

**MINUTES OF MANAGEMENT COMMITTEE MEETING HELD ON TUESDAY 18 FEBRUARY 2020 AT 10AM IN THE ASSOCIATIONS OFFICE, SKYPOINT, LENNOX DRIVE, FAIFLEY**

**Present:** Jackie Lorimer (Chair) Robert King (Vice-Chair)  
Brenda Cameron (Secretary) Anne Culley (Co-optee)  
Marion Benson (Member)

**In Attendance:** Stephen Black, Interim Director  
Janette Meechan, Housing Manager (minute taker)  
Pat Long (FMD)

		<b>Action</b>
	<p><b>Quorum Discussion</b></p> <p>Before the meeting began, there was a further discussion regarding whether the previous meeting of 4 February 2020 was quorate. It was noted that the meeting was inquorate as there was less than 4 full members in attendance.</p> <p>It was agreed that any matters which had been approved at that meeting, be reconsidered and reapproved.</p> <p>The Chair noted the position and commenced the meeting.</p> <p style="text-align: right;"><i>Noted</i></p>	
<b>1.</b>	<p><b>Apologies</b></p> <p>No apologies were received.</p>	
<b>2.</b>	<p><b>Declaration of Interest</b></p> <p>There were no declarations of Interest.</p>	
<b>3.</b>	<p><b>Minutes of previous Management Committee Meeting 04 February 2020</b></p> <p>The minutes of the previous meeting were presented for approval.</p> <p><u>Matters Arising:</u></p> <p>3.2 It was noted that a member had been omitted from the minute and a member had been added in error. Amendment required.</p> <p>3.3 It was noted that the time of the meeting was incorrect and required to be amended.</p> <p>3.4 As per the quorum discussion, it was agreed to reapprove previous committee decisions in relation to Items 4 (b), 5 (c), 6, 7 and 8.</p>	

	<p>Members approved the matters as described. Committee approved the minute as a true record.</p> <p style="text-align: right;"><i>Approved</i></p>	<b>Action</b>
<b>4.</b>	<p><b>SHR Engagement – Update by the Interim Director</b></p> <p>Members were presented with a report detailing the background to the Scottish Housing Regulators (SHR) engagement in relation to the Associations failure to comply with the 2019 Annual Assurance Statement (AAS).</p> <p>Members discussed the report and agreed the appropriate action in taking it forward.</p> <p style="text-align: right;"><i>Noted</i></p>	
<b>5.</b>	<p><b>FMD - Finance Report – Draft Budget</b></p> <p>Copies of the draft budget to 31 March 2021 had been circulated in advance of the meeting for member’s consideration.</p> <p>Members were provided with background information to the budgetary assumptions and were asked to consider the following areas:</p> <ul style="list-style-type: none"> <li>• Statement of Comprehensive Income</li> <li>• Statement of Financial Position</li> <li>• Performance Analysis</li> <li>• Loan Covenants</li>   <li>• Recommendations</li> </ul> <p>Several questions arose in relation to some of the assumptions and it was agreed that further work was required to clarify the matter before members could approve the budget.</p> <p>It was agreed that a plan of action in relation to asset management would also be required for committee to discuss at the next meeting scheduled for Tuesday 3<sup>rd</sup> March 2020.</p> <p style="text-align: right;"><i>Noted</i></p>	<b>PL</b>
<b>6.</b>	<p><b>Rent Increase Proposal</b></p> <p>Members were presented with a report detailing the response to our Rent Increase Consultation exercise which was sent out to all tenants as per committee’s previous instructions.</p>	

