

## **Blairtummock Housing Association**

### **Minutes of the Management Committee meeting held on Wednesday 12<sup>th</sup> March 2025 @ 6pm, Hybrid meeting at 45 Boyndie Street, G34 9JL & Via Microsoft Teams**

#### **Present**

Irene Black  
Catriona Jamieson (Chair)  
Margaret Ann Kelly  
Donna Miller  
Mandy Morgan (Co-opted)  
Margaret Pirrie

#### **In Attendance**

Gillian Bell, Interim Housing Services  
Manager  
John King, Director  
Della McKelvie, PA/Office Manager (Mins)  
David Bookbinder, GWSF (Part Meeting)

#### **Absent**

Jason Thet

#### **Special Leave**

N/A

**Management Committee agreed prior to the start of the meeting to  
change order of agenda and begin with Agenda Item 5: GWSF.**

**Action**

#### **5.0 Glasgow West Of Scotland Forum (GWSF)**

- 5.1 David Bookbinder was in attendance to give a presentation on GWSF and the benefits of becoming a member.
- 5.2 David advised on the different types of support offered to members and how they liaise with other agencies on current issues affecting RSLs.
- 5.3 Chairperson asked how the mentor programme worked and David advised how Committee Members would be paired up with more experienced members with same interests or with others who would assist with what was felt would benefit Committee Members most.

- 5.4 Committee enquired to how often meetings were held and were advised five meetings held throughout the year at Royston Mill Hub. David will forward further information to Association for Committee to discuss at further date.

**David Bookbinder left meeting at this point**

**1.0 Apologies:**

- 1.1 Apologies received on behalf Jim Kane, Betty McGill, Claire Reynolds (Co-opted) and Gary Woods.

**2.0 Declaration of Interest:**

- 2.1 Agenda Item 6 – Appointment of Director.  
John King declared an interest in above item. It was agreed that he was not required to leave the meeting while this discussion was undertaken.
- 2.2 Agenda Item 8 – BRO Business Plan Approval.  
Catriona Jamieson, Margaret Ann Kelly & Donna Miller all declared an interest. It was agreed that no one was required to leave the meeting while this discussion was undertaken.

**3.0 Minutes of Previous Meetings:**

**3.1 Finance & Audit Sub-committee – 12<sup>th</sup> February 2025**

The above minutes were approved by Catriona Jamieson and seconded by Margaret Ann Kelly.

**3.2 Management Committee – 12<sup>th</sup> February 2025**

The above minutes were approved by Catriona Jamieson and seconded by Margaret Ann Kelly.

**4.0 Matters Arising:**

**4.1 Update on GCC Temporary Furnished Flats**

Interim Housing Services Manager advised the GCC had contacted the Association in regard to returning the last property they let in the South Rogerfield area. GCC had agreed to return the property so that the Association can sell this as the last property remaining within the South Rogerfield Exit Strategy but they have requested another property within our stock to replace this.

Management Committee discussed the request and agreed that the Association have a social responsibility to aid with homeless crisis in Glasgow and agreed that another property should be granted but for Association staff to be mindful of where the property is, do not want for example two TFF to be within same close.

#### **4.2 Meeting Log – 12<sup>th</sup> February 2025**

Interim Housing Services Manager updated to advise that rent consultation responses have now been issued and that Association are planning a spring event for tenants and SAMH have agreed to come along to discuss mental health issues.

Management Committee noted contents within log and update given.

#### **4.3 Risk Register – High Risk**

- 4.3.1 Management Committee noted the revised risk register due to changes requested at previous MC meeting. No further changes requested at this time.

#### **6.0 Appointment of Director**

- 6.1 Chairperson advised that the selected interview panel had completed a robust & lengthy interview/selection process for vacant Director post alongside Paul McMahon, EVH who had ensured all appropriate guidelines/policy and procedures had been met in line with Association's Recruitment Policy.

- 6.2 After the interview process the interview panel had offered the position of Director to John King, Management Committee approved the appointment of John King.

## **7.0 Review of Action Plans:**

### **7.1 Tenant Participation**

Interim Housing Services Manager advised that the action plan had been updated to reflect current processes. Management Committee discussed benefits of partnership working and planned events e.g. litterpick and SAMH event previous discussed under agenda item 4.2.

Management Committee approved the Tenant Participation Action Plan.

### **7.2 Equalities Policy & Action**

Director went through both Equalities Policy and Action with Management Committee. Training now to be organised for equalities impact assessments for staff and thereafter Management Committee.

Management Committee approved the policy and action plan with a 3 year review date but noted that the action plan will be updated and presented to them annually.

### **7.3 Sustainability**

Community Regeneration Manager has updated the sustainability action plan to reflect current practice Director advised. Management Committee approved action plan.

