

Blairtummock Housing Association

**Minutes of the Management Committee meeting held on
Wednesday 14th October 2020 @ 6.30pm via Microsoft Teams as remote
working due to COVID-19 Crisis**

Present:

Irene Black, Part of Meeting
Lynn Blackwood
Donna Miller
Margaret Pirrie
Gary Wood, Chair

In Attendance:

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

Prior to the meeting beginning the Chairperson introduced Paul Cochrane as an observer to the meeting.

1.0 APOLOGIES

- 1.1 Apologies were received on behalf of Irene Black as she was having internet issues and may be late to join the meeting and Tracy Slaven who would not be attending the meeting.

2.0 MINUTES OF PREVIOUS MEETINGS:

2.1 Finance & Audit Sub-committee – 10th August 2020

The above minutes were approved by Irene Black and seconded by Gary Wood.

2.2 Management Committee – 17th September 2020

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

2.3 Management Committee – 22nd September 2020

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

2.4 Office Bearers – 23rd September 2020

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

2.5 Management Committee – 30th September 2020

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

3.0 MATTERS ARISING

3.1 Community Chest

Director advised that she had contacted both Cassiltoun HA & Queens Cross HA who both also have a fund similar to the community chest fund both organisations have limits on their donation which is £150 & £200. After discussion Management Committee approved the Association to have a limit of £200. It was also agreed to advertise the fund better as the message is being lost amongst tenants.

3.2 BRO Board Representative

AS Paula Sweeney has decided not to continue on the Management Committee another representative is required for BRO Board. Any Committee Member that is interested to contact Director.

3.3 Committee Appraisal

PA/Office Manager reminded everyone to complete the link for the Committee Appraisal form previously sent and to also return their declaration of interest and code of conduct forms.

4.0 DECLARATIONS OF INTEREST

4.1 Donna Miller and Margaret Pirrie both declared an interest in the backcourt projects.

5.0 COVID-19 BUSINESS CONTINUITY

5.1 Management Committee noted the report and agreed no changes to content.

5.2 Research Resource have now begun their telephone survey on the service provided by Association during the COVID-19 pandemic and if there are ways that the service can be improved.

6.0 INVESTMENT REPORT

- 6.1 Management Committee noted the progress on the back court works within Blairtummock Area 1.
- 6.2 The Architect on Blairtummock Area 2 has been consulting with tenants on proposals via survey monkey and consultation is progressing well a Tenant Reference Group is being established.

7.0 AUDITORS MANAGEMENT LETTER

- 7.1 There is only one control weakness identified, on page 12 of the Management Letter which observes “We noted that a number of components are being depreciated using a different rate to the accounting policies of the Association. The impact of this was not deemed material.”
- 7.2 This has now been changed to reflect accounting policies.
- 7.3 Committee approved the response to the Management Letter.

Irene Black joined the meeting at this point. The Management Committee referred back to agenda item 2.1 at this point.

8.0 FORMAL COMPLAINTS

- 8.1 Management Committee noted that 11 formal complaints were received in previous quarter.
- 8.2 Management Committee advised that they wished to continue to receive the compliments as well as complaints received in each quarter and also to know how many complaints were upheld/not upheld during the period.

9.0 POLICY REVIEW

9.1 Code of Conduct for RSL Staff

The Management Committee approved the Model EVH Policy with a 3 year review date. This policy will now be presented at the next staff meeting.

9.2 Donations Policy

The recent governance review highlighted the need to have a current policy for above. The Management Committee approved the Donation Policy with a 3 year review date.

9.3 **Anti-Fraud Policy**

This new policy was recommended during the governance review. Management Committee approved the policy with a 3 year review date and this will now be reviewed at Finance & Audit Sub-committee.

9.4 **Anti-Bribery Policy**

This new policy was recommended during the governance review. Management Committee approved the policy with a 3 year review date and this will now be reviewed at Finance & Audit Sub-committee.

10.0 **CHRISTMAS CARDS**

10.1 After discussion it was agreed to continue with the Christmas Card competition. Can contact local clubs/schools and see if they wish to participate.

11.0 **REPRESENTATIVE BODIES FEEDBACK**

11.1 **EVH**

Monthly update attached.

11.2 **EHRA**

Monthly EHRA Committee meeting is also being held this evening, apologies submitted.

EHRA currently completing Poverty Charter which will then be distributed and working closing with Blue Triangle with this.

11.3 **SFHA**

Monthly update with paper.

11.4 **SHR**

Monthly return for September was submitted. Advice and guidance being received throughout COVID-19 pandemic.

12.0 CORRESPONDENCE REPORT

12.1 No correspondence.

13.0 ANY OTHER COMPETENT BUSINESS

13.1 Association Newsletter

A discussion on naming Management Committee members in newsletters was held.

13.2 Glossary

Director has compiled a glossary for words used on a regular basis in Committee meetings, PA/Office Manager will distribute.

13.3 New Committee Member – Buddy System

Chairperson would buddy with Paul for the next 6 – 12 months.

13.4 Estate Management Inspection

Director advised that Temporary Housing Officer had carried out an estate inspection.

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

Della McKelvie
October 2020

Chairperson: _____