



**MINUTES OF FORTH HOUSING ASSOCIATION
 MANAGEMENT COMMITTEE MEETING HELD ON
 30th MARCH 2020 VIA
 VIDEO CONFERENCING**

	Present
	Gordon Mason, Linda Mason, Robert Buchanan, Lynore MacLeod, Priscilla Maramba, James Bryce and Ann Dickson (connection failed)
	In Attendance
	Grahame Cairns
ITEM	AGENDA
1	Apologies
	Colleen Sharp, Pat Heneghan, [REDACTED] [REDACTED] [REDACTED]
2	Declaration of Interest
2.1	The Chair asked if there were any Management Committee Members who wished to declare any interest specifically in the business of the meeting and there was none.
3	Previous Minutes
3.1	Management Committee minutes from 24 February 2020 were approved and proposed by James Bryce and seconded by Linda Mason.
4	Matters Arising
4.1	This matter would be covered in the Development report.
5	Director's Report
5.1	EVH support during the Coronavirus crisis was noted. A review of staffing requirements (essential) during this period was requested and to be reported back to the Staffing Sub Committee.
5.2	Committee noted the statement from the Regulator regarding Forth's Annual Assurance Statement in October 2019.

5.3	<p>Committee discussed the crisis at present and agreed to approve the addendum to the Standing Orders as prepared by TC Young.</p> <p>It was agreed to continue with the video conferencing for the foreseeable future.</p>
5.4	Director updated the current restructure situation at present and that the advertising of the post is on hold due to the crisis
6	Development Update
6.1	The report was presented by Grahame Cairns and noted by Committee.
6.3	Committee was informed of the latest developments at Culthorve and security was still in place.
6.4	Committee approved all the recommendations for Johnston Avenue phase 2.
7	Repair & Maintenance Monitoring
	The report was presented by Grahame Cairns and noted by Committee.
5.2	Committee commented on the failure to meet the target for routine repairs.
5.9	Committee noted the underspend on Cyclical works and appreciated that some of the works may not be completed by 31 st March.
5.11	Committee further noted the underspend in Planned Maintenance which was now complete for the year. It was recognised next year's planned works face delay and uncertainty because of the risk to public health.
8	Write Off of Rechargeable Repairs
	Committee approved the write off of bad debts
9	Policy Reviews
9.1	Asset Management Policy, Committee approved this policy.
9.2	Disciplinary Policy approved.
10	Business Plan
	The Business Plan was presented by Grahame Cairns and approved by Management Committee. It was agreed the Business Plan will require to be reviewed again owing to the current situation. An insert was missing from the plan and this will be amended. Committee also noted the Emergency Business Continuity Plan

11	Correspondence
	None
12	Training & Events
	All training currently suspended
13	Membership applications
	None
14	Health & Safety
	Nothing to report
15	Tender
	Committee considered the report and approved the recommendation.
16	AOCB
	None
17	Date of Next Meeting 27th April 2020