



**MINUTES OF FORTH HOUSING ASSOCIATION
 MANAGEMENT COMMITTEE MEETING HELD ON
 28th SEPTEMBER 2021 at 7pm VIA
 VIDEO CONFERENCING**

	Present
	Gordon Mason (Chair), Linda Mason, Ann Dickson, Robert Buchanan, Jane Mullarkey, John Jenkins, Lynore MacLeod and Cllr J Thomson
	In Attendance
	Jacqueline Norwood, [REDACTED – PERSONAL DATA] (Part), Niall Patterson (Part), Margaret Glencross (Part), Stephen Dougherty (Part)
ITEM	AGENDA
	Gordon Mason welcomed everyone to the meeting and handed over to Jacqueline to chair the meeting until a new chairperson elected during the meeting.
1	Apologies
	James Bryce and Priscilla Maramba
2	Election of Office Bearers
2.1	Election of Chairperson
2.1	Gordon Mason – nominated by Lynore MacLeod and seconded by Robert Buchanan. There were no other nominations and Gordon then took over from Jacqueline for the remainder of the meeting.
2.2	Election of Vice Chairperson
	Ann Dickson – nominated by Gordon Mason and seconded by Linda Mason. There were no other nominations.
2.3	Election of Secretary
	Lynore MacLeod nominated by Ann Dickson and seconded by Linda Mason. There were no other nominations.
2.4	Election of Treasurer
	Priscilla Maramba (Not present at meeting but had indicated that she would be willing to accept this role) nominated by Gordon Mason and seconded by Robert Buchanan. There were no other nominations.

2.5	EVH Representative
	Gordon & Linda Mason
2.6	Pensions Link
	Gordon Mason
2.7	Health & Safety link
	Linda Mason
	Election of Sub Committees
2.8	Staffing Sub Committee
	Office bearers as and when required and other members if required.
2.9	Election of Audit Risk Committee
	This consists of Chairperson, Treasurer and Secretary along with Linda Mason and John Jenkins.
3	Declaration of Interest
	There were no declarations of interest.
4	Previous Minutes
	Management Committee minutes from 20 th August 2021 were proposed by Linda Mason and seconded by Ann Dickson
5.	Matters Arising
	Item discussed
6	Development
	This was introduced by Niall Patterson.
6.1	Review of Development Processes and Plans
	Niall presented his report noting that it is based on guidance and advice from the Scottish Housing Regulator which is Appendix 1 and contains the ten positive practices a copy of which is included as Appendix 2.
	John Jenkins enquired if this type of report had been presented to committee before. Gordon Mason confirmed it had been.
	John asked how the feedback from new tenants was used in subsequent developments. Gordon advised that information collected, e.g., from new tenant surveys, was presented to Committee. It was agreed that early evidence was needed as to how information like this would shape, for instance, the Association's Design Guide..
	Committee welcomed the paper and noted that a significant amount of work required to be done and that actions had been prioritised.
	In noting this and in regard to capacity, John Jenkins asked whether a Development Sub Committee or short-life group might assist Niall and the Management Committee with this work and help to provide the evidence the regulator requires.
	Ann Dickson asked about the role and potential benefits of

	<p>Strathfor and how could it be better used. Gordon Mason explained the remit including potential for joint procurement, however it had never been formalised. Linda Mason gave an example of when it was better for FHA to procure on their own. Niall went through the Ten Positive Practice Principles. The Association will have to provide evidence that these had been considered by the Committee.</p> <p>Following discussion, the Committee agreed that at this time a short life development sub committee would be helpful. The group members will be Gordon Mason, Ann Dickson, John Jenkins and James Bryce. A remit of the group will have to be set up.</p>
6.2	Private Borrowing Business Case
	<p>Niall Patterson presented this paper and advised that it was to seek approval to approach lenders to seek an additional [REDACTED – CONFIDENTIAL INFORMATION] finance.</p> <p>[REDACTED – PERSONAL DATA] explained the position with Bank of Scotland and Nationwide lenders we have had funding from them in the past and committee would require to make a decision as to how far they would want to take discussion. [REDACTED – PERSONAL DATA] explained that there are various options that could be looked at.</p> <p>Ann Dickson explained that for Committee they would need to know the risk involved to Forth and asked when the stock was last valued. [REDACTED – PERSONAL DATA] advised that the last stock valuation was August 2019. [REDACTED – PERSONAL DATA] explained that there are around 150 units that could be valued – if we are looking to borrow an additional [REDACTED – CONFIDENTIAL INFORMATION] lenders will look for [REDACTED – CONFIDENTIAL INFORMATION].</p> <p>[REDACTED – PERSONAL DATA] also advised that value of the existing stock will have risen over the last few years and next year Bank of Scotland stock will require to be revalued as it is a condition of the loan.</p> <p>Gordon Mason felt that if the stock was to be revalued it would be better to carry out the revaluation on the full stock.</p> <p>[REDACTED – PERSONAL DATA] FMD will still work with Forth as required and it will probably be [REDACTED – PERSONAL DATA] when external finance assistance is required.</p>

