






Report to : Management Committee
Report from : Director
Date : 27 April 2020
Subject : Annual registers report

1 Introduction

It is the purpose of this report to provide a summary of various registers for 2019/20. 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
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16/4/20

5.1 Gift register

The following are the gifts recorded in the gift register during 2019/20:

Gifts received

Number	23
Total value	£200
Highest value gift	£35 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 19	May 19	June 19	July 19	Aug 19	Sept 19	Oct 19	Nov 19	Dec 19	Jan 20	Feb 20	Mar 20	Overall
Gordon Mason	P	P	P	P	P	P	P	P	P	P	P	P	100%
Linda Mason	P	P	P	P	P	P	P	P	P	P	P	P	100%
John Fyfe	P	P	P	P	A	P	P	A	A	SL	SL	SL	67%
Neil McLeod	R	*	*	*	*	*	*	*	*	*	*	*	0
Patrick Heneghan	P	P	P	P	P	P	P	A	P	P	A	C	83%
Margaret Turner	SL	R	*	*	*	*	*	*	*	*	*	*	0
Robert Buchannan	P	P	P	P	P	P	P	P	P	P	P	P	100%
John Paterson	P	P	P	P	P	P	P	A	P	P	P	C	92%
Colleen Sharp	P	P	P	P	P	P	P	P	P	A	A	C	82%
Gillies Thomson	P	P	P	P	P	R	R	R	R	R	R	R	N/A
Cllr Thomson	P	X	P	A	P	X	P	P	A	P	P	C	64%
Ann Dickson	*	*	*	*	*	P	A	P	P	P	A	P	71%
Priscilla Maramba	*	*	*	*	*	P	P	P	P	P	A	P	86%
James Bryce	*	*	*	*	*	P	P	A	P	A	P	P	71%
Lynore MacLeod	*	*	*	*	*	*	*	P	P	P	A	P	80%
Total	89%	100%	100%	100%	89%	100%	89%	64%	89%	73%	46%	100%	

Key/Codes: P = Present A = Apologies X = Absent without apologies SL = Special Leave
 * = Not on Committee at that time ^ = Observer R = Resigned
 C = Covid-19

Comment: Average attendance at business meetings in 2019/20 was 87%. This compares with the stated target of 75% and a performance of 79% in 2018/19.




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	£99	
	Recruitment Conference	£99	
	Committee away day, Repairs, Governance and FOI	£112	Counts as two events
	EVH conference	£625	
	Universal Credit Update	-	
	Allocation Policy	-	
	Total	£935	
Linda Mason	EVH one day conference	£99	
	Recruitment Conference	£99	
	Committee away day, Repairs, Governance and FOI	£112	Counts as two events
	EVH conference	£625	
	Universal Credit Update		
	Allocation Policy	-	
	Total	£935	
Patrick Heneghan	Housing Annual Conference (SFHA)	£570.00	
	Committee away day, Repairs, Governance and FOI	£112	Counts as two events
	Share Annual Conference	£730.00	
	Total	£1,412	
Robert Buchannan	EVH one day conference	£99	
	Committee away day, Repairs, Governance and FOI	£112	Counts as two events
	EVH conference	£625	
	Universal Credit Update	-	
	Allocation Policy	-	
	Total	£836	

John Fyfe	Committee away day, Repairs, Governance and FOI	£112	Counts as two events
	Total	£112	
John Paterson	Committee away day, Repairs, Governance and FOI	£112	Counts as two events
	Universal Credit Update	-	
	Allocation Policy	-	
	Total	£112	
Colleen Sharp	Universal Credit	-	
	Total	-	
James Bryce	Committee away day, Repairs, Governance and FOI	£112	Counts as two events
	Universal Credit Update	-	
	Allocation Policy	-	
	Total	£112	
Ann Dickson	Committee away day, Repairs, Governance and FOI	£112	Counts as two events
	Allocation Policy	-	
	Total	£112	
Priscilla Maramba	Committee away day, Repairs, Governance and FOI	£114	Counts as two events
	Universal Credit Update	-	
	Allocation Policy	-	
	Total	£114	
Lynore McLeod	Allocation Policy	-	
Overall total		£4,680	

