

## Blairtummock Housing Association

### Minutes of the Management Committee meeting held on Wednesday 1<sup>st</sup> April 2026 @ 6pm, hybrid meeting at 45 Boyndie Street, G34 9JL & via Microsoft Teams

#### Present

Jim Kane  
Margaret Ann Kelly  
Donna Miller  
Mandy Morgan  
Margaret Pirrie  
Betty McGill  
Claire Reynolds (Co-optee)  
Gary Wood

#### In Attendance

Gillian Bell, Housing Services Manager  
Mia Hillhouse, Housing Assistant  
John King, Director  
Della McKelvie, PA/Office Manager (Mins)  
Elizabeth Best (Observer)  
Wilma McKnight (Observer)  
Bodhan Tulei (Observer)

#### Absent

N/A

#### Special Leave

Catriona Jamieson

#### Action

#### 1.0 Secretary's Report

- 1.1 The Secretary, Margaret Pirrie, advised the Management Committee that she had received an email from the Chairperson advising that, due to personal circumstances, she would be required to step down from the role of Chairperson at this time and take a leave of absence from the Management Committee.
- 1.2 The Management Committee discussed the contents of the email and agreed that an existing Office Bearer should assume the role of Chairperson on an interim basis until the next Annual General Meeting.
- 1.3 Jim Kane, Treasurer, agreed to step into the role of Chairperson on an interim basis. This

appointment resulted in a vacancy in the Treasurer position.

- 1.4 After discussion and no member present able to immediately take on the Treasurer role, it was agreed that an email would be issued to all Management Committee members following the meeting, inviting expressions of interest from those willing to consider undertaking the Treasurer position.

**Decision:**

- Jim Kane appointed Interim Chairperson until the AGM.
- Treasurer position declared vacant.

**Action:**

- Secretary to circulate an email to all Management Committee members seeking expressions of interest for the Treasurer role.

**2.0 Apologies:**

- 2.1 Apologies received on behalf of Irene Black.

**3.0 Declaration of Interest:**

- 3.1 Agenda Item 7: Further Education

Mia Hillhouse declared an interest in Agenda Item 7 – Further Education. It was agreed that Mia Hillhouse would leave the meeting for the duration of the discussion on this item.

- 3.2 Agenda Item 8: Share Membership Report

Elizabeth Best, Wilma McKnight and Bodhan Tulei each declared an interest in Agenda Item 8 – Share Membership Report. The Management Committee considered the declarations and agreed that all three members could remain in the meeting during the discussion of this item.

**4.0 Minutes of Previous Meetings:**

#### 4.1 **Management Committee – 4<sup>th</sup> March 2026**

The above minutes were approved by Margaret Ann Kelly and seconded by Margaret Pirrie.

Authorisation was granted for Chairperson to sign both sets of minutes.

#### 5.0 **Matters Arising:**

##### 5.1 **High Risk Register**

The Management Committee noted that it had previously requested that all high-level risks be presented at each Committee meeting.

It was reported that one high-level risk remains on the Risk Register:

*“Impact of external political and financial factors creating threats to BHA’s Business Plan.”*

The Committee discussed this risk and agreed that no amendments to the risk assessment or mitigation measures were required at this time. The Association will continue to closely monitor the situation, particularly in light of the ongoing conflict and evolving circumstances in the Middle East, which are contributing to significant increases in fuel prices and wider economic pressures.

**Decision:**

- No changes required to the current risk rating or controls.

**Action:**

- Ongoing monitoring of the risk to continue and be reported at future Management Committee meetings.

#### 5.2 **Meeting Log – 4<sup>th</sup> March 2026**

The Management Committee considered the meeting log from 4 March 2026.

Members who were present at that meeting confirmed that they were satisfied the log accurately reflected the discussions held.

**Decision:**

- Meeting log of 4 March 2026 approved as a true and accurate record.

### 5.3 **Committee Attendance Log**

The Management Committee noted that it had previously agreed that attendance at meetings would be included as a standard agenda item, in order to support transparency and accountability in the recording of attendance.

The Management Committee reviewed the attendance log and accepted it as an accurate record.

**Decision:**

- Attendance log approved as a true and accurate record.

### 5.4 **Scottish Housing Regulator Update**

5.4.1 The Director advised the Management Committee that the Scottish Housing Regulator (SHR) issued a letter dated 5 March, the day following the previous Management Committee meeting. A copy of the letter was included within the meeting papers.

