

## Committee Decisions Register 2017/2018

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

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Committee	Date of Meeting	Agenda Item	Decision
		Internal Audit Plan 2017/18	<i>Recommended</i>
Management Committee	25 <sup>th</sup> 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	<i>Approved</i>
		Tender Report: Renewal Of Boundary Walls At Burleigh Way and Bowhouse Gardens, Alloa	<i>Approved</i>
Customer Services	22 <sup>nd</sup> 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>
		Review of the Decant Policy	<i>Recommended</i>
		Review of the Assignment, Subletting and Joint Tenancy Policies 2017	<i>Recommended</i>
Management Committee	29 <sup>th</sup> 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 <sup>th</sup> 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>

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

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Corporate Governance		Treasury Management Annual Report	<i>Approved</i>
		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 <sup>th</sup> 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 <sup>th</sup> September 2017	Election of Office Bearers <ul style="list-style-type: none"> <li>✓ Chairperson: Tom Brown</li> <li>✓ Vice Chairperson: Margaret Baxter</li> <li>✓ Treasurer: Graham Collie</li> </ul>	<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>

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Committee	Date of Meeting	Agenda Item	Decision
<b>Management Committee</b>		Right to Compensation Policy (Review)	<i>Approved</i>
		Succession Policy (Review)	<i>Approved</i>
	26 <sup>th</sup> October 2017	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>		
<b>Health, Safety &amp; Human Resources</b>	1 <sup>st</sup> November 2017	Election of Convenor and Vice Convenor <ul style="list-style-type: none"> <li>✓ Ewen Cameron (Convenor)</li> <li>✓ Teresa McNally (Vice Convenor)</li> </ul>	<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>
<b>Finance, Audit &amp; Corporate Governance</b>	9th November 2017	Election of Convenor and Vice Convenor <ul style="list-style-type: none"> <li>✓ Graham Collie (Convenor)</li> <li>✓ Aileen Crichton (Vice Convenor)</li> </ul>	<i>Approved</i>
		Internal Audit	<i>Approved</i>

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

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Committee	Date of Meeting	Agenda Item	Decision
		Tenancy Sustainment Policy	<i>Recommended</i>
		Welfare Reform Mitigation Plan (Update)	<i>Noted</i>
		Customer Satisfaction Survey 2016 (Action Plan Update)	<i>Noted</i>
Management Committee	30 <sup>th</sup> November 2017	Management Committee Vacancy	<i>Process &amp; 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 <sup>th</sup> 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 <sup>th</sup> December 2017	Landlords Safety Manual (Policy Reviews) <ol style="list-style-type: none"> <li>1. Construction Design and Management (CDM)</li> <li>2. Contractor Selection and Control</li> <li>3. Domestic Pets</li> <li>4. Electrical Safety</li> <li>5. Energy Performance Certificates</li> <li>6. Event Risk Management</li> <li>7. Fire Safety in Housing Stock and Common Areas</li> <li>8. Furnished Premises – Fire Safety Standards</li> <li>9. Hygiene of Tenancies</li> <li>10. Infestations</li> <li>11. Information to Tenants and Tenancy Agreements</li> <li>12. Lifts Safety</li> <li>13. Lighting</li> </ol>	<i>Recommended</i>

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Committee	Date of Meeting	Agenda Item	Decision
		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)	<b><i>Recommended</i></b>
		Staffing Review	<b><i>Approved</i></b>
Finance, Audit & Corporate Governance	11 <sup>th</sup> January 2018		
Management Committee	25 <sup>th</sup> January 2018		
Customer Services	8 <sup>th</sup> February 2018		
Finance, Audit & Corporate Governance	15 <sup>th</sup> February 2018		
Management Committee	22 <sup>nd</sup> February 2018		
Health, Safety & Human Resources	7 <sup>th</sup> March 2018		
Management Committee	29 <sup>th</sup> March 2018		