



MINUTES OF FORTH HOUSING ASSOCIATION
MANAGEMENT COMMITTEE MEETING HELD ON
25th APRIL 2022, at 7pm VIA
VIDEO CONFERENCING AND in person at 146 drip road

	Present
	Ann Dickson, John Jenkins, Lynore MacLeod, Alistair Hutton Priscilla Moramba, Fiona Russell, Kenny Hutton, James Bryce,
	In Attendance
	Jacqueline Norwood, Paul Fraser (Part), Angela Laley(Part) and Margaret Glencross(Part) , Elaine Shepherd (Part), Elisha Kimani (Part)
ITEM	AGENDA
	Before the meeting commenced Ann recorded thanks to staff for what was a very worthwhile open afternoon with tenants.
2	Apologies
	None
3	Declaration of Interest
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.
4	Previous Minutes (meeting 28th March 2022)
4.1	The previous minutes were approved by all present at this meeting.
4.2	Draft Minutes Audit Staff Sub Committee 6th April Angela & Margaret left the room at this point. 2022 - Confidential
	This paper was presented by Jacqueline.
5	Matters Arising
	Jacqueline explained about the rechargeable repairs and how the tenant had not coped well with the tenancy. The second item was due to anti-social behaviour and a charge for a close door.
6	Operations – Staff re-joined the meeting at this point.
6.1	Housing Management Quarterly Update

	<p>This paper was presented by Elaine Shepherd. Under item 4.1 Elaine emphasised that one person had requested complete removal of their application. Jacqueline stated that at the moment we are working towards obtaining more details from individual applications and looking at various ways of presenting the report to committee. Rent arrears showed a slight increase and some of this is due to Universal Credit payments outstanding. The tenant grant fund has had 19 applicants and an amount of £7621.61 paid. There are 6 claims currently pending. Jacqueline pointed out that she had requested an audit to be carried out on this funding – the results of which will be shared with the Regulator. When the report is received it will also be shared with the Audit & Risk Sub Committee.</p> <p>Elaine left the meeting at this point.</p>
6.2	Tender Report – Window Replacement – Auld School Wynd
	<p>This paper was presented by Paul Fraser. Paul stated that the windows are rotting prematurely. We are looking for approval to appoint Sidey as they were best value for money. When asked if the windows were like for like, Paul said they would be.</p> <p>The tender was approved. Paul will re-inspect the windows and look at bringing the cost in line with the budget.</p>
6.3	Tender Report – EICR
	<p>Paul apologised for the error on this report on page 2 the number of properties to undertake safety checks should have read 83.</p> <p>The committee approved this report,</p>
7	Finance
7.1	<p>Elisha joined the meeting via Zoom explained that Year was 21/22. This paper was approved and would also form part of the business plan discussions.</p>
8	Policy/Strategy
8.1	Asset Management Strategy – Draft
	<p>Jacqueline explained to committee that this paper was not for approval tonight but was currently being worked on. The document requires to include tenants’ safety, tenants understanding of the document, also engagement with our tenants. There will also be a leaflet drawn up with the main points on it.</p> <p>Paul Fraser left the meeting at this point.</p>
9	Governance
9.1	Interim Directors Report
	<p>John has some comments to make regarding the standing orders which he will pass to Jacqueline. Committee approved this.</p>
9.2	Governance Improvement Plan
	<p>A question was raised regarding number of consultants and the costs that have been involved over the last few months. This has been necessary due to what has been involved. Consultant’s report will be given to Audit</p>

	Sub Committee. Jacqueline is currently speaking to Daradjeet on information that can be discussed. [REDACTED – PERSONAL DATA] currently working with staff providing training sessions and various working parties have been set up including different staff members for committee Induction, hybrid working, tenant engagement program. A further day for staff is planned with [REDACTED – PERSONAL DATA]. [REDACTED – PERSONAL DATA] has been appointed as a consultant to work on the improvement plan. It is necessary to continue to review plans on a regular basis.
9.3	Registers
	This report was presented by Angela Laley and approved by committee.
9.5	Business Plan
	Jacqueline and [REDACTED – PERSONAL DATA] have gone through the business plan using the Regulators Guidance and Strategy. The priorities for the next 12 months will also be considered. Jacqueline will bring together a weekly plan and deliver by zoom.
10	Membership
	Three membership applications were approved. Two of them possible committee members and Jacqueline will contact them. [REDACTED – PERSONAL DATA] is unable to consider coming on to committee anymore but is happy to continue to mentor Ann.
11	Correspondence
	None
12	Learning Opportunities
	EVH cancelled training and [REDACTED – PERSONAL DATA] will re-arrange Equality and Diversity Training.
13	Health & Safety
	The question was asked regarding how many houses we have in multiple occupation and was advised that we have two.
14	AOB –None Ann thanked everyone for their participation in the meeting. Meeting ended at 9.00 pm
15	Date of Next Meeting Monday 30th May 2022. (Kenny unable to attend as he is away during May)