

Committee Decisions Register 2017/2018

Committee	Date of Meeting	Agenda Item	Decision
Customer Services	20 th April 2017	Kitchen Replacement Contract 2017-19	<i>Contract awarded to MCN Scotland</i>
		Boiler Replacement 2017-18	<i>Contract awarded to Rhino Contracts</i>
		Close Flooring Replacement 2017: Bowhouse Gardens, Alloa	<i>Contract awarded to Veitchi Industrial Flooring Ltd</i>
		Gutter Cleaning 2017-18	<i>Contract awarded to Aquaklenz Ltd</i>
		Asset Management Strategy 2017-2020	<i>Recommended</i>
		Allocations Policy	<i>Revised policy recommended for approval by the Management Committee</i>
		Succession Policy	<i>Revised policy was approved for consultation with tenants</i>
		Sub Let, Assignment & Lodgers Policies	<i>Revised policy was approved for consultation with tenants</i>
		Joint Tenancies Policy	<i>Revised policy was approved for consultation with tenants</i>
		Internal Audit Report: Welfare Reform	<i>Approved</i>
		Involved Resident's Group Remit	<i>Approved</i>
		Proposed Management Transfer	<i>Approved</i>
		Review of Arrangements for Assessing Medical Priority	<i>Amendments approved</i>
Management Committee	27 th April 2017	Reactive Maintenance Services (2017/2020)	<i>Contract awarded to Mitie Property Services</i>
		Asset Management Strategy 2017-2020	<i>Approved</i>
Customer Services	10 th May 2017	Tender Report: Renewal Of Boundary Walls at Burleigh Way and Bowhouse Gardens, Alloa	<i>Recommended tender from the McDougall Group</i>
Finance, Audit & Corporate Governance	18 th May 2017	Internal Audit Reports ✓ IT Healthcheck ✓ Welfare_Reform ✓ Follow Up ✓ Annual Report	<i>Approved</i>

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Committee	Date of Meeting	Agenda Item	Decision
		Internal Audit Plan 2017/18	<i>Recommended</i>
Management Committee	25 th May 2017	Annual Return On The Charter (ARC)	<i>Approved</i>
		ESSH Return	<i>Approved</i>
		Loan Portfolio Return To The SHR	<i>Approved</i>
		5 Year Financial Projections Submission To SHR	<i>Approved</i>
		Lodgers Policy (Review)	<i>Approved</i>
		Housing Allocations Policy (Review)	<i>Approved</i>
		Tender Report: Renewal Of Boundary Walls At Burleigh Way and Bowhouse Gardens, Alloa	<i>Approved</i>
Customer Services	22 nd June 2017	Year-end Reports	<i>Approved</i>
		Anti-social Behaviour Policy and Procedures 2017	<i>Recommended</i>
		Tender Report: Fencing replacement 2017/18	<i>Approved</i>
		Decant Policy (Review)	<i>Recommended</i>
		Assignment, Subletting and Joint Tenancy Policies(Review)	<i>Recommended</i>
Management Committee	29 th June 2017	Quarterly Management Reports For Period 1st January To 31st March 2017 / Year End Review 2016/2017	<i>Approved</i>
		Proposed Key Performance Indicators 2017/2018	<i>Approved</i>
		Strategic Risk Management Report / Year End Review	<i>Approved</i>
		Corporate Performance Framework	<i>Approved</i>
		Corporate Management Plan 2017/2022: 2nd & Final Draft	<i>Approved</i>
Health, Safety & Human Resources	5 th July 2017	Quarterly Health and Safety Performance (Q4 2016/2017)	<i>Approved</i>
		Landlords Safety Manual	<i>Approved</i>
		Provision of a Key Holder Service for Ochil House	<i>Approved</i>
		Quarterly Human Resources Performance (Q4 2016/2017)	<i>Approved</i>
		Human Resources and Health & Safety: Quarterly Business / Policy	<i>Approved</i>

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Committee	Date of Meeting	Agenda Item	Decision
		Review Performance Q4 2016/2017	
Management Committee	27 th July 2017	Management Accounts for Period 1st April To 30th June 2017	<i>Approved</i>
		Quarterly Management Reports for Period 1st April To 30th June 2017	<i>Approved</i>
		Anti-Social Behaviour Policy 2017 (Review)	<i>Approved</i>
		Decant Policy 2017(Review)	<i>Approved</i>
		Assignment Policy 2017 (Review)	<i>Approved</i>
		Subletting Policy 2017 (Review)	<i>Approved</i>
		Joint Tenancy Policy 2017(Review)	<i>Approved</i>
		Staff Performance & Development Review (Review)	<i>Approved</i>
Finance, Audit & Corporate Governance	14 th August 2017	Finance and Corporate Services Departmental Plan 2017/18	<i>Approved</i>
		Risk Management Annual Review	<i>Approved</i>
		Fencing Replacements at Bowhouse Gardens, Alloa	<i>Approved</i>
Management Committee	31 st August 2017	Impairment Review for 2016/2017	<i>Approved</i>
		Letter of Representation	<i>Approved</i>
		Report & Financial Statements for the year ended 31 st March 2017	<i>Approved</i>
		Management Letter	<i>Approved</i>
		Property Repossession Case Number 502110	<i>Approved</i>
		Property Repossession Case Number 502226	<i>Approved</i>
		Property Repossession Case Number 502057	<i>Approved</i>
		Proposed Development at Todd's Yard, Sauchie, Phase 2	<i>Approval to proceed to Tender Stage</i>
		Committee Nominees Affected by 9 Year Rule	<i>Approved</i>
		Annual Declaration of Compliance with Rules 62 to 67	<i>Approved</i>
Finance, Audit & Corporate Governance	7 th September 2017	Insurance Broker Tender	<i>Tender from Bruce Stevenson approved</i>
		Treasury Management Annual Report	<i>Approved</i>

