

Committee Decisions Register 2018/2019

Committee	Date of Meeting	Agenda Item	Decision
Customer Services	12 th April 2018	Management of NHT Properties at Coalsnaughton	<i>Approved</i>
		Proposed Programme of Committee Site Visits 2018	<i>Approved</i>
		Tenant Consultation in 2018 Rent Review	<i>Approved</i>
		Abandoned Property Policy (Review)	<i>Recommended</i>
		Tenant's Handbook (Review)	<i>Approved</i>
		Customer Services Departmental Management Plan 2018-19	<i>1st Draft Approved</i>
		Void Management Policy (Review)	<i>Recommended</i>
Management Committee	26 th April 2018	Staffing Review: Proposed Staff Structure for Implementation	<i>Approved</i>
		Corporate Management Plan 2017/2022: Year End Performance 2017/2018	<i>Approved</i>
		Corporate Management Plan 2018/2023 (1 st Draft)	<i>Approved</i>
		Void Management Policy (Review)	<i>Approved</i>
		Abandoned Properties Policy (Review)	<i>Approved</i>
		Treasury Management Policy (Review)	<i>Approved</i>
Health, Safety & Human Resources	10 th May 2018	Quarterly Health and Safety Performance (Q4 2017/2018)	<i>Approved</i>
		Quarterly Human Resources Performance (Q4 2017/2018)	<i>Approved</i>
		Human Resources and Health & Safety: Quarterly Business / Policy Review Performance Q4 2017/2018	<i>Approved</i>
		Corporate Training Review (Q4 2017/2018)	<i>For Information</i>
		Communications Strategy Review	<i>Recommended</i>
Finance, Audit & Corporate Governance	17 th May 2018	Internal Audit	<i>Approved</i>
		✓ Follow Up Report	
		✓ Annual Report 2017/2018	<i>Approved</i>
		✓ Internal Audit Plan 2018/2019	<i>Approved</i>
		Q4 / Year End Management Accounts 2017/2018	<i>Approved</i>
		Q4 / Year End Performance Management Reports 2017/2018	<i>Approved</i>
		Q4 / Year End Departmental Plan Review	<i>For Information</i>
		5 Year & 30 Year Financial Projections	<i>Approved</i>
Review of External Auditors	<i>Approved</i>		

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		Finance & Corporate Services Departmental Plan 2018/2019	<i>Approved</i>
		Insurances 2018/2019	<i>Approved</i>
		Regulatory Risk Assessment 2018/2019	<i>For Information</i>
		Data Protection (GDPR etc)	<i>Recommended</i>
		Signing Official Documents / Use Of Company Seal (Review)	<i>Recommended</i>
		Corporate Sustainability Policy (Review)	<i>Recommended</i>
		Gifts & Hospitality Register	<i>For Signature</i>
Management Committee	31 st May 2018	Year End Review 2017/2018 / Quarterly Management Reports for Period 1 st January to 31 st March 2018 <ul style="list-style-type: none"> ✓ Corporate Performance ✓ Strategic Objectives Compliance 	<i>Approved</i>
		Strategic Risk Management Q4 2017/2018	<i>Approved</i>
		Annual Return on the Charter (ARC)	<i>Approved</i>
		ESSH Return	<i>Approved</i>
		Loan Portfolio Return to the SHR	<i>Approved</i>
		Property Repossession	<i>Approved</i>
		Asset Management Strategy (Annual Review)	<i>Approved</i>
		Communication Strategy (Review)	<i>Approved</i>
		Privacy Policy	<i>Approved</i>
		Signing Official Documents Policy (Review)	<i>Approved</i>
		Corporate Sustainability Policy (Review)	<i>Approved</i>
		Customer Services	7 th June 2018
Internal Audit Follow-up Review 2017/18	<i>Approved</i>		
Planned and Cyclical Maintenance Investment Programme 2018/19.	<i>For Information</i>		

