

## Blairtummock Housing Association

### Minutes of the Management Committee meeting held on Wednesday 21<sup>st</sup> January 2026 @ 7pm, Hybrid meeting at 45 Boyndie Street, G34 9JL & via Microsoft Teams

#### Present

Irene Black  
Margaret Ann Kelly  
Donna Miller  
Margaret Pirrie  
Claire Reynolds (Co-opted)  
Gary Wood (Chair)

#### 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

Jason Thet

**Prior to the meeting beginning it was agreed to appoint Gary Wood as Chair for this meeting in the absence of the Chairperson.**

#### Action

#### 1.0 Apologies:

1.1 Apologies received on behalf of Catriona Jamieson, Jim Kane, Betty McGill and Mandy Morgan (Co-opted).

#### 2.0 Declaration of Interest:

2.1 All Committee Members declared an interest in Agenda Item 5 – Draft Budget & Rent Proposal. No one required to leave during discussions.

2.2 Margaret Pirrie declared an interest in Agenda Item 13 – Kitchen Replacement Programme.

#### 3.0 Minutes of Previous Meetings:

3.1 Management Committee – 3<sup>rd</sup> December 2025

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

Authorisation was granted for Chairperson to sign the minutes.

#### **4.0 Matters Arising:**

##### **4.1 Updated Risk Register – November 2025**

Director advised that Management Team had updated the Risk Register November and again in December. Management Committee members approved the new register and advised that they had no further changes to document at this time.

##### **4.2 Meeting Log – 3<sup>rd</sup> December 2025**

Management Committee discussed items within the meeting log and advised they were happy with content within.

##### **4.3 Committee Attendance Log**

During discussions with the Scottish Housing Regulator (SHR) regarding Committee attendance, it was noted that including attendance as a standing item at each meeting supports transparency and accountability in the recording of attendance.

The Management Committee agreed that responsibility for monitoring and recording attendance rests with both Committee Members and Staff, and that inclusion of attendance as a standard agenda item assists in maintaining this accountability.

#### **5.0 Draft Budget & Rent Proposal**

- 5.1 The Finance Manager (FM) presented the draft budget report previously circulated to the Management Committee.
- 5.2 The FM advised that the budget had been updated to reflect the changes requested and approved by the Management Committee at the previous meeting and was based on a proposed 5.5% rent increase.
- 5.3 A Committee Member raised concerns regarding current global political uncertainty and discussions of potential conflict, noting the impact on day-to-day living costs. It was highlighted that increases in food and energy costs are typically the most immediate pressures on households. Other Committee Members expressed agreement with these concerns.
- 5.4 The FM outlined the financial impact of reducing the proposed rent increase:
- 5% increase would result in a reduction of the budgeted net surplus for 2026/27 of [REDACTED]
  - 4.5% increase would result in a reduction of the budgeted net surplus for 2026/27 of [REDACTED]
- 5.5 Committee reviewed the proposed average weekly rent figures and discussed the potential impact on tenants, particularly in light of ongoing cost-of-living pressures. Members emphasised the importance of maintaining continuity of service and ensuring sufficient reserves to support future planned investment. It was also acknowledged that the outcomes of the Stock Condition Survey scheduled for 2026/27 may require adjustments to the 30-year financial plan in future years. Committee considered the results of the tenant consultation, which indicated that 47% of respondents supported a 5.5% rent increase while 53% did not. Comments received were regarded

as valid and aligned with concerns already raised by Committee Members regarding global economic conditions and the financial pressures facing households.

5.6 Benchmarking information from GWSF was presented, showing that a 5.5% increase would be 0.2% above the average proposed increase among comparable member organisations with similar average three-apartment rents. A Committee Member noted a preference for setting an increase below the sector average.

5.7 Taking account of tenant feedback, benchmarking data, and the Association's rising operational costs, the Committee considered the budgetary information provided and agreed that a slightly lower rent increase of 5% for 2026/27 would be appropriate. Members were satisfied that this approach balanced tenant affordability concerns with the need to manage financial risks and maintain service delivery.

5.8 Management Committee voted on the proposal and agreed to set the rent increase for 2026/27 at 5%, ensuring the Association has taken tenant concerns into account as well as their own and that risks were assessed as manageable.

5.9 A Committee Member requested that the Association provide more regular communications to tenants highlighting funding received, capital and works programmes, and other initiatives that support tenants and improve quality of life. This keeps tenants aware throughout the year on what their rental income is being spent on.

## **6.0 Scottish Housing Regulator (SHR)**

6.1 Director advised that as part of the Annual Risk assessment the SHR have been reviewing our minutes and subsequently raised the following issues:

1. Observation that minute's record little detail of questions raised or discussions
2. Recording of committee members absences
3. Request for further clarification on notifiable events

6.2 Committee Member requested clarification on steps the Association are taking to rectify these situations.

Director advised the following:

6.3 When queries were raised the Director contacted Chairperson and kept them informed and updated on all correspondence.