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		Tender for Painterwork Programme 2017/2018	<i>Contract awarded to Mitie Property Services (UK) Limited</i>
		Equal Opportunities Annual Review	<i>Approved</i>
		Equality & Diversity Policy (Review)	<i>Recommended</i>
Customer Services	13 th September 2017	Customer Services Departmental Plan 2017/18	<i>Approved</i>
		Q1 Quarterly Reports	<i>Approved</i>
		Right To Repair Policy	<i>Recommended</i>
		Right To Compensation For Improvements Policy	<i>Recommended</i>
		Consultation With Services Users on Amendments To The Housing Allocation Policy	<i>Approved</i>
Management Committee	28 th September 2017	Election of Office Bearers <ul style="list-style-type: none"> ✓ Chairperson: Tom Brown ✓ Vice Chairperson: Margaret Baxter ✓ Treasurer: Graham Collie 	<i>Approved</i>
		Letter of Resignation from the Management Committee: Bob Dunbar	<i>Accepted</i>
		Application for Membership: Sam Brown	<i>Approved</i>
		Committee Remits and Composition of Committees 2017/2018 (Review)	<i>Approved</i>
		Code of Conduct for Governing Body Members 2017	<i>Approved and Actioned</i>
		Management Committee: Declarations of Interest Register	<i>Actioned</i>
		Bad Debt Write Off: September 2017	<i>Approved</i>
		Treasury Management Policy (Review)	<i>Approved</i>
		Equalities & Diversity Policy (Review)	<i>Approved</i>
		Loan Portfolio: Funding Mix: Proposal to Increase % Fixed and Decrease % Variable	<i>Approved</i>
		Right to Repair Policy (Review)	<i>Approved</i>
		Right to Compensation Policy (Review)	<i>Approved</i>

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Committee	Date of Meeting	Agenda Item	Decision
Management Committee	26 th October 2017	Succession Policy (Review)	<i>Approved</i>
		Loan Portfolio: Revised Proposals re Funding Mix: Increase % Fixed: Decrease % Variable	<i>Approved</i>
		Management Accounts for Period 1st July to 30th September 2017	<i>Approved</i>
		Quarterly Management Reports for Period 1st July to 30th September 2017	<i>Approved</i>
		Strategic Risk Management Report Q2	<i>Approved</i>
		Stage 3 Adaptation: 4 Paterson Place, Tullibody: Tender	<i>Awarded to Lasman Industries</i>
Drainage Installation: Tinian Crescent, Newmills: Tender	<i>Awarded to Caley Construction Ltd</i>		
Health, Safety & Human Resources	1 st November 2017	Election of Convenor and Vice Convenor <ul style="list-style-type: none"> ✓ Ewen Cameron (Convenor) ✓ Teresa McNally (Vice Convenor) 	<i>Approved</i>
		Quarterly Health and Safety Performance (Q1 and Q2 2017/2018)	<i>Approved</i>
		Health & Safety Management System: January and July 2017 Amendments and Annual Review	<i>Approved</i>
		Landlords Safety Manual	<i>Approved</i>
		Quarterly Human Resources Performance (Q1 and Q2 2017/2018)	<i>Approved</i>
		Human Resources and Health & Safety: Quarterly Business / Policy Review Performance Q1 and Q2 2017/2018	<i>Approved</i>
		Staffing Review: Appointment of Consultants	<i>Process Approved</i>
		Code of Conduct for Staff 2017	<i>Approved</i>
Finance, Audit & Corporate Governance	9th November 2017	Election of Convenor and Vice Convenor <ul style="list-style-type: none"> ✓ Graham Collie (Convenor) ✓ Aileen Crichton (Vice Convenor) 	<i>Approved</i>
		Internal Audit <ul style="list-style-type: none"> ✓ Treasury & Cash Management 	<i>Approved</i>