## **8.0 BRO Business Plan**

- 8.1 Director advised that BRO Business Plan has been presented to the BRO Board who have approved the content, due to the subsidiary structure/governance

this now has to be approved by Management Committee.

- 8.2 Catriona Jamieson and Donna Miller (Management Committee Representatives that sit on BRO Board) both advised that BRO Board had happily approved business plan and subsidiary progressing well.

Management Committee approved BRO Business Plan.

## **9.0 Investment**

### **9.1 External Paint Work Contract**

- 9.1.1 Interim Housing Services Manager advised that previously Committee had approved a paintwork contract totalling [REDACTED] (exl. VAT), further surveys have now been completed by same contractor and Committee approval is requested for quotations totalling [REDACTED] (incl. VAT) for work at Boyndie Street and [REDACTED] (incl. VAT) for Duntarvie Gardens by same contractor.

This would bring the total spend for cyclical paintwork to [REDACTED], leaving a remaining budget of £40,631.92.

This contract has been procured via a direct award using Scotland Excel for a 3-year period and Association have a good relationship with the contractor.

- 9.1.2 Management Committee granted approval to continue with external paintwork, noting that under Scotland Excel the price and quality has been pre – scored and therefore there being no need for multiple tenders.

### **9.2 BRO**

BRO have submitted a quotation for painting metal fencing. Committee approval granted for award of contract to BRO for the value of [REDACTED].

### **9.3 Cold Water Storage Tanks**

- 9.3.1 Management Committee were previously advised that surveys of cold water storage tanks was being undertaken in GHA stock transferred properties, surveys have recommended decommissioning any common cold water tanks and conversion to mains supply, removing any potential risks in relation to floods or tenant safety.
- 9.3.2 A mini-tender has been issued via Public Contracts Scotland with a deadline of 14/3/25. Total costs are expected to be in the region of £25,000-£30,000.
- 9.3.3 In terms of our Procurement Policy & Financial Controls Policy, Committee approval will be required for any quotes over £20,000. Section 8.6 of the Procurement Policy may be applied and Committee may wish to consider delegating authority to The Director up to a pre-approved level of £30,000 to allow the quote to be accepted and work commence prior to the next meeting:
- 9.3.4 Management Committee discussed and advised would prefer works to be carried out as soon as possible, with this in mind they approved granting delegated authority to Director for acceptance of Quick Quote for common tank decommissioning up to a level of £30,000, with a retrospective tender report provided at next Committee Meeting.

### **10.0 Health & Safety Sub-committee**

#### **10.1 Section 3.17 – Young Persons**

Management Committee noted the contents within the section.

Section 3.17 was previously presented to staff and no issues raised.

#### **10.2 Section 3.18 – Food Hygiene**

Management Committee noted the contents within the section.

Section 3.18 has been issued to staff and will be discussed at staff meeting on 13.3.25, if any issues are raised Management Committee will be advised.

## **11.0 Representative Bodies Feedback**

### **11.1 EVH**

11.1.1 Day delegate prices have been issued. Catriona Jamieson and Margaret Pirrie both stated wish to attend, room to be booked so that Committee Members will have privacy to change for the evening part of conference. Any Committee Members wishing to attend to advise Office Manager. **DMcK**

#### **11.1.2 Wages Ballot**

Director advised that he had received an email just prior to the start of the meeting advising that EVH members had accepted their three year deal recommendation. Ninety four percent of EVH members responded to ballot with 89% voting in favour.

### **11.2 EHRA**

Director & Interim Housing Services Manager both attended EHRA meeting today. Information on Connect Community Trust was given at meeting.

### **11.3 SFHA**

SFHA News continues to be issued. Annual membership renewal was enclosed, Management Committee previously approved the renewal within the annual budget, will monitor this year to ensure that membership is value for money.

### **11.4 SHR**

Chairperson advised that she had updated The Regulator on outcome of the interview process and will send them a copy of these minutes once they are formally approved at the next meeting. The Regulator will close Notifiable Event once they have received the minute.

**11.5 SHARE**

Training Courses – Anyone wishing to attend any of the training courses can advise Office Manager.

**12.0 Correspondence Report**

12.1 No report.

**13.0 Date & Time of next meeting – 9<sup>th</sup> April 2025 @ 6pm**

13.1 Management Committee agreed the above date and time was suitable.

**14.0 Any other Competent Business**

**14.1 Committee Training**

Chairperson advised that Committee would like for staff members to attend committee meetings and have an informal session with Committee Members on how their job roles link into governance of the Association. This could cover some training aspects for Management Committee in regards to governance at the same time as building staff/committee relations and Committee knowledge of how job roles interact. Director will organise this. **JK**

**As there was no further business to discuss the meeting closed at 7.20pm.**

Della McKelvie  
March 2025

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