6.4 Query 1 & 2:

Following the queries a review and audit of the minute taking and our recording of Committee attendance is currently underway; this has been brought forward in our internal audit process. An action plan of peer review is being implemented, staff attendance at other organisations meetings to witness first-hand the meeting and process for minute taking and training to be updated for minute takers with greater reference to SHR guidelines.

In the process of investigating the query around Committee absences we noted a difference in the SFHA model rules which we adopted in 2020 and our standing orders, this will be next item on agenda for discussion/decision.

6.5 Query 3:

The Director advised that, following a request for clarification from the Scottish Housing Regulator (SHR), a review of recent organisational activity was undertaken. This review identified that, under the Model Rules, the Association should have

raised Notifiable Events in relation to changes to both the Internal Auditor and External Auditor.

The Director confirmed that a Notifiable Event has now been submitted to SHR for each change and that a response has been provided to SHR's request for further information. The Association is currently awaiting SHR's response.

The Committee acknowledged that the training undertaken at this meeting would assist in reinforcing awareness among both senior staff and Board Members of matters requiring notification to SHR and the importance of adhering to appropriate timescales. It was noted that administrative procedures will be strengthened to prevent recurrence.

- 6.6 The Director confirmed that the Committee will be kept informed of the outcome of discussions with SHR, the Notifiable Events submitted, and any resulting actions.

## **7.0 Standing Order Review**

- 7.1 The Director referred to the report previously circulated and advised that, during a recent review of Committee attendance, it was identified that the Association's Standing Orders and Rules were not fully aligned.

- 7.2 The specific issue identified was that the Standing Orders permit the submission of apologies for missed meeting cycles, whereas the Rules do not allow this. This discrepancy has resulted in situations where Committee Members have missed up to four meetings with apologies submitted. While this is permitted under the Standing Orders, it is not permitted under the Rules, which would require the member to step down.

- 7.3 The Director advised that Scottish Housing Regulator (SHR) had been informed of this matter and that legal advice had been sought regarding which document should take precedence. Legal advice confirmed that the Standing Orders should be followed in the interim; however, both documents should be aligned at the earliest opportunity to ensure consistency and continuity across the organisation.
- 7.4 As a result, the Standing Orders were presented to the Committee for review, with proposed amendments to reflect the agreed position and ensure alignment with current practice as recorded in the minutes.
- 7.5 Prior to approval a Committee Member acknowledged the advice provided and queried whether assurance had been obtained that no other discrepancies existed between the Standing Orders and the Rules.

The Director advised that a full review of both documents had been undertaken in conjunction with the Housing Services Manager (HSM). As an additional assurance measure, the Director confirmed that the Internal Auditor had also been instructed to conduct a further review to confirm full alignment.

- 7.6 Management Committee approved Standing Orders in new updated format.

**Committee granted approval for Linda Russell to leave the meeting at this point.**

## **8.0 Formal Complaints**

- 8.1 Management Committee were requested to scrutinise all complaints which have been received during Quarter 3:- October – December 2025 to determine if there is a common theme to these complaints and establish if there can be any

lessons learned from the complaints which have been received.

- 8.2 Management Committee noted that 7 formal complaints were received at Stage One; one of these progressed to Stage Two complaint but wasn't upheld.
- 8.3 One Committee Member referred to the compliments section of the report and requested it be noted that they had used the out of hours service on Christmas Eve and the service received was excellent. The tradesman that attended was very professional, polite and rectified the problem, Committee Member apologised for raising at meeting but wished it recorded as relevant to the reporting quarter.
- 8.4 Management Committee agreed that no obvious patterns were emerging via the complaints process.

## **9.0 Confirmation of Bank Administrator and Access Roles**

- 9.1 Director advised the purpose of this report is for Committee to review the administrator and access rights for Bank accounts held by Blairtummock Housing Association. Following the retirement of Jacqui O'Rourke from her post as Director, we are now in the position that some roles and access permissions for staff need to be updated.
- 9.2 For changes to be made, John King requires to be granted full access user/administrator rights.
- 9.3 Management Committee granted approval for all banking access rights previously granted to ex Director, Jacqui O'Rourke to now pass to John King.

## **10.0 Business Plan – Strategy & Priorities**

10.1 Director advised that Management Committee have previously agreed to a Business Plan overhaul to be undertaken in the next financial year, once information on stock condition survey and tenant satisfaction survey is complete and received.

10.2 Director asked if there was anything imminent in the Business Plan that Committee wish to be updated/changed in the meantime.

10.3 Management Committee advised that there were no imminent changes to be requested at this time and they were happy to wait until the Business Plan Review Day.

