



**MINUTES OF FORTH HOUSING ASSOCIATION
 MANAGEMENT COMMITTEE MEETING HELD ON
 29th SEPTEMBER 2020 at 7pm VIA
 VIDEO CONFERENCING**

	Present
	Gordon Mason, Linda Mason, Colleen Sharp, Lynore MacLeod John Paterson, Priscilla Maramba, Robert Buchanan, John Fyfe and Ann Dickson
	In Attendance
	Grahame Cairns, Niall Patterson and Nicola Stobie
ITEM	AGENDA
1	Apologies
	James Bryce, Cllr Jim Thomson.
2	Election of Office Bearers and positions of interest
2.1	Election of Chairperson -chaired by Grahame Cairns Gordon Mason proposed by Priscilla Maramaba and seconded by Colleen Sharp
2.2	Election of Vice Chairperson Robert Buchanan proposed by Linda Mason and seconded by John Fyfe
2.3	Election of Secretary Colleen Sharp proposed by Gordon Mason and seconded by Lynore MacLeod
2.4	Election of Treasurer Priscilla Maramba proposed by Gordon Mason and seconded by Ann Dickson
2.5	EVH Representative Linda Mason

2.6	Pensions Link Gordon Mason
2.7	Health & Safety Link Linda Mason
3	Declaration of Interest
3.1	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.
4	Previous Minutes
4.1	Management Committee minutes from 31 August 2020 were approved and proposed by Lynore MacLeod and seconded by Ann Dickson.
5	Matters Arising
5.1	Committee noted the contents of the Report.
6	Development Report Q1
6.1	<p>The report was presented by Niall Patterson and considered by Committee.</p> <p>Committee noted the force majeure request from Robertsons and would receive updated information when available.</p> <p>Committee noted the increased costs for Cultenhove 3 and the tender for the additional works would be presented to Committee very soon.</p> <p>Committee asked that any acronyms be explained at the foot of the relevant page.</p>
7	Maintenance Report Q1
	<p>The report was presented by Nicola Stobie and noted by Committee.</p> <p>Committee noted the excellent performance during Covid-19 specifically the Gas Safety performance during this time.</p>
8	Directors Report
8.2	Director discussed with Committee the various SHR documents and agreed an extra meeting to review the Business Plan and the Annual Assurance Statement this was agreed for the 2 nd November 2020.
8.3	Committee unanimously approved the appointment of Information Law Solutions as Forth's Data Protection Officer and Freedom of Information services for the next 3 years.
8.5	Committee approved a tenant survey on digital communication.

9	Policy Reviews
9.1	<p>The Code of Conduct Policy was presented and considered by Committee; the updated policy was approved.</p> <p>The Entitlements, Payments and Benefits Policy was presented and considered by Committee; the updated policy was approved.</p>
10	Correspondence
	There were none.
11	Training & Events
	All training currently suspended but online courses available. Training dates for Committee would be circulated
12	Health & Safety
	Nothing to report.
13	AOCB
	There were none
14	Date of Next Meeting Monday 26th October 2020