

## Blairtummock Housing Association

### Minutes of the Management Committee meeting held on Wednesday 26th June @ 6pm, Hybrid meeting at 45 Boyndie Street, G34 9JL & via Microsoft Teams

#### Present

Catriona Jamieson (Chair)  
Donna Miller  
Mandy Morgan  
Margaret Pirrie  
Jason Thet  
Gary Wood

#### In Attendance

Della McKelvie, PA/Office Man (Mins)  
Jacqui O'Rourke, Director  
Liam Boland, Observer

#### Absent

#### Special Leave

Irene Black

It was agreed prior to the start of the meeting that Agenda Item 5 would be discussed at end of the meeting.

#### Action

#### 1.0 Apologies:

1.1 Apologies were received on behalf of Jim Kane, Margaret Ann Kelly and Betty McGill.

#### 2.0 Declaration of Interest:

2.1 No declarations of interests.

#### 3.0 Minutes of Previous Meetings:

#### 3.1 Management Committee – 12<sup>th</sup> June 2024

The above minutes were approved by Catriona Jamieson and seconded Donna Miller.

#### 4.0 Matters Arising:

#### 4.1 Update on GCC Temporary Furnished Flats

No change from previous meeting, all working well at present.

#### **4.3 Donation Request**

Director advised that Management Committee had approved a donation request of £100 at previous meeting to Easterhouse Henosis Charity. Since this has been approved the Director has been advised that the charity are charging £15 per day per child to attend their activities. Management Committee felt it was inappropriate to give donation to charity that is charging local children and overturned their decision on the donation.

#### **6.0 Rogerfield Well-being Hub – Funding Agreements**

6.1 Committee are aware that in partnership with Seven Lochs, BHA are underway with work to secure a long lease over the Rogerfield Primary site with the aim of transforming the site into a community asset. This will be led by a consultant who will be appointed soon (interviews taking place in the week of 22/7/24).

In the meantime, our partner Seven Lochs have secured funding on behalf of our partnership of £147k. This will be used to commission studies and complete remedial works to clean up the site.

In order that some of this funding can be utilised directly by BHA we are required to enter into a Funding Agreement, copy attached within papers. Management Committee granted approval for lease agreement to be signed on behalf of BHA.

#### **7.0 Committee Appraisal Process**

7.1 Management Committee discussed how they wished to proceed with their appraisal process this year, it was agreed by all that they would prefer to do a group appraisal together with Olwyn from SHARE.

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

8.1 The following sections from EVH Health & Safety Manual have been presented to staff and no issues have been raised:

- Section 3.10 – Electromagnetic Radiation
- Section 3.11 – Vehicles (Driving & Cycling)
- Section 3.12 – Smoking

Management Committee noted above.

## **9.0 Regulatory Standards 3 & 4**

9.1 Director went through slides on Regulatory Standards 3 & 4, a refresher for Management Committee Members.

## **10.0 Investment**

10.1 No investment report at this time.

## **11.0 Representative Bodies Feedback**

### **11.1 EVH**

Monthly update attached to papers.

### **11.2 EHRA**

Hustings event was held yesterday 25<sup>th</sup> June, it wasn't as well attended as hoped. Four candidates standing in the General Election attended and answered questions from attendees.

### **11.3 SFHA**

Weekly updates continued to be emailed.

### **11.4 SHR**

Management Committee noted the letter from Regulator in regards to Changes to Charity Law.

### **11.5 SHARE**

Training information sent to iPads when received.

## **12.0 Correspondence Report**

12.1 No correspondence.

## **13.0 Date and Time of Next Meeting – Wednesday 14<sup>th</sup> August 2024 @ 6pm**

13.1 The Management Committee noted above date and time. It was agreed that the Finance & Audit Sub-committee meeting should begin at 6pm and the Management Committee meeting will follow once the F&A meeting has ended.

## **5.0 Follow Up from Review Day**

### **5.1 Business Plan Update**

Management Committee approved the revised Business Plan, which included all the updates agreed during the review day.

It was also noted that the Business Plan will be updated with 2023/24 performance information following publication by SHR.

### **5.2 Succession Planning**

Prior to leaving the meeting Director distributed SFHA appendix from succession planning document with comments for committee to consider.

Both Director and Office Manager left the meeting for Management Committee to discuss in private. On their return Management Committee updated as follows:

- Management Committee wished to proceed with Option 1 of Succession Planning Appraisal – To remain a stand-alone organisation.
- Director post to be advertised externally as a full-time position with option for part time.

- Interview process will be undertaken by Office Bearers and EVH will be appointed to oversee the process, Gary Wood available if required.

### 5.3 **Notifiable Event**

Office Manager/Chairperson will submit a notifiable event which will be submitted to Scottish Housing Regulator on the Chairs return from holiday and the Director advised that moving forward the SHR would correspond with the Chair regarding all matters relating to her retirement.

- 5.4 Approval granted for Director to advise staff of how Committee wish to proceed.

## 14.0 **Any Other Competent Business**

### 14.1 **Tender Opening**

Director advised that 2 Committee Members were required for a tender opening next week for next bathroom programme. Margaret Pirrie and Gary Wood would both attend on Monday, time to be confirmed.

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

Della McKelvie  
June 2024

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