



MINUTES OF FORTH HOUSING ASSOCIATION MANAGEMENT COMMITTEE  
MEETING HELD ON 26<sup>th</sup> OCTOBER at 7pm BOTH IN PERSON AND  
Via ZOOM CONFERENCING

	<b>Present</b>
	Ann Dickson, Lyndsay Moffat, Andrea Finkel-Gates, Heather Arthur, John Jenkins, Kenny Hutton
	<b>By Zoom</b>
	Lynne Lavery, Priscilla Maramba & Alistair Hutton
	<b>In Attendance</b>
	Sharon Brady-Wardrope, Mareta Greig, Angela Laley & Becky Ramage
<b>ITEM</b>	<b>AGENDA</b>
<b>1</b>	<b>Chairs Statement</b>
	The chair welcomed all committee and staff.
<b>2</b>	<b>Apologies</b>
	Lynore MacLeod, James Bryce, Niall Patterson & Elisha Kimani
<b>3</b>	<b>Declaration of Interest</b>
	None
<b>4</b>	<b>Previous Minutes</b>
<b>4.1</b>	<b>Management Committee 27<sup>th</sup> September 2022</b>
	John Jenkins advised he did attend this meeting but by [REDACTED – PERSONAL DATA]. Also, a duplication paragraph in section 1 & 2. Priscilla noticed a spelling mistake in her surname. A committee member pointed out that 9.2 Code of Conduct was to be carried forward to October meeting but had not been received. Sharon advised that it was not included in the October Agenda. Committee agreed to accuracy only for previous minute.
<b>5</b>	<b>Matters Arising</b>
	None

<b>6</b>	<b>Operations</b>
<b>6.1</b>	<b>Quarterly ARC Performance Report</b>
	Angela presented this report which discussed the indicator results in more detail. Using the traffic light system there was one red in quarter 2 which was attendance at Management Committee meetings. This decrease in attendance in this quarter to 75% was due to the summer holiday period. There was a discussion around the necessity of 12 Committee meetings per year and this will be reviewed in the future.
<b>6.2</b>	<b>Tenant Services Report</b>
	This report was presented by Mareta. Mareta discussed the questions raised within the paper. Also provided an update on the exercise Committee discussed previously regarding Forth Housing transferring tenants and freeing up properties which were underoccupied. Mareta advised the team has now identified 10 tenants who are willing to downsize however none of them provide a straight swap. The team are now contacting each of these applicants to ask if they would consider widening their area choices or indeed consider an alternative landlord where we could facilitate a mutual exchange. Mareta also advised committee of a delay with the new Hub system being implemented. We are hopeful this will be in place from next week latest. The committee asked if it was a high number for the money advice cases but Sharon advised not in this current climate. Mareta added that the Fuel Support Fund was going well and only one tenant that she has seen so far has refused the payment. Committee pointed out that the figure for reporting repairs on My Forth was low, they thought this would be a higher percentage. Sharon explained that some people may not be sure of what the repair actually is and would prefer to phone up and speak to someone over the phone. Sharon advised we will do a review of My Forth in 3-4 months.
<b>6.3</b>	<b>Health &amp; Safety Report</b>
	This report was presented by Sharon. Sharon discussed the notes that were raised. Committee would like some more information on properties where the gas has been capped. Sharon has asked the team to follow up on this as a priority as we believe this to be financial in most cases and we want to ensure we are supporting our tenants to heat their home. Committee queried the current status of the asbestos property, Sharon advised this was a mortgage to rent property which has been challenging to get works quoted for. We are hopefully this will be complete by year end. There will be a report and draft action plan presented for approval to the staff sub committee with regards to the staff satisfaction survey. A committee member asked if the resignation of our Development Co Ordinator would be classed as a notifiable event, Sharon confirmed this would not be a notifiable event because he is not a senior officer.
<b>6.4</b>	<b>ARC Data Corrections</b>
	Mareta presented this report. This report was presented to the Audit & Risk sub committee and approved by Management Committee. Sharon added that she will write to the Regulator with the corrections.