Committee Decisions Register 2018/2019

Committee	Date of Meeting	Agenda Item	Decision
		Tender Approvals.	
		✓ Cyclical Gutter Cleaning	<i>Contract awarded to SCS Cleaning Services Ltd</i>
		✓ Replacement of Retaining Walls	<i>Contract awarded to Logie Glazing & Building Services Ltd</i>
		Welfare Reform Mitigation Plan	<i>For Information</i>
Management Committee	28 th June 2019	5 Year Financial Projections Submission to SHR	<i>Approved</i>
		Staffing Review	<i>Approved</i>
		Proposed Performance Indicators 2018/2019	<i>Approved</i>
		Corporate Management Plan 2018/2023: 2 nd & Final Draft	<i>Approved</i>
		Corporate Performance Framework (Annual Review)	<i>Approved</i>
		Mill Road, Alloa: Walkway Remedial Works: Tender Report	<i>Contract awarded to Anderson Specialist Contracting Ltd</i>
Finance, Audit & Corporate Governance	12 th July 2018	Draft Annual Accounts to 31 st March 2018	<i>For Information</i>
		Finance and Corporate Services Departmental Plan (Final Draft)	<i>Approved</i>
		Data Breach Management Policy Draft	<i>Recommended</i>
		Risk Management (Annual Review)	<i>Recommended</i>
		Business Continuity Plan Annual Review (Report Enclosed)	<i>Recommended</i>
Management Committee	26 th July 2018	Impairment Review for 2017/2018	<i>Approved</i>
		Audited Accounts for the year end 31 st March 2018	<i>Approved</i>
		✓ Letter of Representation (to Auditors Alexander Sloan) Report & Financial Statements for the year ended 31 st March 2018	
		✓ Report & Financial Statements for the year ended 31 st March 2018	
		✓ Management Letter	
		Committee Nominees Affected by 9 Year Rule	<i>Approved</i>
		Annual Declaration of Compliance with Rules 62 to 67	<i>Approved</i>
Tender of External Audit Service	<i>Awarded to Alexander Sloan</i>		
		Management Accounts for Period 1 st April to 30 th June 2018	<i>Approved</i>

Committee Decisions Register 2018/2019

Committee	Date of Meeting	Agenda Item	Decision
		Quarterly Management Reports for Period 1 st April to 30 th June 2018 <ul style="list-style-type: none"> ✓ Corporate Performance ✓ Strategic Objectives Compliance ✓ Corporate Management Plan Progress 	<i>Approved</i>
		Strategic Risk Management	<i>Approved</i>
		Protection of Vulnerable Persons Policy (Review)	<i>Approved</i>
		Tenant Participation Strategy (Review)	<i>Approved</i>
		Data Breach Management Policy (New)	<i>Approved</i>
		Business Continuity & Disaster Recovery Plan (Review)	<i>Approved</i>
		Committee Members Performance & Development Review 2017/2018 <ul style="list-style-type: none"> ✓ Evaluation of Committee ✓ Evaluation of Chairperson ✓ Committee Members Performance & Development Process Review 	<i>Approved</i>
Customer Services	2 nd August 2018	Performance Management Reports Q1 2018/2019 <ul style="list-style-type: none"> ✓ Q1 Customer Services Performance Management Reports ✓ Q1 Departmental Plan Review ✓ Q1 Review of Complaints and Feedback 	<i>Approved</i>
		Departmental Plan 2018/19 : Final Version	<i>Approved</i>
		Review of the Lettable Standard	<i>Recommended</i>
		Reactive Maintenance Contract 2017-20	<i>Approved</i>
		Use of the Reactive Maintenance Service	<i>Approved</i>
		Exceptional Allocation	<i>For Information</i>
Management Committee	30 th August 2018	Election of Office Bearers <ul style="list-style-type: none"> ✓ Chairperson: Tom Brown ✓ Vice Chairperson: Margaret Baxter ✓ Treasurer: Graham Collie 	<i>Approved</i>
		Committee Remits and Composition of Committees 2018/2019	<i>Approved</i>