	<p>Gordon pointed out that we had saved a lot due to the loan that was secured previously and felt that it was always worth revisiting.</p> <p>The Committee agreed unanimously to a full stock survey</p>
6.3	<p>Quarterly Update</p> <p>Niall Patterson presented this report and pointed out that there is some slippage on Johnstone Avenue 2. Niall also went through the conclusions on the paper as well as the proposed projects.</p> <p>Niall also drew particular attention to the comment from SHR regarding funding.</p> <p>The committee noted this report after discussion. Gordon thanked [REDACTED – PERSONAL DATA] for his time with Forth and for his assistance and helpfulness over the years. [REDACTED – PERSONAL DATA] thanked Forth and said it had been a privilege and pleasure to work for the Association. Niall and [REDACTED – PERSONAL DATA] left the meeting at this point.</p>
7	Tenancy Services
7.1	<p>Maintenance Monitoring Report</p> <p>Jacqueline pointed out that the layout of the cover report had changed and that the report will be different next quarter. It was also brought to the attention of Committee that Barn Road conservation area will require the input of consultants for the external communal doors and windows and it is unlikely that the work will be carried out this year.</p> <p>Rechargeable repairs will be looked at as to what the possibility of getting the money back actually is, what are we doing to prevent it and how do we get the money back. Gordon Mason asked about voids and the percentage that was voids and Jacqueline said that the majority were voids and annual tenants' visits should help with this as housing officers are then able to gain access to the property.</p> <p>Linda asked how we could increase awareness of medical adaptations and who is qualified to authorise adaptations. Jacqueline advised that Forth staff can be classed as suitably qualified for minor adaptations. Linda asked how we can increase awareness of adaptations we have had articles in the newsletter and staff are aware of what can be done but there may be a reluctance from tenants to come forward to seek help. John suggested that the newsletter should have a couple of examples of what adaptations we have done and include a couple of pictures.</p> <p>Gordon Mason enquired if it was tenants causing the delay with</p>

	<p>bathroom supplies by not allowing workmen in, but Jacqueline advised that it was due to workforces having covid amongst their staff and Paul was keeping an eye on what was happening with the work. Linda Mason asked if we kept tenants informed if there was a delay and Jacqueline advised that we do and that articles are inserted into newsletter to keep them up to date.</p> <p>Margaret to arrange for all committee to receive copy of newsletter.</p>
8	Policy Reviews
	No policy reviews.
9	Correspondence
	Gordon had circulated a letter from the Regulator
10	Training & Events
10.1	Contact Margaret if you require any training course booked or if you are looking for a particular training course.
11	Membership Applications
	No membership applications received this month.
12	Health & Safety
	<p>Stephen Dougherty joined the meeting to present this report. He advised that the Association were following Scottish Government's recommendations for Covid 19 and this was updated on a weekly basis. He also advised that the Hybrid Model was also being looked at where there is a set maximum number in the office at any one time</p> <p>John stated that it was important that staff feel safe. Stephen left the meeting.</p>
14	AOB – Before confidential business
	None
	Margaret Glencross left the meeting at this point.
13	Confidential Items – See separate Confidential Minute
	Date of Next Meeting Monday 25th October 2021