



MINUTES OF FORTH HOUSING ASSOCIATION  
MANAGEMENT COMMITTEE MEETING HELD ON  
29<sup>th</sup> August 2022, at 7pm BOTH IN PERSON AND VIA  
VIDEO CONFERENCING

	<b>Present</b>
	Ann Dickson, John Jenkins, Alistair Hutton, Andrea Finkel—Gates, Lindsay Moffat, James Bryce, Alistair Hutton
	<b>By Zoom</b>
	Fiona Russell & Cllr Jen Preston
	<b>In Attendance</b>
	Niall Patterson Paul Fraser, Mareta Greig, Elisha Kimani and Margaret Glencross
<b>ITEM</b>	<b>AGENDA</b>
<b>1</b>	<b>Chairs Statement</b>
	<p>Before the formal part of the meeting Ann gave a very warm welcome to Mareta Head of Tenant Services and hoped that she had settled in well would have a long and happy employment with Forth. Ann also welcomed Callum [not in attendance] who has recently joined the staff of Forth as well.</p> <p>Ann then thanked all the staff and relatives who had helped in the outstanding fun day. Everyone she spoke to enjoyed it and it was a very happy day for all.</p> <p>Staff who were present at the meeting were given the choice of leaving when they had presented their report or were welcome to remain at the meeting.</p>
<b>2</b>	<b>Apologies</b>
	Lynore MacLeod, Kenny Hutton, Claire Quinn
<b>3</b>	<b>Declaration of Interest</b>
	None
<b>4</b>	<b>Previous Minutes</b>
<b>4.</b>	<b>Management Committee 25 July 2022</b>
4.1	The minutes of the Management Committee meeting were approved by Andrea and seconded by John.
<b>4.2</b>	<b>Draft Audit &amp; Risk</b>
	A note of the meeting from 18 July was given to committee. Committee agreed that the Audit & Risk Sub Committee should bring

	recommendations to the committee to be ratified
<b>4.3</b>	Draft Staffing Sub Committee 19th July 2022
	This sub committee should again meet and come the committee with their recommendations.
<b>4.4</b>	Draft Development Sub Committee 21 July 2022
	This sub committee should be able to recommend to committee rather than “approve development projects...land acquisitions” etc. The remit of the sub committee is to be amended.
<b>5</b>	<b>Matters Arising &amp; Referrals from Sub committee</b>
<b>5.1</b>	Referrals from sub committees the purpose of the sub committees is to recommend to the committee rather than approve items.
<b>6</b>	<b>Operations</b>
<b>6.1</b>	Development Specification and Options Appraisal
	The paper was approved subject to amendment of 1.3 “options” being amended to be less prescriptive. It was considered that the brief should give scope for the consultant’s thoughts and ideas.
<b>6.2</b>	Tenant Services Report
	This report was presented for the first time by Mareta. Mareta advised committee that she thought there was a lot of information on this report and her intention today was to find out committee’s thoughts on what was supplied. She advised that there is a lot of information that could be supplied but may not be required by committee. Her intention today was to show the major differences from the previous report. After discussion and explanation of figures committee agreed they were happy to obtain reports in this format. The lettings plan tied in with the Allocations policy which was up for review and to be discussed at a later stage in the meeting.
<b>6.3</b>	Stock Condition Survey Report
	This paper was present by Paul. Paul explained that at present time the system used is rather cumbersome and uses multiple files. The first option shown is using SDM and import of items and involves many hours work and Paul also should the costings involved through James Martin Partnership to utilise the software system. There was also a second option which was cheaper than option one but still used James Martin Partnership. The third Option discussed was purchase of through the HUB cloud system provided by James Martin Partnership but undertaking all stock condition surveys in house. Paul explained the benefit of the system Committee agreed to have Option 3 and have a progress report given to committee at the year end.
<b>7</b>	<b>Finance</b>
<b>7.1</b>	Quarterly Management Accounts
	This paper was presented by Elisha. He apologised for a typo on item 4.5 and also an error on page 3. He also explained what re the valuation of the stock Committee Approved the Management Accounts Report.