5.4.2 The letter from SHR related to the evidence submitted in response to their queries concerning:

- the limited detail recorded in minutes regarding questions raised and discussions held; and
- the recording of Management Committee member absences.

- 5.4.3 The Director confirmed that SHR has now closed its enquiries and has advised the Association that it is satisfied with the evidence provided and the improvements made. SHR has confirmed that these matters will be monitored again as part of the next annual review.
- 5.4.4 It was further reported that SHR has issued engagement plans for all Registered Social Landlords and has confirmed that Blairtummock is compliant, meaning the Association meets regulatory requirements, including the Standards of Governance and Financial Management.
- 5.4.5 The Management Committee acknowledged and commended the work of staff in compiling the required evidence and in supporting ongoing improvement to ensure the Association continues to remain compliant.

**Decision:**

- SHR correspondence noted and compliance status acknowledged.

**5.5 Equalities Action Plan**

- 5.5.1 The Director presented the Equalities Action Plan, which had been circulated in advance as part of the meeting papers.

The Director advised that the version provided included tracked changes, highlighting updates made to reflect current practice and any changes to procedures since the last review in March 2025. An example provided was the inclusion of equality data gathered during Here to Help visits.

The Management Committee reviewed the updated Action Plan, acknowledged the changes made, and approved the Equalities Action Plan for the forthcoming year.

**Decision:**

- Equalities Action Plan approved for the forthcoming year.

## 5.6 **Housing Assistant – Job Overview**

5.6.1 Mia Hillhouse, Housing Assistant, attended the meeting to provide an overview of her role within Tenancy Sustainment. This formed part of the Committee's agreed programme of staff role overviews to support members' understanding of the Association's day-to-day operations.

5.6.2 Mia advised that her role includes responsibility for a range of estate management functions, including:

- grass cutting;
- dog fouling issues;
- estate inspections;
- bulk uplift requests; and
- management of the Garden Aid List.

5.6.3 It was noted that the Housing Assistant works closely with the Association's subsidiary, BRO, and meets regularly with estate caretakers to discuss and address estate management matters.

5.6.4 Mia further outlined that her role also covers allocations. This includes assessing housing applications on receipt, determining the most appropriate applicant group in line with the Association's policies and procedures, and verifying eligibility and supporting documentation.

Mia explained that following the offer of a tenancy, she contacts new tenants by telephone approximately two weeks after sign-up to ensure they are settling in well and to identify any support needs. A home visit is then carried out at six weeks, supporting early engagement, relationship-building, and the provision of advice or assistance where required.

A recent review of the housing waiting list had been undertaken jointly with the Housing Officer, with ongoing responsibility for maintaining the list.

- 5.6.5 The Housing Assistant also maintains the mutual exchange list.
- 5.6.6 In relation to anti-social behaviour, Mia advised that she manages low-level complaints in accordance with the Association's procedures and guidance. This includes investigating reports and, where appropriate, working with external agencies, such as arranging mediation for neighbour disputes.
- 5.6.7 Since commencing in post, Mia has introduced and organised a Christmas decoration competition, assisted with a garden competition, supported local litter-picks, and engaged with external agencies to secure food bank and fuel vouchers for tenants. She also promotes the Association's Community Chest and Rainbow Funds, has joined the CX Feedback User Group to support digital engagement, and has assisted with tenant events.

The Committee noted that these activities directly support the Association's objectives as set out in the Business Plan. The Management Committee thanked Mia for her informative presentation and acknowledged her commitment and enthusiasm in carrying out her role.

**Decision:**

- Housing Assistant role overview noted.

## **6.0 Policy Review**

Management Committee considered the following policies as part of the scheduled policy review programme:

- Stress Management Policy

- Smoke Free Policy
- Alcohol and Substance Misuse Policy
- Health and Safety Statement
- Director Remuneration Policy

6.1 The Director advised that all policies and associated review reports had been circulated to the Management Committee in advance of the meeting. The documents highlighted tracked changes and detailed the updates made since the previous reviews.

6.2 The Management Committee reviewed the policies, noted the changes identified, and approved all of the above policies. The review dates contained within each policy were also accepted.

6.3 **Decision:**

- All listed policies approved.
- Review dates agreed as presented.

## 7.0 Further Education

7.1 Mia Hillhouse left the meeting at this point in line with her previously declared interest.

7.2 The Director advised the Management Committee that the Housing Services Assistant had submitted a request to enrol on the Postgraduate Diploma in Housing Studies delivered by the University of Stirling.

