

Blairtummock Housing Association

Minutes of the Management Committee meeting held on Wednesday 11th June 2025 @ 6.30pm, Hybrid meeting at 45 Boyndie Street, G34 9JL & Via Microsoft Teams

Present

Jim Kane
Margaret Ann Kelly
Donna Miller
Betty McGill

In Attendance

Gillian Bell, Housing Services Manager
John King, Director
Della McKelvie, PA/Office Manager (Mins)
Linda Russell, Finance Manager (Part)

Absent

N/A

Special Leave

Gary Wood
Jason Thet

Action

1.0 Apologies:

- 1.1 Apologies received on behalf Irene Black, Catriona Jamieson, Mandy Morgan (Co-opted), Margaret Pirrie and Claire Reynolds (Co-opted).

2.0 Declaration of Interest:

- 2.1 Margaret Ann Kelly declared an interest in agenda item 12 – Correspondence Report. Margaret Ann advised that she is now volunteering at WAVE. It was agreed that Margaret Ann would leave the room during the discussions and that Office Manager would forward a new declarations of interest form to be completed.

3.0 Minutes of Previous Meetings:

- 3.1 Finance & Audit Sub-committee – 14th May 2025

The above minutes were approved by Jim Kane and seconded by Betty McGill.

3.2 Management Committee – 14th May 2025

The above minutes were approved by Jim Kane and seconded by Betty McGill.

3.3 Management Committee – 21st May 2025

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

4.0 Matters Arising:

4.1 Meeting Log – 14th May 2025

Management Committee noted the contents within the meeting log.

4.2 Risk Register – High Risk

4.2.1 No changes to risk register at present.

4.3 Tender Report

4.3.1 Management Committee discussed tender for office solar panels and requested staff obtain references for the three contractors who submitted a quotation. Following the meeting staff checked the Procurement Policy and noted it is not permissible to add a further quality assessment after the price has been considered.

4.3.2 Housing Services Manager advised that she has spoken and met with Bell Group, looked at case studies that they have worked on, majority of which have been in England, and is satisfied that they are competent in this area of business.

4.3.3 Management Committee were satisfied with this information and approved the award of the office solar panel contract to Bell Group at a cost of [REDACTED]

4.4 Formal Complaint Report 1st April 2024 – 31st March 2025

Management Committee were advised of an error in quarter 3 report where one complaint wasn't recorded but picked up at ARC verification stage. The report layout has been amended to ensure that future accuracy.

Management Committee were satisfied that no patterns have emerged throughout the year and noted the annual complaints report.

5.0 Regulator Submissions – Loan Portfolio and Five Year Projections

5.1 Management Committee approved the submission of the Five Year Projections & Loan Portfolio. Finance Manager advised that would be double checking unit numbers prior to submission and if any changes would advise.

5.2 Approval granted for Chairperson to submit to Scottish Housing Regulator once final checks are complete.

Linda left meeting at this point.

6.0 Investment

6.1 We require to appoint a Quantity Surveyor (QS) to assist with planned maintenance contracts. The consultant will provide the necessary Contract Documentation and provide advice on a range of procurement, contract issues & costings.

6.2 Using an estimated fee for professional services at 4.5% of costs of budget works, we anticipate the cost for QS services to be in the region of £10,000-£15,000 for replacement kitchens at Area 1.

6.3 In line with the Association's Procurement Policy, for services under £50,000, we can utilise Scotland Excel and make a direct award.

6.4 Scotland Excel provides a scoring system for consultants. The top three companies listed for Quantity Surveying within Glasgow Area are as follows:

1. Thomas C Stewart – [REDACTED]
2. Pick Everard – score [REDACTED]
3. Armour Construction Consultants – score [REDACTED]

6.5 The Association has had successful working relationships with Armour in the past and hasn't utilised the services of the other two companies. Management Committee discussed this and acknowledged the minimal variation in scoring, decision was reached to award contract to Armour Construction Consultants.

7.0 Policy Review

7.1 EVC Charger Policy

Management Committee discussed the policy and the financial implications if a tenant does install an electrical charging point. Director advised that costs would be incurred when 5-year electrical checks are carried out, any maintenance costs would be tenant's own responsibility and certified electricians would be required to complete installation.

Management Committee approved policy with a 3-year review date.

8.0 Review of Committee Appraisal

8.1 Director discussed with Management Committee the training requirements which were highlighted at Committee Appraisal Process with SHARE. Management Committee advised that they wish to

complete training on nights where meetings are programme and food to be provided on these evenings as many coming from work.

9.0 Health & Safety Sub-committee

9.1 Health & Safety Action Plan

Management Committee noted attached action plan from the recent Health & Safety Audit that was carried out. Staff will begin working on the recommendations within the report and keep Committee informed.

9.2 H&S Manual Section 3.19 – Occupational Health

Presented to staff and no issues raised. Management Committee advised no concerns.

9.3 H&S Manual Section 3.20 – Homeworking

Section presented to staff previously and no issues raised, Management Committee also advised no concerns.

10.0 Staffing Report

10.1 Director advised that Association have recognised that we do not have capacity within the current staffing structure to deliver the level of planned maintenance works which we are aiming to achieve. Increasing levels of compliance is also putting pressure on a small staff team, this is not sustainable long term.

10.2 Management Committee approved appointing on a 12-month fixed term contract the current temporary Maintenance Officer [REDACTED]

[REDACTED]

11.0 Representative Bodies Feedback

No updates from Committee Representatives.

11.1 EVH

Monthly update attached to papers.

11.2 EHRA

No update.

11.3 SHR

No update.

11.4 SFHA

Training information continues to be shared.

11.5 SHARE

Mailings continue to be shared.

11.6 GWSF

GWSF Update issued.

12.0 Correspondence Report

12.1 GWSF Annual Conference

Any Committee Members wishing to attend to advise Office Manager.

12.2 Women Against Violence Eastend Project

Margaret Ann Kelly left meeting room at this point.

Above project are a newly registered domestic abuse charity formed after Women's Aid office in area was closed down. As the project are new they require any kind of donation possible as working

from one laptop at present. Premises have been organised at Shandwick Shopping Centre.

After lengthy discussion Management Committee requested that any old computer equipment that is due to be renewed by Association could be donated to group and also approved a £500 donation to charity to assist with set up costs.

13.0 Date & Time of next meeting – 13th August 2025 @ 6.30pm

13.1 Management Committee noted date and time of next meeting. No changes requested.

14.0 Any other Competent Business

14.1 Share Membership

Management Committee approved membership requested submitted. Contact to be made to see if interested in joining Management Committee.

14.2 Committee Engagement

Management Committee had a discussion on engaging with others to join and ways to approach this. It was agreed that going forward after Management Committee meetings a short social media post could be done to advise what was discussed and approved at the meetings.

As there was no further business to discuss the meeting closed at 8.40pm.

Della McKelvie
June 2025

Chairperson: _____