<b>6.5</b>	<b>Development Service Arrangements</b>
	The committee approved to appoint interim development services support from [REDACTED – PERSONAL DATA] from Macdonald and Cameron, we hope to be able to get [REDACTED – PERSONAL DATA] and his team set up as soon as possible to allow Niall to start to handover before he finishes at the end of November. The committee also approved North Star Consulting to carry out the option appraisal for our future provision of development services.
<b>7</b>	<b>Finance</b>
<b>7.1</b>	<b>Interim Arrangements</b>
	To increase support from FMD for our financial service whilst we seek to review the finance officer role, which is normal protocol for any vacancy and recruit a replacement for Elisha. This was approved by committee.
<b>7.2</b>	<b>CAF Bank Insurance Requirements</b>
	This was presented by Sharon [REDACTED – PERSONAL DATA]. Approval was given by committee to purchase Professional Consultancy Certificate's (PCC) for the properties that were built by JB Bennett who have gone into administration before collateral warranties were issued. These properties are being used as security for our loan funding and this was a requirement of the loan conditions however, we would want to do this for our own assurances.
<b>8</b>	<b>Policy/Strategy</b>
<b>8.1</b>	<b>Policy Schedule Review</b>
	Angela presented this report. The report highlighted an amended timetable for review which was agreed. Committee asked that the annual policy review is considered by the Audit and Risk sub committee and this was agreed.
<b>8.2</b>	<b>Allocations Policy – Consultation update</b>
	This report was presented by Mareta. The committee discussed the comments made from Stirling Council regarding changing our Allocations Policy to allocate two bedroom properties to a single person. The committee supported Mareta's decision that Forth would not change the policy to accommodate this due to best use of stock and current demand for two bedroom properties. A committee member asked if there are any areas of Forth's stock that homeless households cannot apply for if Forth don't allow under occupation, does every development have one bedroom properties. Mareta advised that we have an allocations leaflet so she will circulate this to committee via email to show the areas where we have properties and how many of each size of property we have. It was felt this would be more beneficial to applicants in terms of where to realistically select as an area choice.
<b>9</b>	<b>Governance</b>
<b>9.1</b>	<b>Interim Director Report</b>

	Sharon presented this report. Sharon asked if there are any questions on this report. Sharon advised there will be a Management Committee Strategy day and asked committee if they could add a note on decision time to let us know which day suits them best.
<b>9.2</b>	<b>Annual Assurance Statement including Governance Improvement Plan</b>
	This report was presented by Sharon. Annual Assurance Statement approved. Sharon advised she will draft a letter to the Scottish Housing Regulator which Ann will sign and she will circulate this to committee. Andrea advised that following the new appointments of Sharon and Mareta we are making progress but we are not there yet. We need a period now of bedding in.
<b>9.3</b>	<b>Risk Registers</b>
	Angela presented this report which had previously been approved at the Audit & Risk sub committee. The Report highlighted the highest risks, using the traffic light system, and approved the measures proposed as mitigation against risks. Committee agreed to reduce 2 risks on the Corporate Register. It was agreed that the highest risks identified would be discussed at the Management Committee Strategy Day, together with the mitigation measures. This was approved by the committee.
<b>10</b>	<b>Membership</b>
	None
<b>11</b>	<b>Correspondence</b>
	EVH Monthly report and letter from [REDACTED – PERSONAL DATA] re Cost of Living. Committee would like a contingency plan on rent freeze/cost of living.
<b>12</b>	<b>Governance Learning Plan</b>
	c/fwd
<b>13</b>	<b>AOCB</b>
	Andrea raised bringing to committee the contingency planning in relation to the rent freeze and associated risks. She asked if we use BRIXX(?) to run calculations and Sharon was unsure but believed it to be FMD's own system. Sharon advised that the notifiable events were included in the Health & Safety paper but recognised this should be in its own paper so will do this from now on which committee agreed to. Sharon asked committee to check emails regularly but if we receive no response we will contact committee via telephone to ensure they are receiving the correspondence. Sharon discussed attendance at Management Committee meetings and advised that the Development sub committee was not quorate and it's a risk as certain decisions require to be approved. Mareta asked committee that when they add a note to decision time to select the box to email the person it is for. This allows staff to know a

	note has been added so they can go in and respond. Sharon asked that committee put all comments on decision time 48 hours before the meeting and staff will respond 24 hours before the meeting. Staff were asked to leave to allow a confidential item to be discussed.
<b>14</b>	<b>Date of next meeting – Monday 28<sup>th</sup> November 2022</b>