



**MINUTES OF FORTH HOUSING ASSOCIATION  
 MANAGEMENT COMMITTEE MEETING HELD ON  
 26<sup>th</sup> OCTOBER 2020 at 7pm VIA  
 VIDEO CONFERENCING**

	<b>Present</b>
	Gordon Mason, Linda Mason, James Bryce, John Paterson, Priscilla Maramba, Robert Buchanan, John Fyfe and Ann Dickson
	<b>In Attendance</b>
	Grahame Cairns, Daradjeet Jagpal, Harman Jagpal and Nicola Stobie
<b>ITEM</b>	<b>AGENDA</b>
<b>1</b>	<b>Apologies</b>
	Colleen Sharp and Lynore MacLeod, Cllr Jim Thomson.
<b>2</b>	<b>Declaration of Interest</b>
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.
<b>3</b>	<b>Previous Minutes</b>
3.1	Management Committee minutes from 29 September 2020 were approved and proposed by John Fyfe and seconded by Robert Buchanan.
<b>4</b>	<b>Matters Arising</b>
4	Committee noted the contents of the Report and it was agreed to move the Finance training to the 14 <sup>th</sup> December.
4.1,4.2 and 4.3	Committee homologated the papers previously discussed and agreed by the Office bearers and Chair.
<b>6</b>	<b>Data Protection Annual Report</b>
	The report was presented by Daradjeet and considered by Committee.
6.1	Report covered the advice provided on data protection matters. No data subject access requests for access to personal data for the period. The input in certain policy and procedures for Forth

	<p>HA. Not all training was completed owing to Covid-19, this will be completed virtually in 2021. Three data security incidents occurred but were not reportable to the ICO.</p> <p>Two Freedom of Information (FOISA) requests were received. One responded to under the Environmental Information (Scotland) Regulations 2004 (EISRS). The other request was partially responded to under FOISA and a fees notice was issued for the EISRS, but this was not paid.</p> <p>Contract extended to 5 November 2023</p>
<b>6</b>	<b>Housing Management Report Q2</b>
	<p>The report was presented by Nicola Stobie and noted by Committee.</p> <p>Committee noted the encouraging performance during these difficult times. Discussion followed on the practice of evening visits to tenants. It was agreed that Committee members could discuss their concerns with Nicola or Grahame at any time.</p>
<b>7</b>	<b>Policy Reviews</b>
7.1	The Shared Ownership Buy Back Policy was presented and considered by Committee, the updated policy was approved.
7.2	The IT strategy was presented and considered by Committee; the updated policy was approved.
7.3	The Code of Members Conduct, approved last month, was updated as this was the most recent model available from SFHA. The amended policy was approved.
7.4	An amendment of the Financial Regulations was presented to Committee for consideration and was approved.
<b>8</b>	<b>Business Plan Half Year Review</b>
8.1	<p>The Director outlined the paper and highlighted where any KPI's had not been met and the reasons for this. It was noted that Forth's legal obligations to our tenants had been met and full service had resumed on the 1<sup>st</sup> June 2020.</p> <p>Owing to the impact of Covid-19 a few KPIs were amended with a further review at the end of the financial year.</p> <p>The Committee agreed the proposed changes within the report and agreed to amend a few operational targets.</p>

<b>9</b>	<b>Annual Assurance Statement (AAS)</b>
	<p>The Director provided an update to the Committee on progress of the Action Plan on the AAS. SFHA had provided supplementary Covid-19 Guidance and an Action Plan had been produced and circulated to Committee for consideration.</p> <p>The committee approved the updated action plans and agreed the Director prepare a draft AAS for the November meeting.</p>
<b>10</b>	<b>Directors Report</b>
	The report was presented by the Director and considered by Committee.
10.1	Committee approved a submission to EVH on pay award for 21/22.
10.3	Committee supported the Stirling Community Enterprise's achievement in securing Scottish Grant funding and gave in principle support to a cost neutral funding from Forth with the refurbishment.
<b>11</b>	<b>Correspondence</b>
	There were none.
<b>12</b>	<b>Training &amp; Events</b>
	All training currently suspended but online courses available. Training dates for Committee would be circulated
<b>13</b>	<b>Membership Applications</b>
	There were none.
<b>12</b>	<b>Health &amp; Safety</b>
	Already covered in Directors report .
<b>13</b>	<b>AOCB</b>
	Members discussed a motion presented by a Committee member, no further action needed.
<b>14</b>	<b>Date of Next Meeting Monday 30<sup>th</sup> November 2020</b>