








**Report to** : **Management Committee**  
**Report from** : **Director**  
**Date** : **29 April 2019**  
**Subject** : **Annual registers report**

## **1 Introduction**

It is the purpose of this report to provide a summary of various registers for 2018/19. This will allow Committee Members to maintain an oversight of various aspects of the Association's activity.

## **2 Summary**

Items covered involve the following:

-  Gift register
-  Committee attendance
-  Committee training attendance
-  Committee member expenses
-  Disposal of land & property
-  Entitlements, payments & benefits
-  Aims & objectives

## **3 Recommendations**

It is recommended that:

-  **Committee members note the contents of this report.**

## **4 Implications**

Noting the contents keeps Committee Members informed about matters of potential interest.

**Report prepared by**  
**Grahame Cairns**  
**16/4/19**

## 5.1 Gift register

The following are the gifts recorded in the gift register during 2018/19:

### Gifts received

Number	12
Total value	£110
Highest value gift	£40 wine and sweets donated by a maintenance contractor and raffled amongst the staff team.
Disposals	All gifts received were either used for the Associations day to day business, shared by staff raffled amongst staff or donated to a third party charitable cause.

### Gifts offered

Number	0
Total value	£0
Highest value gift	N/A

**Comment:** In line with the Payments, Benefits and Corporate Accountability Policy all gifts received and given during the period were below the value of £50.

**Recommendation:** None

## 5.2 Committee attendance

The following summarises Committee Members' attendance at business meetings:

Member Name	Apr 18	May 18	June 18	July 18	Aug 18	Sept 18	Oct 18	Nov 18	Dec 18	Jan 19	Feb 19	Mar 19	Overall
Gordon Mason	P	P	A	P	P	P	P	P	P	P	P	P	92%
Linda Mason	P	P	A	P	P	P	P	P	P	P	P	P	92%
John Fyfe	P	P	A	P	P	P	A	P	A	P	P	P	75%
Neil McLeod	A	P	A	A	P	A	P	P	P	P	A	A	50%
David Cumming	P	P	P	P	A	*	*	*	*	*	*	*	80%
Patrick Heneghan	P	P	P	P	P	P	P	A	P	P	A	P	83%
Margaret Turner	P	P	P	P	A	P	P	P	P	A	X	SL	67%
Robert Buchannan	P	P	P	A	P	P	A	P	P	P	P	P	83%
John Paterson	P	P	P	P	P	P	A	X	P	P	P	P	83%
Colleen Sharp	P	P	P	P	A	A	P	P	P	SL	SL	P	67%
Gillies Thomson	P	P	P	P	P	P	P	P	P	P	P	A	92%
Cllr Thomson	X	P	X	P	P	X	P	P	X	X	X	P	n/a
<b>Total</b>	<b>91%</b>	<b>100%</b>	<b>64%</b>	<b>82%</b>	<b>73%</b>	<b>80%</b>	<b>73%</b>	<b>82%</b>	<b>82%</b>	<b>73%</b>	<b>55%</b>	<b>73%</b>	<b>79%</b>

Key/Codes: P = Present      A = Apologies      X = Absent without apologies      SL = Special Leave  
 \* = Not on Committee at that time      ^ = Observer      R = Resigned

**Comment:** Average attendance at business meetings in 2018/19 was 79%. This compares with the stated target of 75% and a performance of 85% in 2017/18.




**Recommendation:** it is recommended that Committee members note meeting attendance figures

### 5.3 Committee training attendance



Member Name	Event	Cost	Comment
Gordon Mason	EVH one day conference	£95	
	Health & safety	£165	
	EVH Fab at 40 Conference	£265	
	TPAS conference	£890	
	EVH conference	£715	
	Committee/staff away day	£100	Counts as two events
	Options Appraisal/SWOT	£100	
	Senior Staff Recruitment	-	
	Data Protection Update	-	
	<b>Total</b>	<b>£2,330</b>	
Linda Mason	EVH one day conference	£95	
	Health & safety	£165	
	Committee away day	£100	Counts as two events
	Options Appraisal/SWOT	-	
	Data Protection	-	
	<b>Total</b>	<b>£360</b>	
Margaret Turner	Good Governance	-	
	SHAPS Conference	-	
	Options Appraisal/SWOT	-	
	Data Protection	-	
	<b>Total</b>	<b>£0</b>	
Robert Buchannan	EVH one day conference	£95	
	EVH conference	£715	
	Options Appraisal/SWOT	-	
	Committee/staff away day	£100	Counts as two events
	Data Protection	-	
	<b>Total</b>	<b>£910</b>	
Pat Heneghan	Risk Management	£165	
	Options Appraisal/SWOT	-	
	Senior Staff Recruitment	-	
	<b>Total</b>	<b>£165</b>	

