

## Blairtummock Housing Association

### Minutes of the Management Committee hybrid meeting held on Thursday 3<sup>rd</sup> November 2022 @ 6pm at 45 Boyndie Street & via Microsoft Teams

#### Present:

Irene Black  
Catriona Jamieson  
Donna Lang (Part Meeting)  
Gordon McGlone  
Donna Miller  
Mandy Morgan  
Gary Wood, Chairperson

#### In Attendance:

Della McKelvie, PA/Office Manager (Mins)  
Jacqui O'Rourke, Director  
Jason Thet, Observer

**The Chairperson welcomed Jason Thet to the meeting.**

#### Action

#### 1.0 Apologies

1.1 Apologies received on behalf of Margaret Pirrie & Michelle Mitchell.

#### 2.0 Declarations of Interest

2.1 Donna Miller & Gary Wood both declared an interest in Agenda Item 5: BRO - Update.

2.2 Catriona Jamieson & Donna Lang both declared an interest in Agenda Item 11 - District Heating – New Meters and Tenant Billing Service.

#### 3.0 Minutes of Previous Meetings:

##### 3.1 Office Bearers – 5<sup>th</sup> October 2022

The above minutes were approved by Gary Wood, seconded by Gordon McGlone.

##### 3.2 Management Committee – 12<sup>th</sup> October 2022

The above minutes were approved by Donna Miller and seconded by Gary Wood.

**Donna Lang has to leave meeting due to an emergency at this point.**

## **4.0 Matters Arising**

### **4.1 Update on GCC Temporary Furnished Flats**

No update from last month.

## **5.0 BRO Update**

5.1 It was confirmed that the meetings would now be held on a Thursday at 6.15pm and Catriona was confirmed as a board member. Gary will come on temporarily until a replacement can be found.

5.2 BRO held a successful annual general meeting last week.

## **6.0 Quarterly Community Regeneration Reports**

6.1 Management Committee noted the above report, highlighting the following:

- Modern Housing Apprentice – should we continue to report on this as no funding in place
- Rogerfield Environmental Strategy – Joint bid with Seven Loch was initially rejected then offered a 2 year lease, this type of lease would be difficult to secure funding to do anything with land so in discussions with GCC to see if lease can be extended. Discussion on strengthening bid for next year were also held.
- Volunteering Project – funding bid in to employ a person to coordinate volunteering opportunities locally, promote these and use for training/help back into employment.

## **7.0 Quarterly Dashboard Report**

7.1 Management Committee noted above report, discussion on reasons why expenditure spiked in March 2022.

## **8.0 Policy Reviews**

### **8.1 Childcare Voucher Scheme**

The above policy was approved with a 3 year review date.

### **8.2 Director Remuneration**

The above policy was reviewed with a 3 year review date.

### **8.3 Emergency Call Out Procedures**

The above policy was reviewed with a 3 year review date, Management Committee noted that the call out fee was increased each April in line with EVH wage increase percentage.

### **8.4 HR Management**

Above policy was approved with 3 year review date.

### **8.5 Personal Safety**

Policy was approved with 3 year review date. Director advised that at present the Association are considering adding trackers to Association mobile telephones but this is still under consideration and if it is implemented the policy will be updated to reflect this.

### **8.6 Protocol for Declaring & Managing Conflicts of Interest**

Paragraph 4.4 of the policy states:

*If you are present at a BHA committee meeting where a matter is to be discussed in which you have a personal interest, you must inform the meeting Chair at the start of the meeting, or as soon as you become aware that this is the case. This verbal declaration of interest will be recorded in the meeting minutes, and the Secretary will also record an entry in the Register of Interests, if this is a previously undeclared interest.*

Management Committee agreed to note declaration in both minutes and the register of interests.

Management Committee approved the changes within policy and agreed a 3 year review date.

## **9.0 Staffing & Administration**

9.1 There were no staffing & administration reports.

## **10.0 Review Day**

10.1 Review day has been organised for 10th November 2022 with both Management Committee & Management Team staff members in attendance. Paul McNeil will be in attendance as consultant, the following items programmed for November Management Committee meeting will be discussed at this:

- Risk Management/Register
- Review of Business Plan
- Strategic Outcomes
- Resource Plans

## **11.0 District Heating – New Meters and Tenant Billing Service**

11.1 Management Committee approved the recommendation that the contract be offered to Vital Energi.

## **12.0 Representative Bodies Feedback**

### **12.1 EVH**

Chairperson received invitation to AGM.

### **12.2 EHRA**

Quiz night was a success, £175 & food donations raised for Glasgow North East Foodbank.

Next monthly meeting will have representatives from SDM & GCC in attendance.

### **12.3 SFHA**

The Cost of Living (Tenant Protection) (Scotland) Act was issued with papers.

### **12.4 SHR**

Scottish Housing Regulator are advising all Association's to continue with rent increase consultation and to advise them by 31<sup>st</sup> March 2023 what that increase will be.

### **12.5 SHARE**

Training information issued when received, Director reminded Committee to contact Office Manager if they wish to go on any training.

### **13.0 Correspondence**

13.1 No correspondence received.

### **14.0 Any Other Competent Business**

#### **14.1 Lease of Spare Office Space**

Director advised that Pavillion are now renting one of the Association's spare offices, rent agreement in place but no notice required to terminate.

#### **14.2 Training Plan Query**

Previously Committee had requested if Housing Services Manager had attended training on Managing Staff/Hybrid Working. Director advised that the course hadn't been re-run and HSM was looking out for another similar course.

#### **14.3 Housing Management & Maintenance Sub-committee**

As it has been agreed to merge this meeting with Management Committee meetings, it was agreed that the final Housing Management & Maintenance meeting to happen prior to the merge all Committee Members should be invited to attend. Catriona submitted apologies for Tuesday 8<sup>th</sup> November meeting.

**As there was no further business to discuss the meeting closed at this point.**

**Della McKelvie**  
**November 2022**

Chairperson: \_\_\_\_\_