

Blairtummock Housing Association

Minutes of the Management Committee meeting held on Wednesday 11th December 2024 @ 6pm, Hybrid meeting at 45 Boyndie Street, G34 9JL & Via Microsoft Teams

Present

Catriona Jamieson (Chair)
Jim Kane
Betty McGill
Jason Thet

In Attendance

Gillian Bell, Interim Housing Services Manager
John King, Interim Director
Della McKelvie, PA/Office Manager (Mins)
Linda Russell, Finance Manager (Part)

Absent

N/A

Special Leave

N/A

Action

1.0 Apologies:

1.1 Apologies received from Gary Wood, Irene Black, Donna Miller, Margaret Ann Kelly, Margaret Pirrie, Claire Reynolds (Co-optee) & Mandy Morgan (Co-optee).

2.0 Declaration of Interest:

2.1 All Management Committee members present declared an interest in Agenda Item 6 – Rent Increase Proposal. It was agreed that no members were required to leave the meeting when this discussion is undertaken.

3.0 Minutes of Previous Meetings

3.1 Finance & Audit Sub-committee – 13th November 2024

The above minutes were approved by Catriona Jamieson and seconded by Betty McGill.

3.2 Management Committee – 13th November 2024

The above minutes were approved by Catriona Jamieson and seconded by Jim Kane.

4.0 Matters Arising

4.1 Update on GCC Temporary Furnished Flats

Interim Director gave a verbal update on GCC temporary furnished flats (TFF) within Association stock. This standard agenda item was added due to concerns Management Committee had in regard to behaviour of some residents within the TFF properties and how this impacted on surrounding residents.

No issues within the properties at present throughout the stock. The Association own one property in South Rogerfield which is leased to GCC for TFF purposes. As part of the Association's exit strategy in South Rogerfield area, this property is due to be sold. Discussions will be held with GCC in New Year regarding this.

4.2 Meeting Log – 13th November 2024

Management Committee noted the contents within the log. No clarification requested on log items.

4.3 Risk Register – High Risks

Interim Director referred the Management Committee to high risks contained within the risk register which MC requested be a standard agenda item and updated as follows:

Risk 1: Nursery Facility – interested organisation are keeping the Association up to date on their discussions with application with Care Inspectorate to register. Association receiving quotes at present for the works required to bring facility up to Care Inspectorate standards.

Management Committee advised no concerns and no changes with high risks at present.

5.0 Draft Budget 2025/2026

- 5.1 Finance Manager presented Management Committee (MC) report on 2025/26 Draft Budget and supporting appendices that projected the impact of spend and rent increase proposals over a 5-year period. Management Committee noted that there may be some changes due to percentage presumptions that may change e.g. salary/rent increase, building material costs increasing and bad debt/rent arrears.
- 5.2 MC discussed and approved the following recommendations from report be included within the current budget:
- 5.2.1 Provision for additional Housing Assistant position to remain within budget at a projected cost of £43,078. This is salary and associated employer costs included.
- 5.2.2 Tenant Incentive Scheme – after discussion on how this may work and the benefit to tenants’ approval granted for a 1-year trial period at £1,000 cost.
- 5.3 The recommendation for carpets in void properties. Management Committee discussed the percentage of tenants within BHA stock who receive some form of benefits and how cost of living is impacting them and their ability to be able to afford all household costs when moving into a new property. It was agreed that very interested in recommendation but further information required for next meeting before approval is granted to include this recommendation.
- 5.4 Management Committee were satisfied that the draft budget meets all loan covenants, in a healthy manner with no concern that covenants may be breached.

Linda Russell left meeting at this point.

6.0 Rent Increase Proposal

6.1 The Committee reviewed report presented by the Interim Housing Services Manager (HSM) relating to the rent increase proposal 2025/2026 & proposed rent increase consultation flyer. HSM also presented on screen, additional information in relation to other HA's proposed consultation figures and what impact 5% increase would have in pounds (£) within different apartment sizes within Association stock.