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Committee	Date of Meeting	Agenda Item	Decision
		✓ Customer Engagement & Satisfaction	
		IT Audit Actions Update	Approved
		Q2 Management Accounts 2017/18	Noted
		Q2 Performance Management Report	Approved
		Q2 Departmental Plan Review 2017/2018	Approved
		Treasury Management Update	Noted
		Access to Information Policy	Recommended
		Electricity Tender Process	Scottish Government Framework Procurement Process Approved
		Business Continuity Plan – Annual Review	Approved
Customer Services	16 th November 2017	Election of Convenor & Vice Convenor <ul style="list-style-type: none"> ✓ Andrew Campbell (Convenor) ✓ Margaret Baxter (Vice Convenor) 	Approved
		Customer Services Performance Report Q2 2017/18	Approved
		Departmental Plan Review	Approved
		Planned Maintenance Programme Review	Approved
		Procurement of the 2018/19 Cyclical and Planned Investment Programme	Approved
		Shared Ownership Exclusive Occupancy Agreements (Proposed Amendments)	Approved
		Tender Report : Gas Servicing & Maintenance Contract 2018-21	Tender submitted by City Technical Services (UK) Ltd Approved
		Rent Review Consultation Process 2018	Approved
		Allocation Policy (Review)	Recommended
		Internal Audit Report Customer Engagement and Satisfaction	Approved
Tenancy Sustainment Policy	Recommended		

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Committee	Date of Meeting	Agenda Item	Decision
		Welfare Reform Mitigation Plan (Update)	<i>Noted</i>
		Customer Satisfaction Survey 2016 (Action Plan Update)	<i>Noted</i>
Management Committee	30 th November 2017	Management Committee Vacancy	<i>Process & Timetable Approved</i>
		Code of Conduct for Staff (Review)	<i>Approved</i>
		Access to Information Policy (Review)	<i>Approved</i>
		Business Continuity Plan (Annual Review)	<i>Approved</i>
		Allocation Policy (Review)	<i>Approved</i>
		Tenancy Sustainment Policy (New)	<i>Approved</i>
		Strategic Planning Process (Review)	<i>Approved</i>
Customer Services	7 th December 2017	Gas Quality Control (2018-2021)	<i>Tender submitted by Amber Gas Approved</i>
		Fuel Switch: Electricity to Gas	<i>Tender submitted by BRB Ltd Approved</i>
		Entitlements, Payments & Benefits Policy Issue	<i>Approved</i>
		Annual Review of Property Leases	<i>Approved</i>
Health, Safety & Human Resources	13 th December 2017	Landlords Safety Manual (Policy Reviews) <ol style="list-style-type: none"> 1. Construction Design and Management (CDM) 2. Contractor Selection and Control 3. Domestic Pets 4. Electrical Safety 5. Energy Performance Certificates 6. Event Risk Management 7. Fire Safety in Housing Stock and Common Areas 8. Furnished Premises – Fire Safety Standards 9. Hygiene of Tenancies 10. Infestations 11. Information to Tenants and Tenancy Agreements 12. Lifts Safety 13. Lighting 14. Privately Rented Properties 	<i>Recommended</i>

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		15. Re-development of Land and Buildings 16. (Home) Security 17. Ventilation and Fresh Air 18. Waste Management	
		Mental Health Policy (Review)	<i>Recommended</i>
		Staffing Review	<i>Appointment of Indigo House approved</i>
Management Committee (6pm)	11 th January 2018	Proposed New Build Housing Development at Todds Yard, Sauchie (Phase 2)	<i>Tender Stage Approved</i>
Finance, Audit & Corporate Governance (7pm)	11 th January 2018	1st Draft Budget 2018/19	<i>Discussed</i>
		Annual Rent Restructuring Report	<i>Noted</i>
		Rent Policy (Review)	<i>Recommended</i>
		Standing Orders and Delegated Authority (Review)	<i>Recommended</i>
		Financial Regulations & Procedures (Review)	<i>Recommended</i>
Management Committee	25 th January 2018	Management Accounts for Period 1st October to 31st December 2017	<i>Approved</i>
		Quarterly Management Reports for Period 1st October to 31st December 2017	<i>Approved</i>
		Strategic Risk Management	<i>Approved</i>
		Annual Rent Review 2018/2019	<i>Rent Increase of 2.95% Approved</i>
		Landlord Safety Manual Policies (New) 1. Construction Design and Management (CDM) 2. Contractor Selection and Control 3. Domestic Pets 4. Electrical Safety 5. Energy Performance Certificates 6. Event Risk Management 7. Fire Safety in Housing Stock and Common Areas	<i>Approved</i>

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Committee	Date of Meeting	Agenda Item	Decision
		8. Furnished Premises – Fire Safety Standards	
		9. Hygiene of Tenancies	
		10. Infestations	
		11. Information to Tenants and Tenancy Agreements	
		12. Lifts Safety	
		13. Lighting	
		14. Privately Rented Properties	
		15. Re-development of Land and Buildings	
		16. (Home) Security	
		17. Ventilation and Fresh Air	
		18. Waste Management	
		Mental Health Policy (Review)	<i>Approved</i>
		Financial Regulations & Procedures Policy (Review)	<i>Approved</i>
		Standing Orders & Delegated Authority (Review)	<i>Approved</i>
		Strategic Planning Away Day: Draft Action Plan	<i>Approved</i>
Customer Services	8 th February 2018		
Finance, Audit & Corporate Governance	15 th February 2018		
Management Committee	22 nd February 2018		
Health, Safety & Human Resources	7 th March 2018		
Management Committee	29 th March 2018		