



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

	Present
	Ann Dickson, John Jenkins, Lynore MacLeod, Alistair Hutton Priscilla Moramba, Fiona Russell and Kenny Hutton.
	In Attendance
	Jacqueline Norwood, Niall Patterson (Part), Paul Fraser (Part), Shona MacLeod (Part) and Margaret Glencross (Part)
ITEM	AGENDA
	Ann welcomed everyone to the meeting especially Kenny and Fiona for coming along and joining with their experience. She also explained about the new agenda with timing on it – and emphasised that timings were a guideline and not in any way to stop people taking part. .
1	Apologies
	James Bryce (after the meeting)
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. [REDACTED – PERSONAL DATA]
3	Previous Minutes (meeting 28th February 2022)
3.1	The previous minutes were amended - Angela to send out details to committee of proposed tenants meeting to enable committee participation. Jacqueline advised committee of the date (14 th April) chosen for informal get together for committee/tenants and walking “stock tour” as well as opportunity to visit the office and meet the staff. Niall to respond to Alistair’s query on provisional sums in the fixed term contract. The minutes were approved by John Jenkins and seconded by Lynore MacLeod.

3.2	Draft Minutes Audit Sub Committee 10th March 2022
	<p>As Jacqueline had chaired this meeting she presented these minutes as Convenor of this particular meeting and advised that minutes from 8 June 2021 cannot be approved as there is no one available to do so now.</p> <p>The Risk Registers should be looked at by the Audit Committee and they need correct skills for this subcommittee. Fiona Russell agreed to go on this subcommittee.</p> <p>The Committee also agreed that the higher risk items in red should be brought to committee for review.</p> <p>Management Committee approved the homologation of the Asbestos Policy.</p>
4	Matters Arising
	Niall will ensure committee receive emailed response to query on Raploch Site 6 provisional sums.
5	Operations
5.1	Maintenance Quarterly Update
	<p>Paul presented the report and took it by section. He explained how Covid had an effect on material supplies and also on various programmes due to workforce issues with Covid as well. The question was asked how we are we communicating with tenants to advise them when work will be late and Jacqueline advised that she will be having a meeting with Calum to discuss the way forward in keeping tenants notified when work is delayed.</p> <p>Committee were reminded that papers are issued in advance and should be read before the meeting therefore at the meeting Paul is available to answer any queries they may have on the paper.</p> <p>A query was made regarding Stage 3 Adaptations as it remains under budget at this time of year and there had also been a recent news article on this as well. Jacqueline advised that we would continue putting newsletter article in and if there is a demand for this type of work it should be done.</p> <p>Planned Maintenance was discussed especially the window replacement at Barn Road as there have been problems with this. Again, the question was asked as to how we keep tenants informed of the delays in work and it was explained that they can be lettered - Barn Road is in a conservation area and some of the windows have had to be repaired at the moment rather than replaced until planning permissions is given. This could eventually mean that the repair changes from re-active to planned. Jacqueline pointed out that we are currently looking at stock condition surveys and this should be carried out soon.</p> <p>The Risk Assessment Registers spoken about previously will be updated at the end of the financial year.</p>
5.2	Development – Quarterly Update
	<p>This paper was presented by Niall Patterson.</p> <p>Niall advised that we were being approached about further projects that do not yet have committee approval. It may be that the much-delayed Croftside is replaced by one of these new projects and this would be something for the Development Sub Committee to consider.</p>

5.3	Tender Report – Door Replacement.
	Paul presented this paper and advised that this had been obtained through the Scottish Procurement system committee approved the tender.
6	Finance
	Shona joined the meeting to present this paper. She explained that it is not deemed viable to request any further action. Committee asked how debts can build up – the £5,261.08. Jacqueline will investigate and place on matters arising to report back next month. The write offs were approved . Shona left the meeting; committee did not realise that this was Shona's first meeting and praised her for the presentation of the paper.
7	Policy
7.1	Anti-Social Behaviour Policy
	Jacqueline presented this paper as Elaine was on holiday. Jacqueline invited questions from the committee and explained that we are trying to think differently and come up with decisions. A committee member had been made aware of anti-social behaviour and further information on this will be given to the Interim Director after the meeting. Jacqueline explained the nomination process and that one of the things Stirling Council had been for was consistent information. Regarding the leaflet that had been produced along with the policy committee members felt that the wording was incorrect in places, and this will be reviewed, and the policy was approved
7.2	Serious Complaint of Grievance against Senior Officer
	Jacqueline presented this paper and explained that this is part of the discussion with the Regulator As there was no particular policy or procedures there were sentences in various policies and code of conduct procedures. This new policy gives support to Committee as to what they should do in the event of there being a complaint. Committee Agreed the Policy.
8	Governance
8.1	Interim Directors Report
	Scottish Housing Regulator, Jacqueline advised that full documents are on the website and documents can be printed for committee if required. DocuWare Software Package: Committee agreed to homologate the decision made to purchase the package due to the time limit involved and noted the remainder of the report.
8.2	Governance Improvement Plan
	Jacqueline advised that items 4.9 stock condition survey and 4.10 customer insight were new actions. The Recruitment process for the Tenant Services Manager should be that they come ready to present re involving tenants and what they require to develop.

	<p>Jacqueline will speak to [REDACTED – PERSONAL DATA] re training and report back to committee.</p> <p>A suggestion was made that rather than having an Away Day that there be a few hour-long bite size sessions. Committee asked that prior to the sessions it may be useful to get tenants views on what are the most important things to them e.g., New House/Repairs/Homelessness. Jacqueline advised that she would do that also the plan's aims, and objectives may change and it is a new business plan rather than an annual update and that a final plan should be ready for June meeting to be submitted to SHR by end of June.</p>
9	Membership
	<p>An application was received but has since been retracted. Helen Forsyth has offered to be a co-optee on staffing committee, Jacqueline will contact Helen.</p>
10	Correspondence
11	Learning Opportunities
	<p>Committee can contact Margaret at any time to book onto a course. Committee noted this report</p>
12	Health & Safety
	<p>Committee noted this report</p> <p>Margaret, Paul and Niall left the meeting at this point</p>
13	<p>AOB – Jacqueline advised that EVH updated members today on the negotiations regarding the pay increase and have asked members to return a ballot by the 19th April, committee discussed the proposal and agreed that Jacqueline should return the ballot confirming acceptance of the proposal.</p> <p>Meeting ended at 9.00 pm</p>
	Date of Next Meeting Monday 25th April 2022.