

Blairtummock Housing Association

Minutes of the Management Committee meeting held on Tuesday 2nd November 2021 2020 @ 6pm via Hybrid Meeting at 45 Boyndie Street & via Microsoft Teams COVID-19 Crisis

Present:

Irene Black
Donna Miller
Gordon McGlone
Gary Wood, Chair

In Attendance:

Della McKelvie, PA/Office Manager (Mins)
Jacqui O'Rourke, Director
Ashley Thomson (Part Meeting)
(Observer)
Trudi Tokarczyc, Scottish Housing
Network, (part Meeting)

ACTION

1.0 APOLOGIES

1.1 Apologies were received on behalf of Margaret Pirrie.

2.0 SCOTTISH HOUSING NETWORK – PERFORMANCE REPORT 2020/21

2.1 Trudi Tokarczyc, Scottish Housing Network was in attendance to give a presentation on the Association's performance 2020/21.

2.2 Management Committee noted the content of the presentation and were satisfied with the Association's level of performance. Director was requested to look at the following and report back as uncertainty on circumstances on why BHA were so high in comparison to others:

C2: The percentage of lets during the reporting year by source of let.

JO'R

BHA 44 RSLs 14

Ashley Thomson joined meeting part way through presentation.

3.0 DECLARATIONS OF INTEREST

3.1 Donna Miller & Gordon McGlone both declared an interest in Agenda Item 7: Investment Report.

3.2 Irene Black declared an interest in Agenda Item 4.1: Shared Ownership.

4.0 MINUTES OF PREVIOUS MEETINGS:

4.1 Management Committee – 12th October 2021

The above minutes were approved by Donna Miller and seconded by Irene Black.

4.2 Blairtummock & Rogerfield Opportunities – 21st October 2021

The above minutes were for information only.

5.0 MATTERS ARISING

5.1 Update on GCC Temporary Furnished Flats

Director advised that there has been no update on the TFF situation. Housing Services Manager has highlighted the issues at Duntarvie Road to Glasgow City Council but has not received a response as yet.

5.2 Shared Ownership

Committee had a discussion on the Occupancy Agreement for Sharing Owners and the legalities of the document and how this impacts on what the Association can and cannot do to assist shared owners. Committee agreed to consider the following prior to the shared ownership buy back policy being due for review in January 2022:

- Offer shared owners the facility to pay works over 12 months e.g. new kitchens and new bathrooms
- At present Association does not buy back from shared owners and they remain in property, would this be something to consider

5.3 **Home Working Policy**

It was agreed to amend the policy so didn't state workstations.

6.0 **BUSINESS CONTINUITY**

6.1 Main updates to report:

- Issues around staff having to isolate, either due to having Covid or family members having Covid.
- AGM & SGM were both successfully held in September
- Debt Management – concerns due to furlough ending the uplift to Universal Credit being removed (ensure this is on risk register)

6.2 It was agreed to continue with bi-monthly updates and re-assess in Jan/Feb 2022.

7.0 **INVESTMENT REPORT**

7.1 **Area 1 Blairtummock Backcourt**

Few outstanding issues left to complete backcourt works. Architect and Contractor in discussions to resolve these.

Management Committee requested that staff carry out a lessons learned exercise on the project to enable future projects to learn from.

7.2 **Area 2 Blairtummock Backcourt**

Few delay with plans at Planning Department but the issues have now been resolved, work on project can now continue.

8.0 FORMAL COMPLAINTS

8.1 The formal complaints report was noted.

8.2 Committee asked if pattern to 4 staff member complaints received, Director advised that there was not a pattern and of the 4 only 1 of those complaints was upheld.

8.3 Committee discussed how frontline staff were at forefront of tenant complaints due to the office not being open to the public.

9.0 MID YEAR REVIEW OF BUSINESS PLAN

9.1 Management Committee reviewed and discussed the business plan and agreed that they felt that the Association complied with the following from report presented:

The Scottish Housing Regulator advises that each Business Plan should contain five key areas:

1. Rent affordability
2. Risk Management and Mitigation
3. Asset Management
4. Financial Management
5. Treasury Management

9.2 Management Committee also agreed that:

1. Vision and Mission – does not require to be changed
2. Informed Consent – Do not need to change direction
3. Value for Money – our approach does not need to change

4. Stakeholder Management – at present keeping informed to best of our abilities during trying times

9.3 Once stock condition survey has been complete within next 2 to 3 months then work will begin to update 30 year plan.

9.4 Management Committee agreed that once the office is fully open to the public that a campaign to advise tenants should begin.

10.0 STAFF & ADMINISTRATION

10.1 No staffing and administration reports.

11.0 TENANT SCRUTINY

11.1 Management Committee acknowledged the difficulty in engaging with tenants due to Covid, some staff did manage engage with tenants at the recent litter pick and Annual General Meeting and from those consultations we have four tenants who are prepared to be part of a tenant consultation group and staff will engage with them when appropriate.

12.0 SHARE MEMBERSHIP

12.1 Management Committee approved the following application and use of seal:

Miss Ashley Thomson

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██████████
██████

12.2 Management Committee approved Ashley becoming a casual Committee Member.

13.0 REPRESENTATIVE BODIES FEEDBACK

13.1 **EVH**

Letter in regards to salary negotiations was included in papers, Management Committee would discuss at the end of the meeting with no staff present.

Monthly report emailed to all as received after Committee papers were distributed.

13.2 EHRA

At the monthly meeting next week they will be discussing Covid Report by Jim Harvey and how to progress.

Electric Car – additional funding has been secured for 6 months.

Sally Thomas, SFHA has been invited to EHRA meeting.

13.3 SHR

Director has contacted SHR in regards to the new rules, they advised that they will not accept the rules until approved by FCA.

13.4 SFHA

No update.

13.5 SHARE

New Director has resigned with immediate effect. An Interim Director will be appointed meantime.

14.0 CORRESPONDENCE REPORT

FCA Letter – Login information for Society Portal.

15.0 ANY OTHER COMPETENT BUSINESS

Glasgow Kelvin College – Easterhouse Campus

Director advised that she has contacted the college to advertise for Committee Members.

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

Della McKelvie
November 2021

Chairperson: