



MINUTES OF FORTH HOUSING ASSOCIATION
MANAGEMENT COMMITTEE MEETING HELD ON
28th FEBRUARY 2022, at 7pm VIA
VIDEO CONFERENCING

	Present
	Ann Dickson, Robert Buchanan, John Jenkins, Lynore MacLeod, James Bryce, Alistair Hutton and Priscilla Moramba
	In Attendance
	Jacqueline Norwood, Niall Patterson (Part), Angela Laley (Part), Paul Fraser (Part), Elisha Kimani (Part) Margaret Glencross
	Special Leave
ITEM	AGENDA
	Jacqueline chaired the meeting at this point until new Chairperson elected.
1	Apologies
	Cllr Jim Thomson
2	Election of Chair
	Jacqueline invited nominations for Chair as the previous chair had resigned. Ann Dickson was proposed by Lynore MacLeod and seconded by Priscilla Maramba. There being no other nominations Ann accepted the position and said although this was unexpected, we now need to move on. She also said that as the agenda now had timings on it we will try to keep to this.
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 31st January 2022)
4.1	The minutes were approved by Lynore MacLeod and seconded by Robert Buchanan.
4.2	Draft Minutes Staffing Sub Committee 3rd February 2022

	Lynore presented these minutes as Convenor of this Committee and advised that things had moved forward since these minutes.
5	Matters Arising
	None. The font for matters arising had been increased.
6	Operations
6.1	Tenant Participation, Surveys & Complaints
	Angela presented the report and took it by section.
	Tenants' Group
	De Moray Association hope to be able to meet face to face very soon in the local primary school subject to Covid restrictions.
	Survey Update
	The overall satisfaction rate in surveys for the quarter in Repairs, Planned Maintenance and Housing Management remained satisfactory with satisfaction levels at over 85% except in Landscape Maintenance. Results had been lower in this area due to a change of contractor and the specification drawings. However, these areas had now been addressed and a follow-up survey would be undertaken in Autumn to check that results had improved further to the issues being addressed.
	SPSO Complaints
	The results for the quarter caused no concerns and the learning outcomes were noted. The specification for close cleaning was discussed further to a complaint that had now been resolved.
	Tenant Communications
	It was hoped that the next Tenants View meeting could take place in the office subject to Covid rules in April. Committee asked if anyone from Committee would be able to attend this meeting. Angela agreed it would be useful for Committee to engage with tenants by hearing first hand feedback on services etc Angela advised that the Spring Newsletter would be issued before the Easter break. This will include a follow-up from the last Newsletter which discussed the Annual Assurance Statement. It would highlight that we are working towards compliance with SHR and that we are working through an Action Plan to strengthen our governance etc Jacqueline also advised that she was going to arrange a presentation to committee of My Forth in the office, followed by a tour of the stock.
6.2	Procurement of Consultant for Homologation
	This paper was presented by Paul Fraser who explained the benefit of using Brownrigg's as the procuring specialist. Committee agreed to homologate this paper.
6.3	Reactive and Void Maintenance Temporary Extension to contract

	<p>Paul explained the position regarding the contract and that he was seeking approval to extend the existing contract for 3 months from the end of March. Committee felt that this timescale was tight, and the objective should be that we have repairs service up and running and that we should extend the existing contractors until end of July. Jaqueline pointed out that existing contractors had agreed to hold their prices meantime. Committee approved the extension of the contract to end of July</p>
6.4	Fencing Tender
	<p>Paul explained that this had gone out to tender and only one quote had been received. Committee agreed that the correct steps had been taken to tender and as KEP Fencing tender was within budget that this be accepted. Committee approved the tender Paul left the meeting at this point</p>
6.5	[REDACTED – CONFIDENTIAL INFORMATION]
6.6	[REDACTED – CONFIDENTIAL INFORMATION]
6.7	[REDACTED – CONFIDENTIAL INFORMATION]
7	Finance
	Elisha joined the meeting
7.1	Rent Increase/Draft Budget 2022/23
	<p>Jacqueline explained that due to the tight timescale involved for the rent letters going out committee had discussed the rent increase and made the decision to have a 3.9% rent increase to enable the letters to be sent out to tenants within the required 28-day notice period. Elisha apologised that there was no front-page budget covering and for the hidden text on page 6 General Legal Fees section of the Management Expenses notes. There will be a significant increase in audit fees due to the fact it may be the partners who carry out the audit due to the overall shortage of auditors. No salary increase has yet been confirmed and EVH are now in talks with Unite the Union. Committee homologated the rent increase of 3.9% and approved the budget</p>
7.2	Private Finance Loan Tender – CAF Bank
	Elisha advised that good references had been obtained for the bank and committee approved the paper to enable the tender process to be concluded.
7.3	Quarterly Management Accounts
	Elisha presented this paper and asked if there were any question on either the report or accounts – committee approved the quarterly management accounts.

	Elisha left the meeting at this point
8	Policy
	Jacqueline explained that the anti-social behaviour policy will require some more consultation and that we are still working on the policy there is still further work that Angela will undertake on this policy before it is presented to committee.
	Governance
9.1	<p>Jacqueline updated committee on the recent meeting with the Regulator and advised that Forth's' status had now changed from Under Review to Working towards Compliance. The meeting had been attended by Eleanor Sneddon and John Jellema.</p> <p>Jacqueline confirmed the notifiable event, she was unsure if the property is now relet and would report back to committee. The number of committee members is 6 which is below the 7 required in Forth's rules, however as Rule 49 states that if numbers fall below minimum the committee can continue for a further two months.</p> <p>Currently there are 3 casual vacancies and 1 co-optee required by the April meeting. There are two people that have the skills required that wish to fill the casual vacancies they are Fiona Russell who is a member and Kenny Hutton whose membership will be considered at item 11 on the agenda. Committee approved both to fill the casual vacancies.</p> <p>TPAS – Gordon was the representative on TPAS and their AGM is due at the end of March. Jacqueline advised committee that it is their choice whether they have a representative and they agreed not to have one at the moment. Jacqueline should inform TPAS.</p>
10	Membership
	An application was received from Kenny Hutton, and this was approved by committee,
11	Correspondence
	Correspondence had been sent out with committee papers that had been received from EVH and Margaret has emailed SHARE's booklet.
12	Learning Opportunities
	<p>Management Skills Audit Training Timetable has been set up and Committee can contact Margaret at any time to book onto a course. Committee member gave an update on a recent course they attended and would recommend.</p> <p>Committee noted this report</p>
13	Health & Safety
	Following the recent SHR questionnaire on tenant safety to ensure we have sufficient health & safety in place for tenants. Committee noted this report
14	AOCB

	[REDACTED – CONFIDENTIAL INFORMATION]
	Date of Next Meeting Monday 28th March 2022.