



MINUTES OF FORTH HOUSING ASSOCIATION
MANAGEMENT COMMITTEE MEETING HELD ON
20th DECEMBER 2021, at 7pm VIA
VIDEO CONFERENCING

	Present
	Gordon Mason (Chair), Linda Mason, Robert Buchanan, John Jenkins, Lynore MacLeod, James Bryce, Alistair Hutton, Jane Mullarkey, Ann Dickson, and Cllr Jim Thomson
	In Attendance
	Jacqueline Norwood, Niall Patterson (Part), Margaret Glencross (Part)
	Special Leave
	Priscilla Maramba
ITEM	AGENDA
	Gordon Mason welcomed everyone to the meeting,
1	Apologies
	None
2	Declaration of Interest
2.1	Chairs Statement
2.2	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.
3	Previous Minutes (meeting 29th November 2021)
	The minutes were approved by Lynore MacLeod and seconded by Linda Mason.
4	Matters Arising
	Procurement of Reactive Maintenance – Jacqueline advised that they had looked again at the wording in this paper and now realised that it was asking for a decision that could not be made. Jacqueline asked if office bearers could have delegated authority to approve the procurement of consultants before the next meeting. This would be homologated at the next meeting. Officed bearers to make this decision in January and homologate at January meeting.

5	Operational
5.1	Maintenance Report
	<p>Jacqueline presented this report. Stage 3 medical adaptations has had a lower spend than anticipated and this was due to a smaller than expected demand. Void works have not met target as COVID guidance only allows one trade at a time. [REDACTED – PERSONAL DATA]</p> <p>Committee enquired about the terminology used in some of the report and Jacqueline advised that she would add this to matters arising and would have the answers for the next meeting.</p> <p>It was pointed out that on page 9 of the report that the figure relating to number of kitchens was missing, this will also be added to matters arising.</p> <p>Committee asked if all our properties had been upgraded for the new fire rules coming in from next year, and it was confirmed that they have been.</p> <p>Committee asked if tenants were advised of the delays in the jobs that did not meet the target, and delays in the replacement of flat entrance doors. Both will be confirmed at January meeting.</p> <p>Committee asked about Sensory and Health and Safety Works and asked what Sensory was – Jacqueline will find out and report back.</p> <p>Gordon asked about the flat entrance doors awaiting costs and if tenants had been advised of this – Jacqueline to check.</p> <p>Report was noted and the questions raised would be included in the matters arising for January meeting.</p>
5.2	Development Quarterly Report
	<p>Niall Patterson joined the meeting at this point and gave an update on the progress of projects on site. [REDACTED – COMMERCIAL INFORMATION] Cruden progressing very well and to programme at Johnston Avenue Phase 2. [REDACTED – COMMERCIAL INFORMATION]</p> <p>Large increases in building costs were being experienced all round. Gordon hoped that extra grant funding would be available as affordable rent levels could not support the increased amount of private borrowing which might be required. Linda queried whether Scottish Government would continue to be as sympathetic to covering increased costs as they had been recently.</p> <p>Linda was concerned at committee being asked to approve additional borrowing of £51,106 to cover the Association’s cost overrun and [REDACTED – COMMERCIAL INFORMATION].</p> <p>Gordon pointed out that some prices may go up. Niall confirmed there would be no effect on rents.</p>

	<p>John stated that, going forward, committee scrutiny would benefit from receiving appraisals in an agreed template at feasibility, cost plan and tender phases of proposed projects.</p> <p>Committee approved the additional borrowing of £51,106 subject to Scottish Government approval of additional funding for the cost overrun. Niall left the meeting.</p>
6	Finance
6.1 and 6.2	<p>Elisha Kimani joined the meeting at this stage. It was agreed that as both reports were linked that committee would consider them together.</p> <p>It was pointed out that both CPI and RPI had gone above the business plan assumption of 2%, therefore Elisha had run the budget with an assumption of 3% increase in costs. Jacqueline advised that in monetary terms for rent a 4.2% increase would be around £12 per month with 3% around £9.</p> <p>Ochilview HA are consulting on 4.2% and are not expecting to go any higher. Committee commented that the business plan showed 2%. It was agreed after discussion that a 2% increase would not be sufficient and shouldn't be part of the consultation.</p> <p>Cllr Thomson said that Stirling Council were consulting at the moment, and they had a similar discussion at the housing advisory group.</p> <p>Committee pointed out that there could an increase in arrears as there is also the possibility of council tax increase as well.</p> <p>One view was that 4.2% should be highest increase on which we should consult.</p> <p>Committee thought in the second page of the previous consultation the wording was too vague and should be reviewed and be realistic on the impact of each increase.</p> <p>Committee asked the significance of single people under occupying on the affordability calculation. Jacqueline advised that this is the one category where rents become unaffordable, and that this information should be used when allocating properties in these circumstances.</p> <p>Jacqueline advised that rent increase consultation would be issued to tenants at the beginning of January. Committee pointed out that a substantial proportion of costs were due to salaries.</p> <p>It was agreed that tenants should be consulted on increases of 3.6%, 4.2% and 5.1%</p> <p>Elisha left the meeting at this point.</p>
7	Policy Reviews