Committee Decisions Register 2018/2019

Committee	Date of Meeting	Agenda Item	Decision
		Code of Conduct for Governing Body Members	<i>Approved</i>
		Property Repossessions	<i>Approved</i>
		Lettable Standard (Review)	<i>Approved</i>
		Risk Management Framework	<i>Approved</i>
Finance, Audit & Corporate Governance	6 th September 2018	Election of ✓ Convenor: Graham Collie ✓ Vice Convenor: Susan Mackay	<i>Approved</i>
		Internal Audit Report – GDPR Compliance	<i>Approved</i>
		Performance Management Reports (Q1)	<i>Approved</i>
		Departmental Plan Review (Q1)	<i>Approved</i>
		Management Accounts (Q1)	<i>Approved</i>
		Auditor’s Management Letter and Proposed Response	<i>Approved</i>
		Treasury Management Annual Review	<i>Approved</i>
		Corporate Procurement Policy (Review)	<i>Recommended</i>
		Equal Opportunities Annual Review	<i>Recommended</i>
Health, Safety & Human Resources	12 th September 2018	Election of ✓ Convenor: Ewen Cameron ✓ Vice Convenor: Teresa McNally	<i>Approved</i>
		Quarterly Health and Safety Performance (Q1)	<i>Approved</i>
		Health & Safety Management System: July 2018 Amendments	<i>Approved</i>
		Health & Safety Audit 2018	<i>Approved</i>
		Landlords Safety Manual	<i>Approved</i>
		Quarterly Human Resources Performance (Q1)	<i>Approved</i>
		Human Resources and Health & Safety: Quarterly Business / Policy Review Performance (Q1)	<i>Approved</i>
		Terms & Conditions of Employment: Amendments 2018	<i>Approved</i>
		Corporate Training Review (Q1)	<i>For Information</i>
Dignity at Work Policy (Review)	<i>Recommended</i>		

Committee Decisions Register 2018/2019

Committee	Date of Meeting	Agenda Item	Decision
		Unacceptable Actions Policy (Review)	<i>Recommended</i>
		HR and HSE Policies Subject to GDPR Amendment	<i>Recommended</i>
		EVH Salary Consultation	<i>Referred to Executive Committee</i>
Management Committee	27 th September 2018	Application for Membership: Susan Mackay	<i>Approved</i>
		Bad Debt Write Off: September 2018	<i>Approved</i>
		SHR Landlord Report on the Charter	<i>For Information</i>
		Staffing Review Recommendation: Mobile Working	<i>Approved</i>
		Community Benefits Strategy	<i>Approved</i>
		Treasury Management Policy (Review)	<i>Approved</i>
		Corporate Procurement Policy (Review)	<i>Approved</i>
		Dignity at Work Policy (Review)	<i>Approved</i>
		Unacceptable Actions Policy (Review)	<i>Approved</i>
		GDPR Amended Policies	<i>Approved</i>
		Alloa Town Centre Business Improvement District	<i>Decision to "Vote Yes"</i>
Customer Services	18 th October 2018	Election of <ul style="list-style-type: none"> ✓ Convenor: Louise Gregory ✓ Vice Convenor: John Campbell 	<i>Approved</i>
		Performance Management Reports <ul style="list-style-type: none"> ✓ Customer Services Performance Management Reports Q2 ✓ Departmental Plan Review Q2 ✓ Review of Complaints and Feedback Q2 	<i>Approved</i>
		Performance Report – Mitie Property Services	<i>Approved</i>
		Remodelling of Accommodation at 20 Mar Street, Alloa	<i>Approved</i>
		Procurement of the Landscape Maintenance Contract 2019/2020	<i>Contract Extension Awarded to Idverde</i>
		6 Month Notice of Termination of NHT Service: NHT at The Glen, Coalsnaughton	<i>Approved(effective from 1st May 2019)</i>
		Reactive Maintenance Policy Review	<i>Recommended</i>
		Review of the Customer Services and Standards Policy	<i>Recommended</i>
		Tenant and Resident Consultation in the Rent Review 2019	<i>Approved</i>

Committee Decisions Register 2018/2019

Committee	Date of Meeting	Agenda Item	Decision
Management Committee	25 th October 2018	Application for Membership: Kevin Keane, 31 Redlands Road, Tullibody	<i>Approved</i>
		Co-option to the Management Committee: Kevin Keane, 31 Redlands Road, Tullibody	<i>Approved</i>
		Management Accounts for Period 1 st July to 30 th September 2018	<i>Approved</i>
		Quarterly Management Reports for Period 1 st July to 30 th September 2018 <ul style="list-style-type: none"> ✓ Corporate Performance ✓ Strategic Objectives Compliance ✓ Corporate Management Plan Progress 	<i>Approved</i>
		Strategic Risk Management	<i>Approved</i>
		Documents for Signing	<i>Approved</i>
		Staffing Review (Revisions to)	<i>Approved</i>
Finance, Audit & Corporate Governance	8th November 2018	Internal Audit Reports <ul style="list-style-type: none"> ✓ Income and Debtors ✓ Corporate Governance 	<i>Approved</i>
		Performance Management Reports (Q2)	<i>Approved</i>
		Departmental Plan Review (Q2)	<i>Approved</i>
		Management Accounts (Q2)	<i>For Information</i>
		Review of Internal Auditors	<i>2 Year Extension of Contract awarded to Scott Moncrieff</i>
		Business Continuity & Disaster Recovery Plan (Annual Review)	<i>Recommended</i>
		Entitlements, Payments & Benefits Policy (Review)	<i>Recommended</i>
Health, Safety & Human Resources	14 th November 2018	Quarterly Health and Safety Performance (Q2)	<i>Approved</i>
		Health & Safety Management System: Annual Review & Sign Off	<i>Approved</i>
		Landlords Safety Manual: September 2018 Update and Committee Responsibilities for "Sign Off"	<i>Approved</i>

