



**MINUTES OF FORTH HOUSING ASSOCIATION
 MANAGEMENT COMMITTEE MEETING HELD ON
 25th OCTOBER 2021 at 7pm VIA
 VIDEO CONFERENCING**

	Present
	Gordon Mason (Chair), Linda Mason, Ann Dickson, Robert Buchanan, Jane Mullarkey, John Jenkins, Lynore MacLeod and James Bryce
	In Attendance
	Jacqueline Norwood, Niall Patterson (Part) Margaret Glencross (Part) and Stephen Dougherty (Part)
ITEM	AGENDA
	Gordon Mason welcomed everyone to the meeting.
1	Apologies
	Cllr Thomson and Priscilla Maramba
2	Declaration of Interest
2.1	Chairs Statement
	The Chair asked if there were any Management Committee Members who wished to declare any interest specifically in the business of the meeting.
2.2	All committee present at the meeting declared an interest as the Committee Members Expense Policy was due to be reviewed.
3	Previous Minutes (meeting 28th September 2021)
	The minutes of the previous meeting were read and amended to read that The Committee agreed unanimously to a full stock re-valuation . The minutes were then approved by Linda Mason and seconded by Ann Dickson.
4	Matters Arising
	Newsletter sent to Committee Members.
	Medical Adaptations will feature in December newsletter
	Development Sub Committee will meet on 10 November.
	Libor to Sonja agreement amendment has been received and is currently with T C Young Solicitors for review.
	Ann Dickson commented that the newsletter was very good and well presented. She asked if it had always been like that and

	Jacqueline stated that this time it had been slightly amended content wise - Angela is to be congratulated on the newsletter.
5.1	Tenant Services
	<p>This report was presented by Jacqueline due to both Housing Officers, who prepared the report being unavailable. Targets are in the main big met with the exception the percentage of settling in visits. Jacqueline stated that the format of this report will be amended in future to clearly show where we are with targets using a traffic light system.</p> <p>Linda Mason requested that jargon is not used in future reports (e.g. NTV) Linda also asked if the report will include more specific details if there have been specific complaints from tenants - are they in same area or spread throughout. In order that trends may be identified. There was a question on the technical services target for voids as it was way off the target of 90% and was not on target last year either. Jacqueline will review this.</p> <p>There is a decree for eviction which will be brought to the committee under any other business</p> <p>The property in Plean with two refusals was due to the location.</p> <p>It was pointed out that Tracy had gained £1,814 in charitable funding and was to be congratulated on achieving that sum. Committee noted this report</p>
6	Policy Reviews

6.1	<p>Handover Policy was presented by Niall Patterson.</p> <p>There is a new section on responsibilities that ties in with new tenancy procedures.</p> <p>The performance section of the policy will ensure that tenants are kept informed and that they are satisfied with the procedures leading up to the handover of the property.</p> <p>Niall also stated that it is important that we maximise rental income and defects are noted by tenant and that utility bill queries are kept to a minimum.</p> <p>John asked about finance projections and Niall confirmed that we do get this.</p> <p>John asked about sprinklers in new build properties but Niall advised that we do not have those as yet, but we have smoke detectors included.</p> <p>The policy was unanimously approved by committee for immediate adoption</p>
6.2	Committee Expenses Policy
	<p>This was presented by Jacqueline Norwood who explained the amendments to the policy and that no committee member will be out of pocket attending training or overnight events in future.</p> <p>Committee unanimously agreed that the policy was very clear and approved it.</p>
7	Governance
7.1	Interim Director Report

	<p>Jacqueline presented her report and explained that Forth will take the lead again in the joint satisfaction survey. Angela Laley has commenced work on this, and this was a good opportunity to look at texting service etc. Jacqueline also advised committee of the Tenants View Forum Meeting whereby a group of tenants met with Jacqueline and Angela to discuss various topics.</p> <p>The Performance Report will be uploaded to the website and will also be available in hard copy on request.</p> <p>The Chair and Interim Director have spoken to a possible co-optee – following discussion Committee agreed to this co-option.</p> <p>John commented that he felt it was important that with any new co-optees they have the necessary skills required and that there is an audit trail on recruitment.</p> <p>Linda Mason asked if anyone attended SHIP meetings and was advised that Niall Patterson attended. Jacqueline also stated that she had been in contact with Rural Stirling today regarding nomination agreement and advised that she wants to be included in future meetings.</p> <p>The Chair stated that he felt we do not do enough for tenants and Jacqueline agreed that this was an area for development.</p> <p>Annual Assurance Statement This is due to be with the Regulator by Sunday 31 October. Jacqueline and Angela advised that they have gone back to basics with this - the Audit and Risk Sub Committee comprising of Gordon, John, Priscilla, Lynore and Robert will meet on Wednesday and Jacqueline will send out invites for this meeting by Zoom between 7 and 9 pm on Wednesday.</p> <p>*Post Meeting note – Linda Mason is also a member of the Audit and Risk Sub Committee</p> <p>The Committee Noted the report and approved the Co-optee</p>
8	Correspondence
	Jacqueline advised that the new Director of Share has left today.
9	Training & Events
9.1	<p>Jacqueline advised that again this is just a starting point and that she has looked at learning opportunities that will address areas where committee feel further training would help.</p> <p>The Chair pointed out that the next Committee Away Day would take place by Zoom. There was some suggested training on Disciplinary & Grievance and how to be effective on an Audit Committee. The Chair stated that office bearers may require</p>

	<p>some additional training on specific areas. Margaret to look for audit training.</p> <p>Jacqueline advised that the two new committee members had been into office for their induction training.</p> <p>Committee noted this report</p>
10	Membership Applications
	No membership applications received this month.
11	Health & Safety
11.1	<p>Stephen Dougherty joined the meeting to present this report.</p> <p>The Chair asked who was on the Health & Safety and was advised that as well as himself it was Angela and Jacqueline. He advised that the report is how we deal with home working if the need arose and have procedures in place that would work. This would begin with questionnaires being issued to staff to find out what equipment they already have and what would be required. Jacqueline advised that there may be a cost to the organisation.</p> <p>Committee wanted to discuss this they requested Stephen and Margaret to go into the waiting room.</p> <p>Following on from the discussion and with assurances that looking at the way staff are working is solely for this winter period Committee agreed to the Health and Safety group progressing with this work.</p>
11.2	<p>Stephen spoke about Legionella and explained the testing that must be carried out. Bi-annually. The Chair asked Committee if they were happy that there were procedures in place to deal with this and committee confirmed they were. Stephen also confirmed that this takes place bi-annually, he also confirmed that there was a fire safety test at 9.30 am each Wednesday and is recorded on a weekly basis.</p>
	Margaret Glencross and Stephen Dougherty left the meeting at this point.
12.0	<p>AOB – The Chair stated that AOB was to be used only for business that required a decision before the next meeting of the Management Committee, however the two AOB would be considered. It was also stated that there were a few late papers for this meeting and that wasn't acceptable as members only had a short time to read and prepare. Interim Director apologised for this and stated that there should be no need for late papers in the future unless exceptional circumstances</p>
12.1	<p>Enforce Decree for Eviction</p> <p>Case was presented and Committee approved enforcement of</p>

	decree for eviction
12.2	Consent to Grant Servitude Paper was presented and Committee approved the consent.
13	Confidential Items – See separate Confidential Minute
	Date of Next Meeting Monday 27th November 2021