



MINUTES OF FORTH HOUSING ASSOCIATION  
MANAGEMENT COMMITTEE MEETING HELD ON  
30<sup>th</sup> May 2022, at 7pm VIA  
VIDEO CONFERENCING AND in person at 146 Drip Road

	<b>Present</b>
	Ann Dickson, John Jenkins, Lynore MacLeod, Alistair Hutton, Priscilla Moramba, Fiona Russell, Cllr Jen Preston, Andrea Finkel-Gates and Lyndsay Moffat
	<b>In Attendance</b>
	Jacqueline Norwood, Paul Fraser (Part), Niall Patterson (Part), Margaret Glencross(Part)
<b>ITEM</b>	<b>AGENDA</b>
	Before the meeting commenced Ann recorded thanks to staff who had kept the office running over the past three weeks in Jacqueline's absence, especially Angela, Niall and Paul who had all taken on extra duties.
<b>2</b>	<b>Apologies</b>
	Kenny Hutton and James Bryce
<b>3</b>	<b>Declaration of Interest</b>
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.
<b>4</b>	<b>Previous Minutes (meeting 25<sup>th</sup> April 2022)</b>
4.1	The previous minutes were approved by all present at this meeting. This paper was presented by Jacqueline.
<b>5</b>	<b>Matters Arising</b>
	Paul had followed up the window replacement and advised that this will not go ahead at this moment in time and will be reviewed at a later stage.
<b>6</b>	<b>Operations</b>
6.1	Tenant Participation , Surveys & Complaints

	<p>Jacqueline presented this report as Angela was on holiday. She explained that the way the report is drawn up is currently being worked on. She advised that where a complaint was about a staff member and It was felt that training was necessary we have gone for a different type of training than before.</p>
	<p><b>Gas Repair Questionnaire</b></p>
	<p>Ann thought that the return was low but Jacqueline advised that it was fine as not all tenants answer phone surveys and it is also sent out to them for every gas repair they have carried out.</p>
	<p><b>Kitchen Replacement</b></p>
	<p>Fiona asked about planning replacement kitchens and if the answers tenants give at this point are considered and also used in future planning of kitchen – Paul confirmed that they were. John felt that questions used are very vague and should be geared towards future kitchen upgrades and also considered by the Development sub committee. Jacqueline also explained that Angela is currently liaising with other landlords with a view to the three yearly survey going ahead shortly.</p>
	<p><b>Factor Survey</b></p>
	<p>Jacqueline advised that SHN (Scottish Housing Network) has supplied a bench marking report where some information will be include within the business plan - Jacqueline will review the information and present a report at a future meeting to Committee..</p>
<b>6.2</b>	<p><b>Reactive Void Maintenance Tender</b></p>
	<p>Paul presented this report. Committee member sent in several questions to Paul in advance of the meeting and Paul presented his answers. Questions included in general how much of an increase were we seeing, and have we bench marked the tender return against those received by other associations - Paul advised that we cannot do this whilst figures are not in the public domain. The question was also raised about pricing including travelling time - Paul advised that travel time is built into contractors' rate. They also have certain guidelines that should be followed complying with Forth' out of hour current timescales. Paul confirmed that references have be taken for contractors.</p> <p>Committee asked if FHA had supported the local contractors make connections to assist with the completion of the tender Paul advised that support was given.</p> <p>Committee asked that questions posed in advance are copied to all members and also the response. Jacqueline advised that the new Governance Portal that she is looking at would allow that to be done were all members could see the questions raised.</p> <p>Committee approved the Tender</p>

