

Blairtummock Housing Association

Minutes of the Management Committee meeting held on Tuesday 7th December 2021 @ 6pm via Hybrid Meeting at 45 Boyndie Street & via Microsoft Teams COVID-19 Crisis

Present:

Donna Miller
Margaret Pirrie
Tracy Slaven
Gary Wood, Chair

In Attendance:

Della McKelvie, PA/Office Manager (Mins)
Jacqui O'Rourke, Director
Dave Manager, Finance Manager (Part Meeting)

ACTION

1.0 APOLOGIES

- 1.1 Apologies were received on behalf of Irene Black and Gordon McGlone.

2.0 DRAFT BUDGETS 2022/23

- 2.1 Finance Manager advised that due to the current situation there is so many unknowns in the budget and changes may be required when the Stock Condition Survey is complete.

Also advised that rather than having minor repairs budget that Committee agree to increase reactive repairs as majority of items would be dealt with as reactive, Committee agreed.

Due to Covid 19 and being unable to work in tenants homes we have 3 years of replacement work due for 2022/23 and it is unlikely that this will be carried out within that timescale.

The following was also noted:

- Void repair cost may change following completion of stock condition survey
- The long term impact on prices caused by supply chain problems and Covid

- Guidance suggests that inflation will drop back from almost 5% to 2% next year.

The following was approved:

- £40,000 to be spend on office
- Continue with £5,000 spend in Community Chest Fund
- Continue £5,000 spend in Rainbow Fund
- Consult on a 2.5% rent increase

3.0 DECLARATIONS OF INTEREST

- 3.1 All Management Committee declared an interest in BRO.

4.0 MINUTES OF PREVIOUS MEETINGS:

4.1 Management Committee – 26th October 2021

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

4.2 Office Bearers – 27th October 2021

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

4.3 Management Committee – 2nd November 2021

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

4.4 Housing Management & Maintenance Sub-committee – 9th November 2021

The above minutes were approved by Margaret Pirrie and seconded by Gary Wood.

4.5 Finance & Audit Sub-committee – 10th November 2021

Margaret Pirrie had also declared an interest in the backcourt investment works.

With the above amendment the minutes were approved by Margaret Pirrie and seconded by Donna Miller.

4.6 BRO AGM – 24th November 2021

The above were for information only.

5.0 MATTERS ARISING

5.1 Update on GCC Temporary Furnished Flats

Director advised that there had been criminal activity in one of the properties and after the Police finished investigating at the property the Association would be taking this property back from GCC. There has been no update on the TFF properties.

5.2 Date of January Meeting

It was agreed to have the Office Bearers meeting on Wednesday 12th January at 4.45pm and the Management Committee meeting on Tuesday 18th January at 6pm.

5.3 Donation to FARE Christmas Appeal

Management Committee approved £500 donation to above appeal.

5.4 Management Committee Christmas Night

It was approved that the Association would pay for the Christmas meal for Management Committee, drinks & 10% tip included. Chairperson will pay bill on his credit card and Association will reimburse.

As staff had decided not to have a Christmas night as not felt appropriate as working in bubbles within the

office it was approved to send all staff a £20 voucher for Marks & Spencers to say thank you.

6.0 STRATEGY AND DEVELOPMENT FUNDING PLAN

6.1 Management Committee approved the SDFP form presented to be submitted to Glasgow City Council.

7.0 QUARTERLY DASHBOARD REPORT JUL – SEP 2021

7.1 Management Committee noted the following:

- Income and expenditure still out of sync due to Covid 19 delaying works
- Voids over 3 weeks are being reported to the Housing Management & Maintenance Sub-committee

7.2 Management Committee approved the report.

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:

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

- 12.2 Management Committee approved [REDACTED] 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

Chairperson: