

## Blairtummock Housing Association

### Minutes of the Management Committee meeting held on Wednesday 9<sup>th</sup> October 2024 @ 6pm, Hybrid meeting at 45 Boyndie Street, G34 9JL & via Microsoft Teams

#### Present

Irene Black  
Donna Miller  
Betty McGill  
Margaret Pirrie  
Mandy Morgan  
Jason Thet

#### In Attendance

John King, Housing Services Manager  
Della McKelvie, PA/Office Manager (Mins)  
Brenda Tonner, Scottish Housing Network  
(Part)

#### Absent

N/A

#### Special Leave

N/A

**Prior to start of meeting it was agreed to change order of agenda and begin with Agenda Item 5.**

#### Action

#### **5.0 Scottish Housing Network – Performance Presentation**

5.1 Brenda Tonner, Scottish Housing Network was in attendance to give presentation on performance 2023/24.

5.2 Summary from presentation:

Overall very good performance across all ARC indicators.

5.2.1 Particular strengths in the areas of:

- Tenants feeling that they are kept informed and able to participate.
- Complaint handling timescales
- SHQS & EESSH compliance
- Non emergency timescales

- Repaired Right First Time
- Repairs Satisfaction
- Medical adaptation completions and cost
- Gross rent arrears
- Relet timescales and void rent loss

#### 5.2.2 Areas for attention:

- Lets to homeless low at 31.71%.
- Quality of home satisfaction lower than all sector averages.
- Current arrears increased in the last 3 years, compared to RSL and LA averages reducing in last year.

Della will distribute presentation to all.

**Brenda left the meeting at this point.**

### **1.0 Apologies:**

- 1.1 Apologies were received on behalf of Catriona Jamieson, Jim Kane. Margaret Ann Kelly, Christine Quigg, Claire Reynolds and Gary Wood.

### **2.0 Declaration of Interest:**

- 2.1 There were no declarations of interest.

### **3.0 Minutes of Previous Meetings:**

#### **3.1 Management Committee – 25<sup>th</sup> September 2024**

The above minutes were approved by Margaret Pirrie and seconded by Irene Black.

### **4.0 Matters Arising:**

#### **4.1 Update on GCC Temporary Furnished Flats**

All working well at present.

#### **4.2 Risk Register – High Risk**

- 4.2.1 Risk 1 – Still awaiting information from Care Commission, works ongoing to bring nursery back up to standard.
- 4.2.2 Risk 2 – Impact of External Political/Financial Factors – Committee requested the removal of winter fuel payments be acknowledged within register, still outstanding will be complete on Directors return from annual leave.

Programme has been drawn up for home visits (where possible) to discuss Pension Credits etc. Approximately 166 tenants are in this age group.

### 4.3 **Meeting Log – 25<sup>th</sup> September 2024**

Couple items outstanding as Director stopped for annual leave day after this meeting, will be complete on her return.

## 6.0 **Investment**

- 6.1 No investment reports.

## 7.0 **Policy Reviews**

### 7.1 **Roles, Duties and Authority of Office Bearers**

Following changes approved:

- Review date, monitoring dates and future review dates all updated.
- Rule numbers updated to correspond correctly with current rules.
- Updating wording to reflect the new rules.

Policy approved with a three-year review date with current rules.

### 7.2 **Committee Members Induction Pack**

Following changes approved:

- Review date.
- Housing stock updated.

- Organisation structure updated.
- Updated to reflect current committee members.
- Update to wording in relation to B4 of the Code of Conduct.
- Committee approved updating the ceiling for purchasing gifts at section 8.1 from £40 to £60
- Appendix D responsibility updated to Office Manager.

Policy approved with a three-year review date with current rules.

### 7.3 **Committee Members Training and Appraisal**

Following changes approved:

- Review date.
- Update appraisal survey to 2024 survey.

Policy approved with a three-year review date with current rules.

### 7.4 **Risk Management**

Following changes approved:

- Review Date.
- Note that highest risks are monitored by Management Committee at every MC meeting.
- Included a section on risk appetite following recommendations of Internal Audit.
- Include that all staff should identify risks and take action to limit them.

Policy approved with a three-year review date with current rules.

### 7.5 **Procurement**

The following changes approved:

- Review date.
- Parameters for procurement spend have increased to reflect increased costs since BREXIT and pandemic.
- Parameters for spend in procurement will be mirrored in the Financial Procedures Policy.

Policy approved with a three-year review date with current rules.

## **8.0 Formal Complaints Report 1<sup>st</sup> June – 30<sup>th</sup> September 2024**

8.1 Management Committee noted the contents within the reports and accepted no noticeable patterns have been established.

8.2 Management Committee approved the changes to reporting.

## **9.0 Christmas Card Competition**

9.1 Management Committee agreed to proceed with competition in same format as previous years and to go to all residents.

## **10.0 Paint Programme**

10.1 Management Committee formally approved the acceptance of quotation and approval of tender to the Bell Group for £86,014 and to use the remaining budget for BRO to carry out the painting of external metalwork.

## **11.0 Representative Bodies Feedback**

### **11.1 EVH**

Monthly update attached to papers. Mandy agreed to be an EVH Representative along with Irene.

### **11.2 EHRA**

No update.

### **11.3 SFHA**

Weekly updates continued to be emailed.

### **11.4 SHR**

No update.

11.5 **SHARE**

Training information sent to iPads when received.

12.0 **Correspondence Report**

12.1 PATH Scotland emailed about Association having a PATH Scotland trainee. Management Committee discussed and agreed not to proceed.

13.0 **Date and Time of Next Meeting – Wednesday 23<sup>rd</sup> October 2024 @ 6pm**

13.1 Above date and time noted, apologies submitted on behalf of Irene Black.

14.0 **Any Other Competent Business**

14.1 No other business to discuss, meeting closed at this point.

Della McKelvie  
October 2024

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