7.1	Publication Policy
7.2	Jacqueline presented this report as Angela Laley is on holiday. Committee agreed to adopt the policy. Most policies, where relevant, are uploaded to downloads on website, after Committee approval.
	Data Retention Policy
	This policy was reviewed, and tracking changes clearly shown by the Data Protection Officer. Everyone agreed that tracking changes was much better, and they were clear on what had been amended. There was an observation that the Management Committee are not mentioned as a category in the policy. Jacqueline will raise this with the Data Protection Officer. Committee asked if it would be possible to have a list of staff and what jobs they carry out, Jacqueline will provide this at the January meeting. A discussion took place regarding Management Committee members having a Forth HA email and it was agreed that this would be appropriate. Jacqueline will progress. This policy was agreed subject to any alternations required regarding the Management Committee, and future policy updates should have the clear track changes.
7.3	John thought that there was a lot of implications for committee under the Data Protection Group policy and that formal training should be given on this. Jacqueline to add training on Data Protection to committee training requirements.
7.4	This policy was presented by Niall as it was due it's 3-year review and it covers professional indemnity insurance. Committee asked if it was an effective policy and Niall stated that he had not had to use it. The policy was approved.
8	Governance
8.1	The Interim Director's Report was presented by Jacqueline who invited questions from the Committee. Committee enquired if there had been any changes regarding Stratfor Business Continuity Cooperation Agreement and Jacqueline advised that it had remained the same. Committee asked about discussions with the Scottish Housing Regulator (SHR). Jacqueline advised that there was regular dialogue, and that information was being sent, and advised that a decision would be made in the New Year on the level of engagement. Committee agreed that a further meeting before

	<p>the updated engagement plan would be helpful. The Governance Improvement plan is to be forwarded to SHR. However, Jacqueline would like to change the format so that each action relates to the Regulatory Standards and evidence for the Assurance Statement. She asked that this be sent to the Office Bearers before sending to SHR and that it be presented at the January meeting. This was agreed.</p> <p>Committee asked whose insurer is dealing with the fire damage and Jacqueline advised that Forth's insurer was being claimed for the property costs, Committee asked what the tenant is responsible for, Jacqueline advised they are responsible for their own goods.</p> <p>Committee approved delegated authority to the Interim Director to sign Financial Agreement Amendment for Nationwide.</p> <p>Committee agreed that the governance improvement plan be sent to the office bearers before being submitted to SHR and then be presented to the January committee.</p>
8.2	<p>Interim Audit Report and Updated Timetable</p> <p>Jacqueline advised that this report had been sitting in the previous Director's inbox and was only recently discovered, however there were no recommendations.</p> <p>Committee approved the report and noted the timetable</p>
9	Correspondence
9.1	<p>Value for Money Report SHN</p> <p>Jacqueline advised that this report is for information.</p>
10	Training & Events
10.1	<p>Learning Opportunities</p> <p>Whistleblowing Training and Dignity at Work Training will take place on 16th February.</p>
11	Membership Applications
	No membership applications received this month.
12	Health & Safety
12.1	<p>Jacqueline Norwood presented this paper and explained that there would now be a proportion of staff working from home. Three laptops have been purchased and one flu injection has been paid for. Shona is consulting with Stratis to install virtual network software on devices.</p> <p>Committee noted this report</p>
13	Confidential Minutes
13.1	Confidential minutes of the meeting 29 th November were

	approved by Linda Mason and seconded by Lynore MacLeod
14	AOB
	Jacqueline informed the Committee that [REDACTED – PERSONAL DATA] from French Duncan, Forth’s external auditors had called the Finance Officer to advise that they would not be able to conduct the external audit function for 2022, Jacqueline will give committee an update at the January meeting.
	Committee noted this matter.
	Standing orders were suspended at 9.00 an in accordance with the standing orders was proposed by Linda Mason, seconded by John Jenkins, and agreed by all members. The meeting closed at 9.05pm.
	Date of Next Meeting Monday 31st January 2022.