<b>7.2</b>	<b>Annual Treasury Management Report</b>
	Elisha presented this paper and it was noted that the right hand side column read March 2022 when it should have read June 2022. This will be amended. Due to the slow uptake of private borrowing committee would like to know costs involved with this and it was agreed that this should be presented jointly by Niall and Elisha at a future meeting.
<b>8</b>	<b>Policy/Strategy</b>
8.1	Allocations Policy
	<p>This was presented by Mareta who explained the key changes to the policy and that the policy would be sent for consultation. Committee felt that as well as the policy going out there should be a shorter booklet written in “friendly” terms explaining the policy as the policy itself does have a lot of words to it and it is a lot for people to take in.</p> <p>A query was made regarding the time limit of 10 working days to process applications and it was felt that this was a long time. Mareta thought that this would be to cover periods that were extremely busy and that they are probably processed quicker than that. Mareta will look into this and report back to committee. They also queried 30 points being allocated for under occupancy and whether this was sufficient. Cllr Preston was asked about figures for Stirling Council but was unsure of the figures as she was new to the role.</p> <p>The policy will be brought back to committee by Mareta with changes in it for approval.</p> <p>Andrea will supply figures for other organisations that can be forwarded on.</p>
8.2	Management Committee Recruitment and Induction Policy
	Angela Laley presented this paper and explained the updates to the policy. She also advised that there was a working group currently updating Committee Handbook and this would include ideas that have previously been spoken about and incorporate them into the handbook. The policy was approved.
8.3	Remote Working Policy
	<p>This was presented by Niall. A committee member pointed out that HMRC had tightened up on allowances for home working. It was clarified that the reference to the role of Strathfor in Business Continuity was to make the point that the current office-sharing envisaged in an emergency was no longer an appropriate model given the adoption of home working by the other RSLs and now Forth.</p> <p>The policy was approved.</p>
8.4	Remote Access Policy
	Niall presented this report. There only minor changes from last year. An annual review is required to meet payment card industry compliance and to achieve Cyber Essentials. Committee enquired what action was taken to ensure that committee remote devices were secure and they felt that the policy should be applying to them as well. It was felt that although this had been asked in the past no definite answer had been given.

	As Niall had not written the policy and was unsure of the reply the policy was not approved pending clarification on this point. It will be brought back to committee once clarified.
8.5	Suspension Policy
	This was presented by Mareta and this is a new stand alone policy. It was approved by committee.
9.1	Interim Directors Report
	This was presented by Angela due to the Interim Director being on holiday. Committee welcomed the workplans. Sub Committees to review AAS 2022 evidence - Committee agreed they would prefer 2-hour sessions and the following dates were agreed: - Development – 29 <sup>th</sup> September Audit & Risk – 28 <sup>th</sup> September Staffing - 19 <sup>th</sup> September. Staff Survey being issued to staff by Research Resource and any improvements included in a plan presented to Committee together with the analysis.
9.2	Governance Improvement Plan
	This was presented by Angela and was approved by Committee.
9.3	Signed Registers available for review
	Angela presented this report and advised that the Secretary had reviewed the registers in person. Therefore, the Secretary confirmed in writing that Rules 62-67 had been complied with in accordance with the Rules of the Association and signed the Notice accordingly.
<b>10</b>	<b>Membership</b>
	Two new memberships were presented – [REDACTED – PERSONAL DATA]. Both were approved.
<b>11</b>	<b>Correspondence</b>
	Share newsletter had been sent out.
<b>12</b>	<b>Management Committee Learning Plan</b>
	Committee would prefer training to be shown in date order. Confirmation requested clarification that the October Team Building will be in the evening. Committee would prefer training events, Committee and sub-committee dates sent by e mail invitation so they are automatically slotted into on line calendars.
<b>13</b>	<b>Health &amp; Safety</b>
	Angela presented this report. Committee member offered to review the fire risk assessment. H & S Officer, S Dougherty to forward to Committee member.
14	<b>AOCB</b>
	None
	<b>Date of Next Meeting TUESDAY 27<sup>TH</sup> SEPTEMBER (Presentation of Accounts on 12th September by Zoom)</b>