



MINUTES OF FORTH HOUSING ASSOCIATION
MANAGEMENT COMMITTEE MEETING HELD ON
29th NOVEMBER 2021, at 7pm VIA
VIDEO CONFERENCING

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| | Present |
| | Gordon Mason (Chair), Linda Mason, Robert Buchanan, , John Jenkins, Lynore MacLeod , James Bryce and Alistair Hutton |
| | In Attendance |
| | Jacqueline Norwood, Angela Laley (Part)) Margaret Glencross (Part) and Stephen Dougherty (Part) |
| ITEM | AGENDA |
| | Gordon Mason welcomed everyone to the meeting, especially Alistair Hutton who was attending his first meeting and asked everyone to introduce themselves to Alistair. |
| 1 | Apologies |
| | Priscilla Maramba, Ann Dickson and Jane Mullarkey. |
| 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. |
| | None declared. |
| 3 | Previous Minutes (meeting 25th October2021) |
| | The minutes of the previous meeting were read and amended to read item 5.1 targets were in the main being met. The minutes were then approved by Lynore MacLeod and seconded by Jim Bryce. |
| 3.1 | Draft Minutes Audit & Risk 27 th October 2021 – |
| | It was pointed out these were draft minutes and would not be approved until the next meeting of this group. In future all draft minutes should be water marked draft minute to ensure that this is made clear. Margaret to arrange this in future. |
| 3.2 | Draft Minutes Development 10 th November 2021 |
| | These minutes were also draft minutes awaiting approval. |

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| 4 | Matters Arising |
| | <p>Jacqueline had been requested to get further information on the voids technical target which was in October's Tenant Services Report. This target has not been met last year and this year due to Covid rules where only 1 trade can be in a property at any one time, the target for next year needs to reflect this.</p> <p>Matters arising paper does not appear to have been issued to everyone. Margaret to ensure this is sent.</p> |
| 5 | Operational |
| 5.1 | Reactive Repairs Procurement |
| | <p>Jacqueline asks for Committee's approval to have this paper amended and presented at a later date, as there was not enough information and evidence in the paper for Committee to make a decision.</p> <p>Linda agreed that more evidence was required, and a discussion then took place on the different pricing methods that could be used, Chair stated that we had to ensure we got value for money for tenants. John noting that the Association's costs of administration have to be considered when choice a method.</p> <p>Alistair commented that framework agreements were also good method.</p> <p>Committee agreed that the paper should be amended and presented again.</p> |
| 5.2 | Gas Contract Renewal |
| | <p>The report was presented by Stephen who advised that the current contract is with Saltire until June 2022 with an option to extend for a further year. [REDACTED – COMMERCIAL INFORMATION]</p> <p>Committee approved extension of contract for a further year</p> <p>Stephen left the meeting at this point.</p> |
| 5.3 | Tenant Participation |
| | <p>This paper was presented by Angela Laley, who went through the report section by section and noted that satisfaction rates from surveys were good. It was also pointed out that on the gas boiler survey 3 tenants had expressed no view and future consideration will be given on how best to get more information in these cases.</p> <p>John Jenkins commented on the Start of Tenancy questionnaire and suggested a change of wording to one of the questions to "If you have had any repairs carried out are you satisfied with them. Angela will arrange for this to be done.</p> <p>Committee noted this paper</p> <p>Angela left the meeting at this point.</p> |

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| 6 | Finance |
| 6.1 | Quarterly Accounts |
| | <p>Elisha Kimani presented this paper. The Chair asked about the Nationwide loan that was not all drawn down and do we have a plan if Covid continues to impact on development. Jacqueline responded that she had given an indicative draw down dates to the Nationwide up to December 2023, if there were further impacts of Covid she would review timetable and update Nationwide.</p> <p>In the accounts Linda Mason asked about the Professional Fees and was advised there was an increase due to extra activity that had happened recently.</p> <p>Committee approved the accounts and Elisha left the meeting.</p> |
| 7 | Policy Reviews |
| 7.1 | Policy Review Programme |
| | <p>Jacqueline presented the report and gave an update on the policies that were past their review date.</p> <p>John asked if we were consulting with tenants re policies and Jacqueline explained about the E Group and how policies were sent out to this group to browse over and feedback any information, they feel necessary. Jacqueline agreed that more consultation with tenants should take place and is keen for this to be done.</p> |
| 7.2 | Committee approved the updated timetable and that it be presented to Committee at the first meeting after the AGM |
| | <p>Data Retention Policy</p> <p>This policy was deferred to December as not all members have a copy of the updated policy.</p> <p>Committee agreed to defer this report</p> |
| 8 | Governance |
| 8.1 | Interim Director Report |
| | <p>Jacqueline presented this paper</p> <p>Committee approved delegated authority to Interim Director to sign Financial Agreement Amendment for Nationwide</p> |
| 8.2 | Remit of Development Sub Committee |
| | <p>James the Convenor of the Development Sub Committee presented this paper.</p> <p>Committee approved the remit.</p> |
| 8.3 | Interim Director Appraisal |
| | [REDACTED – PERSONAL DATA] |

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| | <p>Jacqueline advised that she was now having regular discussions with Regulator.</p> <p>Committee noted this report</p> |
| 8.4 | <p>Chair Appraisal</p> <p>[REDACTED – PERSONAL DATA].</p> <p>Committee noted this report</p> |
| 8.5 | <p>Governance Improvement Plan</p> <p>Jacqueline presented the updated report which uses a traffic light system.</p> <p>John asked about whistleblowing for committee and staff and also complaints reporting. Jacqueline advised that there are still more work actions to be added to the plan from other action plans so that they are all in one place.</p> <p>John also suggested that new committee members sit down after six months for a review on how the previous six months had gone. Jacqueline noted this and will add it to the plan.</p> <p>Committee noted this report</p> |
| 9 | Correspondence |
| 9.1 | <p>EVH</p> <p>Gordon advised that he is happy to answer any queries people may have as he is Vice Chair, he attends meeting on Forth's behalf.</p> |
| 10 | Training & Events |
| 10.1 | <p>Jacqueline will arrange training online for Finance training. Any training can be booked through Margaret at the office – please complete the training request form.</p> <p>Committee noted this report</p> |
| 11 | Membership Applications |
| | No membership applications received this month. |
| 12 | Health & Safety |
| | <p>Jacqueline Norwood presented this paper and explained that this was the new system for lone working.</p> <p>Committee noted this report</p> |
| 13 | Confidential Reports |
| | Separate Minute |
| 14. | <p>AOB</p> <p>The Chair presented the consultation document on salaries from EVH, as the response date for returns was prior to this meeting, he discussed with office bearers and gave a response on the Management Committee's behalf.</p> |

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| | <p>Committee noted this update</p> |
| | <p>[REDACTED – PERSONAL DATA]</p> <p>Priscilla resigned as an office bearer i.e. Treasurer. In accordance with the rules the members able to be nominated as an office bearer were Linda Mason, Robert Buchanan and James Bryce. Only James was interested in the position, and he was proposed by Lynore Macleod and seconded by Linda Mason, he accepted this position.</p> |
| | <p>Standing orders were suspended at 9.00 as agreed by all members. The meeting closed at 9.05pm.</p> |
| | <p>Date of Next Meeting Monday 20th December 2021</p> |