Committee Decisions Register 2018/2019

Committee	Date of Meeting	Agenda Item	Decision
		Quarterly Human Resources Performance (Q2)	<i>Approved</i>
		Human Resources and Health & Safety: Quarterly Business / Policy Review Performance (Q2)	<i>Approved</i>
		Corporate Training Review (Q2)	<i>For Information</i>
		Senior Officer Remuneration Policy (Review)	<i>Recommended</i>
Management Committee	29 th November 2018	Proposed New Housing Development at Elm Grove, Alloa	<i>Approved</i>
		Reactive Maintenance Policy (Review)	<i>Approved</i>
		Business Continuity & Disaster Recovery Plan (Annual Review)	<i>Approved</i>
		Entitlements, Payments & Benefits Policy (Review)	<i>Approved</i>
		Senior Officer Remuneration Policy (Review)	<i>Approved</i>
		Regulation of Social Housing: Scottish Housing Regulator Consultation: Draft Response to Consultation Document	<i>Approved</i>
Customer Services	6 th December 2018	Annual Review of Property Leases	<i>Approved</i>
		Use of the Reactive Maintenance Service	<i>Approved</i>
		Review of the Adaptations Policy	<i>Recommended</i>
		National Award for Environmental Excellence	<i>Approved</i>
		Income and Debtors Internal Audit Report 2018/19	<i>Approved</i>
		Annual Return on the Charter- Tenant Response to ARC	<i>Approved</i>
		Tender Approvals	<i>Approved</i>
		✓ Medical Adaptations 2019/22	<i>Contract awarded to Everwarm</i>
		✓ Boiler Replacements 2019/20	<i>Contract awarded to BOFA Plumbing & Heating Ltd</i>
		✓ Smoke Heat and CO Detectors 2019/20	<i>Contract awarded to City Technical Services</i>
		✓ Renewal of Door Entry Systems: Bridge Terrace, Alloa	<i>Contract awarded to DL Access Control Systems Ltd</i>
		✓ Replacement Doors - Bridge Terrace, Alloa 2018-19	<i>Contract awarded to Martec Engineering</i>
		Factoring Policy 2018 (Review)	<i>Recommended</i>

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Finance, Audit & Corporate Governance	17 th January 2019	1st Draft Budget 2019/20	<i>Approved</i>
		Rent Restructuring Report	<i>For Information</i>
		Rent Policy Review	<i>Recommended</i>
Management Committee	31 st January 2019	Management Accounts for Period 1st October to 31st December 2018	<i>Approved</i>
		Quarterly Management Reports for Period 1st October to 31st December 2018 <ul style="list-style-type: none"> ✓ Corporate Performance ✓ Strategic Objectives Compliance ✓ Corporate Management Plan Progress 	<i>Approved</i>
		Strategic Risk Management Report	<i>Approved</i>
		Annual Rent Review 2019/2020	<i>Approved</i>
		Staffing Review Report	<i>For Information</i>
		Adaptations Policy (Review)	<i>Approved</i>
		Property Leasing Policy (Review)	<i>Approved</i>
		Property Factoring Policy (Review)	<i>Approved</i>
		Rent Policy (Review)	<i>Approved</i>
Customer Services	7 th February 2019	Performance Management Reports <ul style="list-style-type: none"> ✓ Customer Services Performance Management Reports Q3 ✓ Departmental Plan Review Q3 ✓ Review of Complaints and Feedback Q3 	<i>Approved</i>
		Painter Work 2019-22. Tender Approval	<i>Contract awarded to Mitie Property Services (UK) Ltd</i>
		Review of Decant Policy	<i>Recommended</i>
		Review of the Effectiveness of the Association's Debt Collection Agents	<i>Approved retention service provided by Scott & Co</i>
		ESSH Compliance and Proposed Exemptions	<i>For Information</i>
		Fire Detection Equipment and Regulations	<i>For Information</i>
		Minutes of the Involved Resident's Group of 16 January 2019	<i>For Information</i>
Finance, Audit &	14 th February 2019	2nd Draft Budget 2019/20	<i>Recommended</i>

