



MINUTES OF FORTH HOUSING ASSOCIATION
MANAGEMENT COMMITTEE MEETING HELD ON
27th September 2022, at 7pm BOTH IN PERSON AND VIA
VIDEO CONFERENCING

	Present
	Ann Dickson, Lynore MacLeod, Lindsay Moffat, James Bryce, Heather Arthur, Lynne Lavery, Kenny Hutton, Cllr Jen Preston, Kenny Hutton, Priscilla Maramba
	By Zoom
	John Jenkins
	In Attendance
	Sharon Brady-Wardrope, Mareta Greig, Paul Fraser, Shona MacLeod, Margaret Glencross
ITEM	AGENDA
1	Election of Office Bearers
1.1 to 1.4	As the Interim Director was held up for 5 mind due to a previous engagement Mareta Greig Head of Tenant Services took over until the Chair was voted on. Election of Office Bearers Chairperson – Ann Dickson proposed by Lynore MacLeod and seconded by Kenny Hutton Ann Dickson then took over as Chairperson Vice Chairperson – Priscilla Moramba – Proposed by Lynore MacLeod and seconded by Ann Dickson Secretary – Lynore MacLeod proposed by Ann Dickson and seconded by Priscilla Maramba Treasurer – James Bryce proposed by Lynore MacLeod and seconded by Ann Dickson
2	Chairs Statement
	Ann welcomed Heather and Lynne to the meeting and advised that if there was something they did not understand to ask. Ann also praised the

	Speaking Forth Newsletter and said it had been a good source of information for her when writing her speech for the AGM.
3	Apologies
	Alistair Hutton
4	Declaration of Interest
	None
5	Previous Minutes
4.	Management Committee 29th August and 12 September 2022
5.1	The minutes from the Management Committee Meeting on 29 th August were approved by Lynore MacLeod and seconded by James Bryce. The minutes of 12 September were approved by Lynore MacLeod and seconded by James Bryce.
5.2	The minutes of 12 September were approved by Lynore MacLeod and seconded by James Bryce.
6	Matters Arising
7	Operations
7.1	Tenants Services Report
	This was presented by Mareta. Mareta advised the new committee members that she was new to her role and that papers were still being adjusted. The adaptations figure was still shown as red, but this should be accurate by the end of the quarter.
7.2	Bathroom tender
	Presented by Paul his tender was prepared following guidance from Procurement Scotland. He explained that Brownriggs are very thorough when looking at the process - everything must be right first time. This was approved
8	Finance
8.1	Finance Regulations & Procedures
	Elisha presented this paper. The main purpose of this paper was to request approval to amend staff signing limits. Housing Officers currently have to ask their Assistant Housing Officers to sign certain things as they have a higher signing level than housing officers. An increase to £1000 signing limit was agreed. Elisha left the meeting at this point.
8.4	Rechargeable repairs Debt
	This paper was presented by Shona, who explained that the end of tenancy figure was higher due to Covid in the last two years. Sharon advised that there are several approaches to be implemented and that further analysis can be conducted to identify any areas for improvement. Need to ensure we collaborate with tenants, contractors etc. to make sure that we are aware of the state of repair of buildings and try to intervene at an early point to help the tenants, it may be that they are requiring support to manage their tenancy. We need to think in a situation like this of what is required to get tenancy up to standard.

9	Policy/Strategy
9.1	Policy Review 2022/23
	The next paper that was due was Policy Review for 2022/23 but it still requires some work on it and as [REDACTED – PERSONAL DATA] Sharon has withdrawn the paper from tonight’s meeting and will carry it forward.
9.2	Code of Conduct
	This paper is also c/fwd to a future meeting
9.3	Factoring Policy
	Mareta presented this policy. And highlighted changes that would now go out for consultation before being brought back to committee.
10	Governance
10.1	Interim Director Report
	c/fwd
10.2	Governance Improvement Plan
	c/fwd
10.3	Management Committee Appraisal Report
	c/fwd
11	Membership
	None
12	Correspondence
	None
13	Governance Learning Plan
	c/fwd
14	Health & Safety
	This was changed to this part of the meeting as Paul was also presenting this report. [REDACTED – PERSONAL DATA] In this paper Stephen has highlighted Stress and work and outside of work. Sharon explained that Health and Safety will be expanded to look at other things including tenant health and safety. Staff survey results still to be received but when they are received an action plan will be drawn up and given to Committee and Staff.
15.	AOCB
15.1	Mareta advised that she had been successful in obtaining funding for Forth of £55410 from a fuel supplement Fund from a pot of money that SFHA had found through Government. This will be used to help tenants

15.2	<p>uncap gas meters and get fuel vouchers and items to help people get ready for winter. Well done to Mareta! Press release to be done as well as social media such as Facebook, twitter email to also to be used as another way of contacting tenants.</p>
15.3	<p>Annual Assurance Statement – Sharon will be working on this and intends to have sub-committees look at different parts with a view to bringing it all together. It would then be the intention that it is brought to the Audit & Risk Committee on 17th October with a view to it being homologated on 31st October meeting, but Sharon would discuss this with the regulator and advise if any changes needed.</p>
15.4	<p>Committee were advised of a Serious Industrial Accident on Housing Site in which a sub contractor was badly injured. Recovery by emergency services took a number of hours. Victim taken to Golden Jubilee Hospital, condition reported as stable.</p> <p>This has been notified by the contractor, Roberstons to the HSE and investigation underway. This is a notifiable event and the regulator has been notified. We await further reports from both contractor and HSE.</p>
15.5	<p>As Sharon joined the meeting after the Charis statement she asked if we could proceed with the Election of Sub-Committee Office Bearers to allow the meetings for October to progress as planned as well as the sub working groups to assess the evidence for the annual assurance statement.</p> <p>Audit and Risk</p> <p>The membership of the Sub-Committee was confirmed as Andrea Finkle-Gates - Chair, John Jenkins, James Bryce, Ann Dickson, and Lynore MacLeod.</p> <p>Staffing Sub Committee</p> <p>Lynore MacLeod - Chair, Ann Dickson, Lyndsey Moffat, and Andrea Finkle-Gates</p> <p>Development Sub Committee</p> <p>Kenny Hutton – Chair, Alastair Hutton, , John Jenkins, Priscila Maramba, Lyndsay Moffat</p>
15.6	<p>Staffing</p> <p>This matter was considered private/reserved business, and, with the exception of Sharon Brady-Wardrope, no other staff were present during consideration – a confidential minute has been provided.</p>

	Performance report to be provided to October Management Committee due to the timing of the quarter end and to allow time to validate the figures.
16	Date of Next Meeting – Monday 31 st October 2022
	Due to [REDACTED – PERSONAL DATA] – several papers have been given c/fwd and will be presented at another meeting