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 2019/20:

Member Name	Expenses 2019/20	Expenses 2018/19
Gordon Mason	£987.22	£1,076.50
Linda Mason	-	-
John Fyfe	-	-
Patrick Heneghan	£19.40	£29.20
Robert Buchannan	£19.40	-
John Paterson	-	-
Colleen Sharp	-	-
Ann Dickson	-	-
James Bryce	-	-
Priscilla Maramba	-	-
Lynore McLeod	-	-
Gillies Thomson	-	-
Total	£1,033.22	£1,105.70

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

Stirling Place, Edzell Drive, De Moray Court and Hope Street Leased to Stirling Council
29.04.19

Earlsburn Avenue leased to Stirling Council 23.05.19

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.

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 2019/20.

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

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

Comment: Committee Members received no payments or benefits during 2019/20. 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.

5.8 Aims and objectives

When the Aims & Objectives statement was reviewed and updated in 2016 it was highlighted that it would be helpful to consider what progress was being made against the stated business priorities. The following table seeks to provide a brief summary:

Business priority	2019/20 summary
Focusing our activity within the eastern part of the Stirling Council area	Forth's housing covers the area from Fallin, Cowie and Plean in the south through to Dunblane in the north of the Council area.
Developing homes which meet or surpass current standards regarding quality, accessibility and sustainability.	The new homes under construction at Earlsburn Avenue are being built to the current building standards and meet our design guide requirements.
Allocating our homes so that we meet a range of housing needs in a manner which keeps void rent loss to a minimum.	Allocations within 2019/20 were all in line with our allocation policy quotas and total rent loss, due to voids, was restricted to £2,491.56
Enforcing tenancy conditions in a firm but fair manner, to deliver tenants' rights and encourage tenants to meet their responsibilities.	In 2019/20 2 Notice Of Proceedings (NOPs) were issued in relation to tenancy nuisance, 22 court actions were commenced regarding rent arrears and 187 actions taken regarding estate management issues.
Maintaining and investing in our homes to ensure that they meet or surpass current standards wherever possible.	2019/20 investments in bathroom and kitchen replacements ensured that 99% of homes meet the SHQS standard with 6 exemptions, 5 in abeyance and 0 failures.
Providing income maximisation and associated assistance, to help people improve their wellbeing and future prospects.	Our Income Maximisation service dealt with 752 referrals during 2019/20 and secured an estimated £646,770 for Forth households.
Delivering customer services which meet expectations in a prompt and efficient manner.	Overall tenant satisfaction with Forth's services was assessed as 94% in the 2019 satisfaction survey.
Engaging with our communities and encouraging participation in decision making at a variety of levels, from information sharing, to Committee involvement.	In 2019/20 we engaged with: <ul style="list-style-type: none"> • 2 Community based project groups regarding developments • 1 Registered Tenants Organisation • 95 tenants via E group participation • 20 tenants via Tenants' View Forum attendance • 5 tenants via Management Committee membership

Developing services which bring added value to our tenants and communities, including through joint working with other agencies	In 2019/20 we: <ul style="list-style-type: none"> • Continued to refer individuals to Start-Up Stirling • Provided properties via Housing First model
Providing value for money across our full range of activities.	The 2019 tenant satisfaction survey indicated that 81% of tenants felt that their rent represented value for money. Forth actively participated in the Scottish Housing Networks benchmarking and value for money analysis.
Ensuring transparent governance, which adheres to legislation and regulatory requirements	The Association remains on low engagement with the Scottish Housing Regulator, which indicates no concerns regarding governance.
Sharing information in an open and appropriate manner.	The following information is made available on our web site or via publications: <ul style="list-style-type: none"> • Monthly Committee briefing • Quarterly Complaints summary • Annual performance information • Quarterly newsletter update • Tenants' View forum minutes

Comment: The Association continues to deliver against the business priorities which flow from our stated Aims & objectives.

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