








**Report to : Management Committee**  
**Report from : Director**  
**Date : 26 April 2021**  
**Subject : Annual registers report**

## **1 Introduction**

It is the purpose of this report to provide a summary of various registers for 2019/20. This will allow Committee Members to maintain an oversight of various aspects of the Association's activity.

## **2 Summary**

Items covered involve the following:

-  Gift and Payment register
-  Committee attendance
-  Committee training attendance
-  Committee member expenses
-  Disposal of land & property
-  Entitlements, payments & benefits
-  Aims & objectives

## **3 Recommendations**

It is recommended that:

-  **Committee members note the contents of this report.**

## **4 Implications**

Noting the contents keeps Committee Members informed about matters of potential interest.

**Report prepared by**  
**Grahame Cairns**  
**15/4/21**

## 5.1 Gift and Payment register

The following are the gifts recorded in the gift register during 2020/21:

### Gifts received

Number	18
Total value	£180
Highest value gift	£35 wine and sweets donated by a maintenance contractor and raffled amongst the staff team.
Disposals	All gifts received were either used for the Associations day to day business, shared by staff raffled amongst staff or donated to a third party charitable cause.

### Gifts offered

Number	0
Total value	£0
Highest value gift	N/A

**Comment:** In line with the Payments, Benefits and Corporate Accountability Policy all gifts received and given during the period were below the value of £50.

### Payments

Number	3
Total value	£1000
Highest value payment	£500 delivery of newsletters and annual reports in September to Cara Cairns (Director's daughter)
Disposals	All payments recorded in the Register for the delivery of the Association's newsletters during the Pandemic.

**Recommendation:** Future newsletters to be posted by Royal Mail

## 5.2 Committee attendance

The following summarises Committee Members' attendance at business meetings:

Member Name	Apr 20	May 20	June 20	July 20	Aug 20	Sept 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	Mar 21	Overall
Gordon Mason	P	P	P	P	P	P	P	P	P	P	P	P	100%
Linda Mason	P	P	P	P	P	P	P	P	P	P	P	P	100%
John Fyfe	SL	P	P	SL	SL	P	P	P	R	R	R	R	
Patrick Heneghan	P	A	A	R	R	*	*	*	*	*	*	*	
Robert Buchannan	P	A	P	P	P	P	P	P	P	P	P	P	100%
John Paterson	C	SL	SL	P	P	P	P	P	A	P	A	P	58%
Colleen Sharp	SL	SL	SL	SL	P	P	A	P	P	P	P	P	58%
Cllr Thomson	A	A	A	A	A	A	A	A	A	A	P	A	
Ann Dickson	P	P	P	P	P	P	P	P	A	P	P	P	92%
Priscilla Maramba	P	P	P	P	P	P	P	P	P	P	SL	SL	83%
James Bryce	A	P	P	P	P	A	P	P	P	A	A	P	67%
Lynore MacLeod	P	P	P	A	P	P	A	P	P	A	P	P	75%
<b>Total</b>	<b>78%</b>	<b>78%</b>	<b>89%</b>	<b>87%</b>	<b>100%</b>	<b>90%</b>	<b>80%</b>	<b>100%</b>	<b>78%</b>	<b>78%</b>	<b>67%</b>	<b>89%</b>	

Key/Codes: P = Present

A = Apologies

X = Absent without apologies

SL = Special Leave

\* = Not on Committee at that time

^ = Observer

R = Resigned

C= Covid-19

**Comment:** Average attendance at business meetings in 2019/20 was 81%. This compares with the stated target of 75% and a performance of 87% in 2019/20.




**Recommendation:** it is recommended that Committee members note meeting attendance figures

### 5.3 Committee training attendance



Member Name	Event	Cost	Comment
Gordon Mason	EVH Governing Body	£49	
	EVH Seminar	£35	
	Equality and Diversity	£475	For all Committee
	Finance		
	Risk		
	Health and Safety		
	<b>Total</b>	<b>£559</b>	
Linda Mason	EVH Seminar	£35	
	Equality and Diversity		
	Finance	£455.40	For all Committee
	Risk		
	Health and Safety		
	<b>Total</b>	<b>£490.40</b>	
Robert Buchannan	EVH Seminar		
	Equality and Diversity		
	Finance		
	Risk	£450	For all Committee
	Health and Safety		
	<b>Total</b>	<b>£450</b>	
Colleen Sharp	Equality and Diversity		
	Finance		
	Risk		
	Health and Safety	£450	For all Committee
	<b>Total</b>	<b>£450</b>	
James Bryce	Finance		
	<b>Total</b>		
Ann Dickson	Questions as Committee Members you should be asking?	100.00	
	Equality and Diversity		

	Finance		
	Risk		
	Governance Guidance		
	Health and Safety		
	<b>Total</b>	<b>£100</b>	
Priscilla Maramba	Maintenance an Introduction		
	Understanding Treasury Management		
	Equality and Diversity		
	Finance		
	<b>Total</b>		
Lynore McLeod	Equality and Diversity		
	Finance		
<b>Overall total</b>		<b>£2,049.40</b>	

The adopted Committee Member Training policy states that Committee members have the following responsibilities:

-  Attend in-house training sessions arranged by the Association.
-  Attend external training sessions booked by the Association once Members have expressed an interest in attending.
-  Attend at least two training or briefing sessions each year.

In addition, the Committee Members' Code Of Conduct states that every individual Committee Member is expected to:

-  Attend relevant training sessions and events.
  - It is crucial that Committee Members keep abreast of legislative and good practice issues and a persistent failure to attend training is likely to make this impossible to achieve.
-  Keep abreast of with new legislation, regulation and policy developments so that they can bring informed opinions to Committee discussions.

