



**MINUTES OF FORTH HOUSING ASSOCIATION  
 MANAGEMENT COMMITTEE MEETING HELD ON  
 29<sup>th</sup> MARCH 2021 at 7pm VIA  
 VIDEO CONFERENCING**

	<b>Present</b>
	Gordon Mason, Linda Mason, Ann Dickson, Lynore MacLeod, Robert Buchanan, Colleen Sharp and James Bryce
	<b>In Attendance</b>
	Grahame Cairns, Nicola Stobie, Niall Patterson and Alex Cameron (Quinn Internal Audit)
<b>ITEM</b>	<b>AGENDA</b>
	<b>Internal Audit Meeting without staff</b>
	Committee reviewed this year's internal audit and agreed the plan for next year
<b>1</b>	<b>Apologies</b>
	Priscilla Maramba and 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.
<b>3</b>	<b>Previous Minutes</b>
3	Management Committee minutes from 22 <sup>nd</sup> February 2021 were approved and proposed by Lynore MacLeod and seconded by Linda Mason.
<b>4</b>	<b>Matters Arising</b>
4	Committee noted the contents of the Report.
<b>5</b>	<b>Development Update Q3</b>
5.1	<p>The report was presented by Niall and considered by Committee.</p> <p>Niall provided an update on the Development programme and answered questions on future projects. It was noted that Forth had received handover the final 2 units for Cultenhove 3.</p>

	Committee requested a specific evening to review the Development programme.
<b>6</b>	<b>Maintenance Monitoring Report Q3</b>
	The report was presented by Nicola and noted by Committee.  Clarification was sought on the response performance and specifically late jobs and this was provided by Nicola
<b>7</b>	<b>Rechargeable Repairs bad debt write off</b>
	Management Committee approved the write off of bad debts.
<b>8</b>	<b>Policy Reviews</b>
	The draft Business Continuity Policy was considered and approved by Management Committee.  The draft Tenant Management Policy was considered and approved by Management Committee.  The draft Complaints Policy was considered and approved by Management Committee. Training had been undertaken by Staff and further training would be taken later in the year on SPSO's MHCP.
<b>9</b>	<b>Director's Report</b>
	Committee noted the salary increase two year from EVH.  Committee noted the SHR publication and dashboard.  Committee agreed to invite an expert on Salary Exchange, possibly from EVH.  Committee approved the tender and awarding of the contract for the services of the External Auditor for the next financial year.
<b>10</b>	<b>Business Plan</b>
	The Business Plan was presented by Grahame Cairns and approved by Management Committee.
<b>11</b>	<b>Correspondence</b>
	There was none.
<b>12</b>	<b>Training &amp; Events</b>
	All training currently suspended but online courses available.
<b>13</b>	<b>Membership Applications</b>
	There were none
<b>14</b>	<b>Health &amp; Safety</b>
	Action plans were now complete.
<b>15</b>	<b>AOCB</b>
	A discussion about benefits for two households was held. A Kildean spend would be provided in the next Director's report. The MC received an update from the Chair about a staffing issue. An amendment to the Standing Orders were approved.
<b>16</b>	<b>Date of Next Meeting Monday 26<sup>th</sup> April 2021.</b>