

**Faifley Housing Association  
Management Committee Meeting  
Via ZOOM Video Conferencing  
26 May 2020 at 6pm  
AGENDA**

|   | <b>Lead</b>         | <b>Time</b> |                 |
|---|---------------------|-------------|-----------------|
| 1. Welcome, Sederunt & Apologies  | Chair               | 4 min       | Verbal          |
| 2. Declarations of Interest   | Chair               | 1 min       | Verbal          |
| 3. Minutes of Previous Meeting 3 March 2020; <b>for approval</b>  | Chair               | 1 min       | Attached        |
| 4. Matters Arising from Previous Minutes  | Chair               | 2 min       | Verbal          |
| 5. SHR Engagement/NE; <b>for noting</b><br>5.1 23 March 2020 (Change to service)<br>5.2 8 May 2020 (Monthly CV return)<br>5.3 10 May 2020 (ARC)   | Interim<br>Director | 10 min      | Verbal          |
| 6. Quarterly Management Accounts; <b>for approval</b> ,   | FMD                 | 10 min      | Attached        |
| 7. Housing Management Policies: <b>for approval</b><br>7.1 Allocation policy consultation report<br>7.2 Homeswapper mutual exchange policy<br>7.3 Draft nominations agreement – Joint working<br>7.4 Section 5 protocol referrals – Joint working | Housing<br>Manager  | 20 min      | All<br>Attached |
| 8. Corporate Policies; <b>for approval</b><br>8.1 Donations policy / Account<br>8.2 Continuation of Welfare Rights Services, Independent<br>Resource Centre<br>8.2.1 Proposed costs for 20/21   | Housing<br>Manager  | 15 min      | All<br>Attached |
| 9. Contractor Selectin – Cyber Crime Security; <b>for approval</b>  | Housing<br>Manager  | 5 min       | Attached        |
| 10. New Member Applications; <b>for approval</b>  | Interim<br>Director | 3 min       | Attached        |
| 11. Freedom of Information: <b>for noting</b>   | Housing<br>Manager  | 1 min       | Attached        |
| 12. Correspondence:   | Housing<br>Manager  | 2 min       | Attached        |
| 13. Housing Management Performance, <b>for information</b><br>13.1 Rent Arears Dec 19 to March 20<br>13.2 Rent Arrears, Legal Action Update<br>13.3 Welfare Reform Mitigation<br>13.4 Universal Credit Statistics                                 | Housing<br>Manager  | 20 min      | Attached        |

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- 13.5 Welfare rights Advice Report for 1 Dec 19 – 31 March 2020
- 13.6 to 13.8 Accompanying Statistics
- 13.9 Re-let Allocations Report 1 Dec 19 to 31 March 20
- 13.10 Estate Management / Antisocial Behaviour 1 December 19 to 31 March 20.

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|----|--|------------------------------------|-------|----------|
| 14 | Housing Property Maintenance Report; <b>for information</b><br>Housing Property Maintenance Report; <b>for information</b> | Property<br>Maintenance<br>Officer | 5 min | Attached |
|    | 14.1 Maintenance and Repairs Report<br>14.2 Adaptations (Year End Report)  |                                    |       |          |
|    | 14.3 Maintenance Contractors Annual Completion Report  |                                    |       |          |
|    | 14.4 Contractors Appraisals/List   |                                    |       |          |
|    | 14.4.1 Annual Appraisal – 2019/20 summary sheet  |                                    |       |          |
|    | 14.5 Cyclical Major Repairs Reports  |                                    |       |          |

15. AOCB, if agreed

16 **Date of next meeting, Tuesday 30 June 2020 at 6pm**

**End of Meeting 7.40pm**