### **11.0 Anti-social Behaviour Convictions**

11.1 [Redacted]

11.2 [Redacted]

11.3 [Redacted]

[Redacted]

11.4

[Redacted]

11.5

[Redacted]

11.6

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

11.7

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**Director checked with all in attendance if still happy to continue business as now 8pm, all in attendance advised they were happy to proceed.**

12.0

**Nursery Lease Issue and Potential New Occupier**

12.1

[Redacted text block]

[Redacted text block]

- [Redacted list item]
- [Redacted list item]
- [Redacted list item]

12.2

[Redacted text block]

[Redacted text block]

[Redacted text block]

- [Redacted list item]

[Redacted text block]

- [Redacted list item]
- [Redacted list item]
- [Redacted list item]

[Redacted text block]

[Redacted text block]

- [Redacted list item]

[Redacted text block]

- [Redacted]

[Redacted]

12.3

[Redacted]

[Redacted]

- [Redacted]
- [Redacted]

12.4

[Redacted]

**13.0 Tender Report – Kitchen Replacement Programme**

13.1 The Management Committee considered a report previously circulated regarding the kitchen replacement programme for Area 1 (46

properties). The programme has an approved allocated budget of [REDACTED]

13.2 HSM sought Committee approval to award the contract to [REDACTED] following completion of a competitive procurement process.

13.3 The procurement exercise was undertaken via Public Contracts Scotland using a two-stage process, with tenders evaluated on a 60% quality / 40% price basis. A total of nine compliant submissions were received.

13.4 [REDACTED] provided a full tender analysis, which confirmed that the most economically advantageous tender was submitted by [REDACTED]  
[REDACTED]

13.5 A Committee Member queried whether HSM had any prior experience of working with [REDACTED] as the Association had not previously engaged with the contractor. HSM advised that she had obtained feedback from three other organisations, all of which was positive.

13.6 Following discussion and reassurance provided, the Management Committee took the decision to approve the award of the contract to [REDACTED] at the revised tender value, noting that although costings are out with budgeting predictions that risks were assessed as manageable.

#### **14.0 Policy Review**

14.1 **Disaster Recovery Policy**

14.2 **Sustainability, Fuel Poverty & Energy Efficiency**

14.3 **Community Regeneration Policy**

Management Committee approved all the above three policies and accepted the review dates given.

**15.0 Succession Appeal**

15.1 The Housing Services Manager (HSM) referred to the report previously issued by the Housing Officer regarding a succession appeal.

15.2 [Redacted]

15.3 [Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[REDACTED]

[REDACTED] Committee Members discussed the appeal, a Committee Member reminded all that a similar case had been considered recently, in which an appeal was upheld under comparable circumstances where Permission to Reside had been granted but the 12-month residency requirement had not been met. It was also noted that the rules on succession are currently under review and may be amended to reduce the residency requirement to six months. This was also a factor in the decision making of the previous case.

[REDACTED] Considering the individual circumstances, Committee's decision on a previous similar case and the way the tenancy had been conducted, the Management Committee approved the succession.

[REDACTED] The decision was made in accordance with Section 4.14 of the Tenancy Changes Policy, relating to the property being the applicant's principal home.

## **16.0 Representative Bodies Feedback**

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

### **16.1 EVH**

The Director presented the report on Variations to Contract recently issued by EVH. Management Committee acknowledged that they were required to consider and determine whether to accept the proposed changes and decisions were taken as follows:

#### 16.1.1 **Annual Leave – Public Holidays**

The proposed change to how Public Holidays is worked was discussed. Management Committee Members agreed that tenants are familiar with the Association's current working patterns which was similar to other local organisations and did not consider there to be a requirement for change. Variation not approved.

#### 16.1.2 **Bereavement Leave**

It was noted that the proposed variation would allow parents of children under the age of 18 to receive up to four weeks' bereavement leave on full pay. Variation approved.

#### 16.1.3 **Full-Time Equivalent (FTE)**

The proposed change to full-time hours from 35 hours to 31.5 hours, with salaries remaining unchanged, was discussed. Management Committee Members agreed that this variation should not progress, noting that tenant rental income funds staff salaries and that reducing hours without a reduction in costs would be unfair to tenants and could impact service delivery. Variation not approved.

#### 16.1.4 **Monthly Update**

Management Committee Members acknowledged receipt of the EVH monthly update previously issued.

16.2 **EHRA**

There was no update to report.

16.3 **SHR**

This item had been discussed previously under Agenda Item 6.

16.4 **SFHA**

Members noted that weekly news updates continue to be issued and that information on registering for direct updates has been circulated.

16.5 **SHARE**

Training information continues to be issued.

16.6 **GWSF**

There was no update to report.

**17.0 Correspondence Report**

17.1 No correspondence received.

**18.0 Date & Time of Next Meeting**

18.1 The next meeting will be held on Wednesday 4<sup>th</sup> February 2026 @ 6.30pm.

18.2 A Committee Member requested clarity on the start time of next meeting, Office Manager advised that the Finance & Audit Sub-committee meeting would begin at 6pm which all Committee Members attend, thereafter the Management Committee meeting will begin. In future Office Manager will reference both meetings on the agenda.

**DMcK**

18.3 Gary Wood submitted apologies for this meeting.

**DMcK**

**19.0 Any Other Competent Business**

19.1 **As there was no further business to discuss  
the meeting ended at 8.40pm.**

Della McKelvie  
January 2025

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