John Fyfe	Options Appraisal/SWOT	-	
	Committee/staff away day	£100	Counts as two events
	Data Protection	-	
	<b>Total</b>	<b>£100</b>	
John Paterson	Options Appraisal/SWOT	-	
	Committee/staff away day	£100	Counts as two events
	Data Protection	-	
	<b>Total</b>	<b>£100</b>	
Neil McLeod	Options Appraisal/SWOT	-	
	Committee/staff away day	£100	Counts as two events
	Data Protection	-	
	<b>Total</b>	<b>£100</b>	
Colleen Sharp	EVH one day conference	£95	
	Committee/staff away day	£100	Counts as two events
	Data Protection	-	
	<b>Total</b>	<b>£195</b>	
Gillies Thomson	Options Appraisal/SWOT	-	
	Committee/staff away day	£100	Counts as two events
	Senior Staff Recruitment	-	
	Data Protection	-	
	<b>Total</b>	<b>£100</b>	
<b>Overall total</b>		<b>£4,360</b>	

The adopted Committee Member Training policy states that Committee members have the following responsibilities:

-  Attend in-house training sessions arranged by the Association.
-  Attend external training sessions booked by the Association once Members have expressed an interest in attending.
-  Attend at least two training or briefing sessions each year.

In addition the Committee Members' Code Of Conduct states that every individual Committee Member is expected to:

-  Attend relevant training sessions and events.
  - It is crucial that Committee Members keep abreast of legislative and good practice issues and a persistent failure to attend training is likely to make this impossible to achieve.
-  Keep abreast of with new legislation, regulation and policy developments so that they can bring informed opinions to Committee discussions.

**Comment:** The information in the table above only covers training organised and paid for through Forth. It does not include events attended out with Forth. All existing Committee Members have met the minimum requirement of two events per year.

**Recommendation:** That Committee Members note the training attendance. If anyone has attended additional events they should advise me.

#### 5.4 Committee expenses

The following summarises committee member's expenses claimed during 2018/19:

Member Name	Expenses 2018/19	Expenses 2017/18
Gordon Mason	£1,076.50	£1,032.90
Linda Mason	-	-
John Fyfe	-	-
Neil McLeod	-	£56.70
Patrick Heneghan	£29.20	-
Margaret Turner	-	£27.00
Robert Buchannan	-	-
John Paterson	-	-
Colleen Sharp	-	-
Gillies Thomson	-	-
<b>Total</b>	<b>£1,105.70</b>	<b>£1,116.60</b>

**Comment:** Committee members are entitled to claim legitimate expenses as outlined in the Committee Members Expenses policy and anyone wishing details of these and/or how to submit a claim should contact the Director.

It should be noted that much of Gordon Mason's expenses relate to the fact that he represents Forth on the Committees of TPAS Scotland & EVH. In addition he provides regular transport to and from meetings for other Committee Members.

**Recommendations:** it is recommended that Committee Members note Committee expenses

## 5.6 Register of disposals of land and property

Flat 1 7 Cowane Street      Lease to Stirling Council      30.07.18

Earlsburn Ave, Howland Rd and Gateside Road Servitude to Scottish Water  
10.12.18

**Comment:** The “disposal” was approved by Management Committee under the General Consent provisions and involve the leasing of properties to Stirling Council for temporary accommodation.

The “disposal” was approved by Management Committee under the General Consent provisions and involve the granting of a servitude for a public sewer to Scottish Water at Forth’s site at Earlsburn Avenue, Howlands Rd and Gateside Road.

**Recommendations: it is recommended that Committee Members note the disposals of land and property**

## 5.7 Entitlements, payments, benefits

Committee members made the following declarations in the register during 2018/19.

### 5.7.1 Positions of Public Responsibility

Committee member	Position
Gordon Mason	TPAS Scotland, Vice Chairperson
	EVH, Vice Chairperson
Linda Mason	MS Society, Council Member for Scotland
	National clinical operation governance group for Scottish Ambulance Service
	Scottish Health Council member
Margaret Turner	Central Scotland Family History society, Treasurer & Membership secretary

## 5.7.2 Declarations of interests

Committee member	Declaration
John Fyfe	Former Managing Director of CRA Ltd, currently trading with Forth HA as CRA Alloa Ltd (no interest in current company)
John Paterson	Committee Member of Cowane's Housing Association & Cowane's Residential Care
Margaret Turner	Brother Douglas Turner is a pre-existing tenant of Forth HA

**Comment:** Committee Members received no payments or benefits during 2018/19. The above information is being reported in line with the Entitlements, Payments, and Benefits Policy.

**Recommendations:** it is recommended that Committee Members note the information provided.