<b>6.3</b>	<b>Cost Increases and Programme Slippage</b>
	<p>Niall presented this report. Primarily for information with the exception that approval sought to committee representation at a meeting with Robertsons. Niall explained that [REDACTED – PERSONAL DATA] of Robertson Residential Construction had written regarding cost increases faced by them and the lack of any commitment by Forth to address these. In response to a Member, Niall said they were not seeking remuneration for any specific extra costs related to Raploch Site 8. [REDACTED – CONFIDENTIAL AND COMMERCIALY SENSITIVE INFORMATION].</p> <p>Niall noted there was no contractual basis for meeting additional cost so the prospect of additional funding from the government seemed distant. Further discussion took place, and it was agreed that a meeting should be arranged between Robertsons and Forth. It was agreed that attendance at the meeting would be Niall, Jacqueline and Alistair.</p> <p>Niall will progress with this and arrange the meeting.</p>
<b>6.4</b>	<b>Stirling Council – (Deferred)</b>
	<p>Jaqueline gave a verbal update on one lease with Stirling council that was due to expire on 19<sup>th</sup> July and that permission was being sought to extend this for a further two years. Committee agreed to this.</p>
<b>7</b>	<b>Finance</b>
<b>7.1</b>	<b>Management Account Report</b>
	<p>Elisha is currently on holiday. Committee asked a question on the cash in the bank and if there were plans for this. Jacqueline will get information from Elisha and will respond to the Committee.</p> <p>Committee also asked what the £44k for wider action was for, Jacqueline will investigate and revert to committee</p> <p>Committee approved the accounts.</p>
<b>7.2</b>	<b>Loan Portfolio</b>
	<p>Following discussion Committee approve the submission of this document to SHR by the deadline of 30th June 2022.</p> <p>Paul left the meeting at this point.</p>
<b>8</b>	<b>Policy/Strategy</b>
<b>8.1</b>	<b>Asset management Strategy – Item Deferred</b>
<b>9</b>	<b>Governance</b>
<b>9.1</b>	<b>Interim Director Report</b>
	<p>Report was deferred due to illness however Jacqueline gave a verbal updated on 2 Notifiable Events, both of which have been reported via the Portal to SHR.</p>

	<p>The first event was a minor fire, which has since been reported in the Daily Record. The reinstatement works to the flat have been completed and the tenant has recorded her thanks to Forth.</p> <p>[REDACTED – PERSONAL DATA]</p>
<b>9.2</b>	<b>Governance Improvement Plan</b>
	This report is also deferred but Jacqueline advised that she has her scheduled meeting with SHR on Wednesday.
<b>9.3</b>	<b>ARC return to SHR</b>
	Angela & Niall had completed the ARC the Chair came into office to oversee the submission which had to be complete by 31 <sup>st</sup> May 2022. Committee agreed to homologate the decision to submit.
<b>9.4</b>	<b>Update on Skills Audit</b>
	<p>There are now new committee members with a variety of skills that we are already seeing changes within committee.</p> <p>Committee noted this report</p>
<b>9.5</b>	<b>Business Plan Update</b>
	<p>Jacqueline advised that this business plan has been updated to reflect previous discussion with Committee. There has been consultation with tenants on the values and their priorities over the next 5 years and this will be incorporated into the document. It is recommended that a 2-hour session take place on 8<sup>th</sup> June at 7pm to discuss the Vision, Value, Mission, Aims and Objectives. [REDACTED – PERSONAL DATA] will prepare and send out information to everyone prior to the meeting. There will also be a team building day for staff on 9<sup>th</sup> June, where the values would also be discussed.</p> <p>Committee noted this report and the 8<sup>th</sup> June event. Apologies were given from John as he will be on holiday.</p>
<b>10</b>	<b>Membership</b>
	None
<b>11</b>	<b>Correspondence</b>
	Three items of correspondence will be taken under confidential business at end of meeting and there is a separate confidential minute.
<b>12</b>	<b>Learning Opportunities</b>
	<p>Training took place on 25<sup>th</sup> May via Zoom from EVH, committee asked if this report will now be changed to reflect the feedback in the Skills Audit report at 9.4 above. Jacqueline confirmed that it would.</p> <p>Committee noted this report</p>
<b>13</b>	<b>Health &amp; Safety</b>
	Committee noted this report
	Margaret left the meeting at this point as there was confidential items to be discussed.
	<b>Date of Next Meeting Monday 27<sup>th</sup> June.</b>