7.3 It was reported that the course is delivered on a part-time basis through online learning, with attendance required one afternoon per week. The next available intake for the programme is September 2026.

7.4 The total course fee is ████████, and it was confirmed that this cost can be met from the Association's training budget over the duration of the programme.

- 7.5 Management Committee discussed the request and noted that the Association's Training and Development Policy supports and encourages continued professional development for both staff and committee members.
- 7.6 During the discussion, a Committee member queried whether the staff member would be required to formally commit to remaining with the Association for a specified period following completion of the course, or otherwise repay the fees. The Director confirmed that this requirement is already addressed within the existing policy framework.
- 7.7 Following discussion, the Management Committee approved the request.

**Decision:**

- Request for enrolment on the Postgraduate Diploma in Housing Studies approved.

**8.0 Share Membership Report**

- 8.1 The Management Committee considered three share membership applications.
- 8.2 No concerns were raised by the Committee in relation to any of the applications. Approval was granted for all three applications to be accepted, and authority was given for the use of the Association's seal as required.
- 8.3 It was noted that all three applicants were currently attending Management Committee meetings as observers. The Committee therefore discussed whether the applicants were now in a position to confirm their willingness to join the Management Committee as Casual Members to fill existing casual vacancies. All three confirmed that they wished to proceed with becoming Casual Members of the Management Committee.

8.4 The Director subsequently requested volunteers from existing Committee members to act as buddies for the new members. Margaret Pirrie and Gary Wood volunteered to undertake this role.

8.5 **Decisions:**

- All three share membership applications approved and authority for use of the seal granted.
- All three applicants appointed as Casual Members of the Management Committee.

**Action:**

- Margaret Pirrie and Gary Wood to buddy with the new Management Committee members.

9.0 **Representative Bodies Feedback**

Management Committee Members in attendance advised that there were no updates to report.

9.1 **EVH**

No update to report on.

9.2 **EHRA**

No update to report on.

9.3 **SHR**

The Management Committee noted correspondence from the Scottish Housing Regulator (SHR) which was included within the meeting papers. The letter set out SHR's expectations in relation to the Annual Assurance Statement, which is required to be submitted during the period April to October 2026.

The Management Committee noted the content of the letter.

**Decision:**

- SHR correspondence noted.

**9.4 SFHA**

No update to report on.

**9.5 SHARE**

Information regarding SHARE's Annual Conference was included within the meeting papers.

The Management Committee noted the information provided and confirmed that no Committee members wished to attend the conference.

**Decision:**

- No attendance at SHARE's Annual Conference.

**9.6 GWSF**

The March update from GWSF was included within the meeting papers for information. The Management Committee noted the update.

**Decision:**

- GWSF update noted.

**10.0 Correspondence Report**

10.1 No correspondence.

**11.0 Date & Time of Next Meeting**

11.1 The Director advised the Management Committee that meetings of the Finance and Audit Sub-Committee and the Management Committee are currently scheduled for 6 May 2026, at 6.00pm and 6.30pm respectively.

- 11.2 A Committee member clarified that this was the meeting at which the date may be subject to change, depending on readiness of the ARC return submission. It was noted that, the date will be confirmed when ARC return is ready, meaning there would only be a requirement for one meeting in May rather than two.

The Director confirmed that this was correct.

**Decision:**

- Meeting arrangements and potential change to May meeting schedule noted.

**12.0 Any Other Competent Business**

**12.1 Temporary Staff Member**

The Director advised the Management Committee that a temporary staff member, Neill Ferguson, has been employed to provide cover as the Maintenance Officer has become unwell.

Director reported that there is currently uncertainty regarding the Maintenance Officer's date of return due to the treatment required.

The Management Committee expressed its sadness and concern at the unexpected illness of the staff member and noted its support.

**Decision:**

- Update noted.

**12.2 Meeting Timetable**

The Director advised the Management Committee that he wished to re-assess the annual meeting calendar, with a view to reducing or amending the number of meetings held throughout the year.

A Committee member queried the minimum number of meetings required to ensure

compliance. The Director advised that the Association's rules require a minimum of six meetings per year.

Following discussion, the Management Committee agreed that the Director should proceed with reviewing the meeting calendar and bring forward proposals for consideration.

**Decision:**

- Director to re-assess the annual meeting timetable in line with compliance requirements.

**As there was no further business to discuss the meeting ended at 7.05pm.**

Della McKelvie  
April 2025

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