Committee Decisions Register 2018/2019

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Corporate Governance		Q3 Performance Management Reports	<i>Approved</i>
		Q3 Management Accounts	<i>Approved</i>
		Q3 Departmental Plan Review	<i>Approved</i>
		Financial Regulations and Procedures (Review)	<i>Recommended</i>
		Standing Orders and Delegated Authority (Review)	<i>Recommended</i>
Management Committee	28 th February 2019	Review of Committee Structure & Schedule of Committee meetings 2019/2020	<i>Approved</i>
		Review of Committee Reporting / Minute Templates	<i>Approved</i>
		Decant Policy (Review)	<i>Approved</i>
		Annual Budget 2019/2020	<i>Approved</i>
		Financial Regulations & Procedures (Review)	<i>Approved</i>
		Standing Orders & Delegated Authority (Review)	<i>Approved</i>
Health, Safety & Human Resources	6 th March 2019	Quarterly Health and Safety Performance (Q3)	<i>Approved</i>
		Health & Safety Management System: January 2019 Amendments	<i>Approved</i>
		Landlords Safety Manual Audit: Report & Action Plan	<i>Approved</i>
		Quarterly Human Resources Performance (Q3)	<i>Approved</i>
		Human Resources and Health & Safety: Quarterly Business / Policy Review Performance (Q3)	<i>Approved</i>
		Corporate Training Review (Q3)	<i>For Information</i>
		Attendance & Absence Management Policy	<i>Recommended</i>
Customer Services	7 th March 2019	Implementation of the Housing (Scotland) Act 2014: Revised Forms of Tenancy Agreements <ul style="list-style-type: none"> ✓ Revised Scottish Secure Tenancy Agreement ✓ Revised Short Scottish Secure tenancy Agreement ✓ Revised Scottish Secure Tenancy Agreement (ASB) 	<i>Recommended</i>
		Implementation of the Housing (Scotland) Act 2014: Review of the Allocations Policy and Anti-Social Behaviour Policy <ul style="list-style-type: none"> ✓ Allocations Policy (Review) 	<i>Recommended</i>

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Management Committee	28 th March 2019	✓ Anti-Social Behaviour Policy (Review)	
		Review of the Rent Arrears Policy	<i>Recommended</i>
		Bad Debt Write Off to 31st March 2019	<i>Approved</i>
		Property Repossession	<i>Approved</i>
		Development Strategy (Annual Review)	<i>Approved</i>
		Residential Property Acquisition Strategy (Annual Review)	<i>Approved</i>
		Corporate Management Plan 2019/2024 1st Report	<i>Approved</i>
		Annual Procurement Statement 2019	<i>Approved</i>
		Schedule of Annual Returns	<i>Approved</i>
		Review of Performance Indicators 2019/2020	<i>Approved</i>
		New Regulatory Framework	<i>Approved</i>
		Minutes of the HSEHR Committee Meeting held on 6th March 2019	<i>For Information</i>
		Attendance & Absence Management Policy (Review)	<i>Approved</i>
		Minutes of the Customer Services Committee meeting held on 7th March 2019	<i>For Information</i>
		Revised Short Scottish Secure Tenancy Agreement	<i>Approved</i>
		Revised Scottish Secure Tenancy Agreement	<i>Approved</i>
		Revised Scottish Secure Tenancy Agreement (ASB)	<i>Approved</i>
		Allocations Policy (Review)	<i>Approved</i>
		Anti-Social Behaviour Policy (Review)	<i>Approved</i>
		Rent Arrears Policy (Review)	<i>Approved</i>
Smoke, Heat and Carbon Monoxide Detectors Tender	<i>Contract awarded to Saltire Facilities Management Ltd</i>		
Minutes of the Executive Committee meeting held on 19th March 2019	<i>For Information</i>		

George Tainsh
Chief Executive

29th March 2019