**Comment:** The information in the table above only covers training organised and paid for through Forth. It does not include events attended out with Forth. All existing Committee Members have met the minimum requirement of two events per year.

**Recommendation:** That Committee Members note the training attendance. If anyone has attended additional events, they should advise me.

## 5.4 Committee expenses

The following summarises committee member's expenses claimed during 2020/21:

Member Name	Expenses 2020/21	Expenses 2019/20
Gordon Mason	£291.15	£987.22
Linda Mason	-	-
John Fyfe	-	-
Patrick Heneghan	N/A	£19.40
Robert Buchannan	-	£19.40
John Paterson	-	-
Colleen Sharp	-	-
Ann Dickson	-	-
James Bryce	-	-
Priscilla Maramba	-	-
Lynore McLeod	-	-
Committee Badges	£104.40	-
<b>Total</b>	<b>£395.55</b>	<b>£1,105.70</b>

**Comment:** Committee members are entitled to claim legitimate expenses as outlined in the Committee Members Expenses policy and anyone wishing details of these and/or how to submit a claim should contact the Director.

**Recommendations:** it is recommended that Committee Members note Committee expenses

## 5.6 Register of disposals of land and property

Clement Loan, Cultenhove Crescent, Barn Road and Archie Bone Way Leased to Stirling Council 27.04.2020

**Comment:** The "disposal" was approved by Management Committee under the General Consent provisions and involve the leasing of properties to Stirling Council for temporary accommodation.

**Recommendations:** it is recommended that Committee Members note the disposals of land and property

## 5.7 Entitlements, payments, benefits

Committee members made the following declarations in the register during 2020/21.

### 5.7.1 Positions of Public Responsibility

Committee member	Position
Gordon Mason	TPAS Scotland, Vice Chairperson EVH, Vice Chairperson
Linda Mason	MS Society, Council Member for Scotland National clinical operation governance group for Scottish Ambulance Service Scottish Health Council member

### 5.8 Aims and Objectives

When the Aims & Objectives statement was reviewed and updated in 2016 it was highlighted that it would be helpful to consider what progress was being made against the stated business priorities. The following table seeks to provide a brief summary:

Business priority	2020/21 summary
Focusing our activity within the eastern part of the Stirling Council area	Forth's housing covers the area from Fallin, Cowie and Plean in the south through to Dunblane in the north of the Council area.
Developing homes which meet or surpass current standards regarding quality, accessibility and sustainability.	The new homes under construction at Penman Court, Raploch are being built to the current building standards and meet our design guide requirements.
Allocating our homes so that we meet a range of housing needs in a manner which keeps void rent loss to a minimum.	Allocations within 2020/21 were all in line with our allocation policy quotas and total rent loss, due to voids, was restricted to £3,351 during a Pandemic
Enforcing tenancy conditions in a firm but fair manner, to deliver tenants' rights and encourage tenants to meet their responsibilities.	In 2020/21 0 Notice Of Proceedings (NOPs) were issued in relation to tenancy nuisance, 14 court actions were commenced regarding rent arrears and 127 actions taken regarding estate management issues.
Maintaining and investing in our homes to ensure that they meet or surpass current standards wherever possible.	2020/21 investments in bathroom and kitchen replacements ensured that 99% of homes meet the SHQS standard with 6 exemptions, 5 in abeyance and 0 failures.
Providing income maximisation and associated assistance, to help people improve their wellbeing and future prospects.	Our Income Maximisation service dealt with 737 referrals during 2020/21 and secured an estimated £624,227 for Forth households.

Delivering customer services which meet expectations in a prompt and efficient manner.	Overall tenant satisfaction with Forth's services was assessed as 94% in the 2019 satisfaction survey.
Engaging with our communities and encouraging participation in decision making at a variety of levels, from information sharing to Committee involvement.	<p>In 2020/21 we engaged with:</p> <ul style="list-style-type: none"> <li>• 2 Community based project groups regarding developments</li> <li>• 1 Registered Tenants Organisation</li> <li>• 95 tenants via E group participation</li> <li>• 20 tenants via Tenants' View Forum attendance</li> <li>• 5 tenants via Management Committee membership</li> <li>• 30 electronic devices were provided to tenants via a grant from Connecting Scotland</li> </ul>
Developing services which bring added value to our tenants and communities, including through joint working with other agencies	<p>In 2020/21 we:</p> <ul style="list-style-type: none"> <li>• Continued to refer individuals to Start-Up Stirling</li> <li>• Provided properties via Housing First model</li> </ul>
Providing value for money across our full range of activities.	The 2019 tenant satisfaction survey indicated that 81% of tenants felt that their rent represented value for money. Forth actively participated in the Scottish Housing Networks benchmarking and value for money analysis.
Ensuring transparent governance, which adheres to legislation and regulatory requirements	The Association remains on low engagement with the Scottish Housing Regulator, which indicates no concerns regarding governance.
Sharing information in an open and appropriate manner.	<p>The following information is made available on our web site or via publications:</p> <ul style="list-style-type: none"> <li>• Monthly Committee briefing</li> <li>• Quarterly Complaints summary</li> <li>• Annual performance information</li> <li>• Quarterly newsletter update</li> <li>• Tenants' View forum minutes</li> </ul>

**Comment:** The Association continues to deliver against the business priorities which flow from our stated Aims & Objectives.

**Recommendations:** it is recommended that Committee Members note the information provided.