

Blairtummock Housing Association

Minutes of the Management Committee meeting to discuss Assurance Statements held on Thursday 10th October 2019 @ 6pm in the Association's offices, 45 Boyndie Street, Easterhouse G34 9JL

Present:

Irene Black
Lynn Blackwood
Yvonne Crockert
Donna Miller
Betty McGill
Margaret Pirrie
Thomas Smith
Gary Wood (Chair)

In Attendance:

Della McKelvie (Minutes)
Jacqui O'Rourke

Action

1.0 APOLOGIES

Apologies were received on behalf of Catriona Jamieson, Tracy Slaven & John Wilkie.

2.0 ASSURANCE STATEMENTS

To begin the meeting Jacqui recapped with the Management Committee that the Scottish Housing Regulator now require all RSLs and Local Authorities to submit an Assurance Statement on how the business is running and advise of any issues that require to be action, this along with the ARC return then allow the SHR to advise on what engagement they feel that organisations should have.

Blairtummock have used the SFHA Toolkit to advise on how we believe that the Association are either meeting or working towards assurance, all answers are highlighted in red.

The Management Committee then agreed to work through the document and would highlight anything that they didn't agree with or wished more information on.

- 2.1 AN2 – Management Committee didn't agree with no systems in place as there are regular Committee reports e.g Dashboard report. **JO'R**
- 2.2 AN3 - How did we use consultation feedback to inform the final agreement? **No** How did we explain our response? – This doesn't make sense, Jacqui will discuss with John King and come back to next meeting with suitable response. **JO'R/JK**
- 2.3 AN3 – Equality & Human Rights the Association will be setting up an action plan once new regulations/guidance comes out next year.
- 2.4 Remove Chairperson attended Stonewall training, this was a previous Committee Member that attended. **DMcK**
- 2.4 AN4 – Committee wish to know how regularly the smoke alarms are maintained. Jacqui will advise at next meeting. **JO'R**
- 2.5 CH1 – Advise a separate Management Committee meeting is held just to discuss the ARC return. **JO'R**
- 2.6 CH2 - Have we sought (or considered seeking) specialist support in developing our engagement and consultation with tenants and/or in assessing its effectiveness? **No, consider for future.** – Committee disagree with this and wish Tenant Satisfaction Survey Consultants to be added to this. **JO'R**
- 2.7 CH2 - Are we confident that we provide appropriate support to tenants to enable them to exercise their scrutiny role effectively? **No, however we do offer opportunities.** – Committee are confident that yes we do offer various opportunities but not the Association's fault that not taken up. **JO'R**
- 2.8 CH4 - Have we included comparisons between our current performance and our performance in previous years? **Not in report to tenants but included in report to Committee and staff. The performance report produced by Scotland's Housing Network is available on our website and was presented to the GB.** Jacqui suggested that moving forward that the Association compare last 3 years information, Management Committee agreed. **JO'R**

- 2.9 CH4 - Are we assured that we have effective ways of ensuring that intended improvements are delivered and that commitments to tenants and service users are met? **No.** Jacqui to liaise with John King as answer does not make sense. **JO'R/JK**
- 2.10 CH5 - Have we promoted our report on our social media platforms and in our newsletter? – Committee wish copies in reception area added to answer. **JO'R**
- 2.11 SG1 - Do we include consideration of NE on governing body agendas? **Not a standard item but we would advise. Can be included.** Management Committee discussed where or not this should be monthly or annually and it was agreed to leave annually as on the current programme.
- 2.12 SG2 - Do all GBMs within the Group subscribe to the same Code of Conduct? **No, BRO GBMs do not currently sign off on this, we will implement this following BRO AGM in October 19.** - Management Committee noted that this would now be happening.
- 2.13 SG2 - Do the chairs of the group GBs meet periodically? **No – the possibility of this taking place will be discussed.** - After discussion it was agreed that yes this should happen. **JO'R**
- 2.14 SG3 - How have we assured ourselves that our transfer / disposal / restructuring plans are in accordance with our business plan and are in the best interests of our tenants? **Yes.** – This response does not answer the question, new response to be report on at next meeting. **JO'R/JK**
- 2.15 1.2 - Is the governance structure effective and appropriate (think about the role and operation of sub-committees, effectiveness of delegation; risk of duplication between sub-committees and with the GB; where responsibility is focussed (GB or sub-committee)? **Yes, possible governance review?** – Management Committee stated that yes clear boundaries and they are followed, when looking at the GBM appraisal Jacqui suggested having an external consultant complete an audit of our governance structure.
- 2.16 1.3 - Is there confidence that the GB would identify if something was 'wrong'? – **Yes, committee have skills,**

training, experience, awareness and could speak to Senior Officer from EHRA organisations – further training to be explored? – Management Committee agreed with this statement and agreed that they would approach the Senior Officers at either Gardeen HA or Provanhall HA if advice was required.

- 2.17 1.5 - How effectively do GBMs challenge senior staff and how do officers respond (consider the range and depth of questioning as well as the tone)? - Management Committee feel senior staff are effectively challenged in a professional manner. **JO'R**

Management Committee stopped at page 64 of the document and start from page 65 at the next meeting on 24th October.

3.0 ANY OTHER COMPETENT BUSINESS

3.1 EVH Annual Conference

Della advised everyone that forms for workshops and evening meals have been sent to the iPads if these could be returned completed that would be helpful.

Irene Black will buddy up with Catriona.

Yvonne Crockert will bring Della in her car insurance documents if mileage has to be required as business cover has to be part of the policy.

Della McKelvie
15th October 2019