	<p>Tenants were consulted on a proposed increase of 2.6% and the return rate was 5.97%.</p> <p>65% of respondents agreed to the increase with the majority recognising the need to increase rents to ensure the viability of the organisation and continuity of current services. Whilst 35% of respondents rejected the proposed increase, there was similarities in the areas which they felt should continue to be a priority.</p> <p>A recommendation was put forward to members to approve a rise of 2.6%.</p> <p>Members discussed the matter and approved the increase.</p> <p style="text-align: right;"><i>Approved</i></p>	<b>Action</b>
7.	<p><b>New Share member applications</b></p> <p>There were four new Share applications received during the period.</p> <p>Members discussed and approved the applications.</p> <p style="text-align: right;"><i>Approved</i></p>	<b>SB</b>
8.	<p><b>New Board Member Applications</b></p> <p>Members were reminded that the Associations rules dictate that the Management Committee should comprise of no less than seven members and no more than fifteen (including co-optees) to be able to perform its duties effectively.</p> <p>Further to the resignation of a number of long standing committee members, the Association has found itself with four casual vacancies and a further 1/3<sup>rd</sup> of its numbers being available to co-optees.</p> <p>FHA had openly advertised for Committee members and at the closing date of 10 February 2020, we had received six new member's applications. New member application details had been circulated in advance of the meeting and further to discussion, all applications were approved by the Management Committee.</p> <p>It was agreed that the new members would be invited along to the next meeting due to be held on Tuesday, 3<sup>rd</sup> March 2020 at 6pm. All new members will be subject to attend scheduled induction training as required as well as signing the Code of Conduct.</p> <p style="text-align: right;"><i>Approved</i></p>	<b>SB</b>

		<b>Action</b>
9.	<p><b>Policy Approval</b>  <b>Data Protection and Freedom of Information Policy and Strategic Plan</b></p> <p>Members were asked to consider and approve the proposed Data Protection and Freedom of Information Policy.</p> <p>The Policy had been developed jointly with an external consultant in light of both legislative and relevant guidance as well as a very detailed procedural document which staff are currently receiving relevant training on.</p> <p>An Action Plan had also been developed and Strategic Policy objectives will be implemented in line with the Plan.</p> <p>Members discussed and approved the Policy and Strategic Plan.</p> <p style="text-align: right;"><i><u>Approved</u></i></p>	
10.	<p><b>Freedom of Information (FOI)</b>  <b>Environmental Information Regulations (EIR's) - Return</b></p> <p>Members were reminded of the background to the Freedom of Information (Scotland) Act 2002 and the legislative requirement to produce quarterly returns to the Commissioner's office on any FOI or EIR requests.</p> <p>The Association received one FOI request during Quarter 1 – 11 November 2019 – 31 December 2019.</p> <p>The request was received in survey format and involved Electrical Safety Inspections.</p> <p>The Association responded to the request within the 20 working day timescale and filed a return with the Commissioner's office on 14 January 2020 before the deadline of 7 February 2020.</p> <p>Members discussed recommendations which would formalise the process of collating FOI information for the subject of ongoing compliance and agreed a new format for minute taking to expedite the uploading of information onto the Associations publications scheme.</p> <p style="text-align: right;"><i><u>Noted and Approved</u></i></p>	JM
11.	<p><b>Approval for Use of the Seal</b></p> <p>Stephen Black was given approval for use of the Seal.</p> <p style="text-align: right;"><i><u>Approved</u></i></p>	

<p><b>12. Correspondence</b></p> <p>12.1 Email received from West Dunbartonshire Community Foodshare requesting a donation towards a fridge to assist them in managing the holiday brunch bags for children who are not in school and do not have access to breakfast clubs or school lunches.</p> <p>Members discussed the request and after a detailed discussion of the background to previous donation requests from other organisations which were refused, it was agreed to arrange for the purchase of a fridge for the Foodshare.</p> <p style="text-align: right;"><i>Approved</i></p>		<p><b>Action</b></p> <p><b>JM</b></p>
<p><b>13. Any Other Business</b></p> <p>13.1 Committee were advised that a member was stepping down due to personal commitments. Committee thanked the member for their hard work and commitment in serving the Association and wished them well for the future.</p> <p>13.2 Members were asked to consider and approve renewing the Homeswapper Mutual Exchange Scheme membership. Members approved the renewal.</p> <p style="text-align: right;"><i>Approved</i></p>		<p><b>JM</b></p>
<p><b>14. Date of Next Meeting</b></p> <p>It was agreed to hold the next meeting on <b>TUESDAY</b> 3<sup>rd</sup> March 2020 at 6pm in the Associations offices.</p> <p style="text-align: right;"><i>Noted</i></p>		

Chairperson Signature..... Date.....