION
 MANAGEMENT COMMITTEE MEETING HELD ON
 24th FEBRUARY AT
 146 DRIP ROAD, STIRLING, FK8 1RW**

	Present
	Gordon Mason, Linda Mason, Robert Buchanan, John Paterson, James Bryce and Cllr Thomson
	In Attendance
	Grahame Cairns, Elisha Kimani, Angela Laley and Margaret Glencross.
ITEM	AGENDA
1	Apologies
	Colleen Sharp, Pat Heneghan, Lynore MacLeod, Priscilla Maramba and Ann Dickson. [REDACTED]
2	Declaration of Interest
2.1	The Chair asked if there were any Management Committee Members who wished to declare any interest specifically in the business of the meeting and there was none.
3	Previous Minutes
3.1	Management Committee minutes from 27 January 2020 were approved and proposed by Linda Mason and seconded by Robert Buchanan.
4	Matters Arising
4.1	[REDACTED]
4.2	Housing First discussions ongoing.
5	Director's Report
5.1	EVH holidays will be adopted for year 2020/21 Committee will look at the holidays later in the year for 2021/22 with a view to

<p>5.3</p>	<p>consulting staff with any proposed changes this will be done by staffing subcommittee.</p> <p>The next committee training is on Finance and is scheduled for April 7th at 7 p.m.</p> <p>Staffing Structure - Individual consultation is now underway and the staffing sub committee will be kept updated throughout the next stages. As part of the structure review, re-allocating some of the team will involve the moving of personnel and to facilitate this Management Committee approved the closure of the office on 24th March 2020.</p> <p>Grahame confirmed that a discussion had taken place with Community Enterprise regarding plans for the Boilerhouse.</p>
<p>5.4</p>	<p>The Director and Chairperson will meet to discuss the proposed new rules within the next few weeks and will propose a date with Management Committee for discussion and consideration.</p>
<p>6</p>	<p>Management Accounts</p>
	<p>The report was presented by Elisha Kimani and noted by Committee.</p> <p>He went through the accounts page by page and highlighted some figures to committee. Elisha advised out that interest rates continue to remain low.</p> <p>Planned maintenance for the next financial year will utilise a large sum of money.</p>
<p>7</p>	<p>Tenant Participation</p>
	<p>The report was presented by Angela Laley and noted by Committee.</p> <p>Eight satisfaction surveys had been undertaken during the quarter. In areas where dissatisfaction was noted complaints were investigated: numbers were slightly higher in this quarter due to the landscape and close cleaning surveys.</p> <p>Results of complaints are used as learning outcomes where upheld. These feature in a You Said, We Did article in Tenants Newsletter. An example was provided of an issue with painterwork and how this was resolved.</p> <p>The Tenants View Forum continues to examine performance and discusses policies under review. G Mason advised that where the Forum recommends changes these are then reported to Committee in the Policy Review Report for decision.</p>

8	Policy Review
8.1	Anti-Bribery Policy Committee approved this policy.
8.2	Committee Members Expenses Policy approved.
8.3	Notifiable Events Protocol – Grahame advised that a protocol was good practice and committee members approved this.
8.4	Joint Tenancy Policy Grahame explained that this policy was drawn up to reflect the Housing (Scotland) Act 2014) and committee agreed to adopt this policy.
9	Correspondence
	None
10	Training & Events
	Chair reminded committee members if they identify training to contact Forth staff to arrange.
11	Membership applications
	One application was not approved.
12	Health & Safety
	The contents of the paper were noted.
13	AOCB
	None
14	Date of Next Meeting 30th March 2020