6.2 Management Committee then discussed how the 5% increase links back to the financial forecasts /budget presented by Finance Manager. Committee expressed concerns on tenant consultation if 5% increase was not met favourably, how taking views expressed into consideration and having opportunity to change percentage, whilst still meeting all financial commitments both short and long term. With this in mind Management Committee requested that rent increase percentage to consult on be increased from 5% to 5.5% and approved the timescales within report for consultation process. **GB**

7.0 Policy Review

Management Committee acknowledged receipt of the following policies with tracked changes, these were emailed alongside the agenda/reports for MC meeting.

7.1 Communication Strategy

Interim Director advised that no legislative changes were required to policy, changes made were to reflect current procedure.

Management Committee approved the Communication Strategy with 3-year review date.

7.2 Personal Use of Association Resources

Interim Director advised no changes to Personal Use of Association Resources policy except for review dates.

Management Committee approved the above policy with 3-year review date.

Planning & Performance Policy

7.3

Interim Director informed Committee that small changes were made to reflect current practice.

Management Committee approved the above policy with a 3-year review date.

Value for Money

7.4

Interim Director advised changes refer to most updated version of Social Housing Charter (2022), along with date review.

Management Committee approved changes to above policy with a 3-year review date.

Tenant Participation Strategy and Action Plan

7.5

Interim Housing Services Manager (HSM) advised that minor amendments have been made to the existing Strategy. The Action Plan has been updated to reflect current practices and work undertaken over the past year.

Management Committee discussed the policy and how the next review date should be planned for after the Tenant Satisfaction Survey is complete, with this in mind the policy was approved with a 2-year review date and not the standard 3 years.

HSM advised that recent Christmas Event for tenants that was held was well attended, approximately 24 tenants during afternoon event and 5 during evening event. Tenants were very supportive of Association in their comments and

staff were pleased to see some new tenants attend along with other tenants.

Depreciation Policy

7.6

Management Committee noted that the depreciation policy did not have any changes except for the review date.

The Depreciation Policy was approved with 3-year review date.

8.0 SUCCESSION APPEAL

8.1 Interim Director advised Management Committee prior to the start of discussion, of an error at beginning of report, report states:

The purpose of this report is to present two recent appeals received relating to succession, for Committee consideration.

There is only one appeal for consideration.

8.2 Management Committee (MC) reviewed the report presented by the Housing Officer relating to the appeal for succession. MC discussed at length the information contained within report, and legislative and procedural reasons for staff member declining original application for succession of tenancy.

8.3 On review of information provided within the appeal, Management Committee decided to uphold decision to reject the succession of tenancy but approved that applicant should remain in the property over the festive period and date granted for return of property early January 2024.

9.0 Health & Safety Sub-committee

Interim Director presented the Health & Safety sections that were previously issued to staff for comment.

9.1 **Section 3.14 – Blood, Body fluids & Sharps**

Management Committee noted contents within the section and were advised that staff had no additional comments to make.

9.2 **Section 3.15 – New & Expectant Mothers**

Management Committee noted contents within the section and were advised that staff had no additional comments to make.

9.3 **Section 3.16 – Stress, Mental Health & Wellbeing**

Interim Director (ID) advised that staff requested that an in-house training session be organised on ways to deal with mental health issues, both personally and for clients who are experiencing issues and ways to assist, enquiries have been made and will be presented to staff. Management Committee discussed and agreed progressing. Management Committee then discussed the possibility for funding to host groups or events in community hall to assist wider area and suggested approaching Area Partnership for funding, ID advised that Association would progress and would also look into other funding sources. **JK**

10.0 Representative Bodies Feedback

No updates from Management Committee members present, Interim Director updated as follows:

10.1 **EVH**

Monthly update attached to papers.

10.2 **EHRA**

No update.

10.3 **SFHA**

SFHA News continues to be issued to all, if anyone interested in any of the training courses, please advise PA/Office Manager.

10.4 SHR

No update.

10.5 SHARE

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

11.0 Correspondence Report

11.1 PA/Office Manager (OM) advised that no correspondence was received.

Management Committee queried if Wee Betty's café had sent in a donation request. In previous years they have requested a donation to assist with activities they hold in the community in build up to Christmas. OM advised that nothing has been received, will update at next meeting if received.

12.0 Date & Time of next meeting – 15th January 2024 @ 6pm

12.1 Management Committee discussed changing the date from 15th January to 22nd January to allow more time for the rent consultation results to be presented. It was agreed that PA/Office Manager do a voting poll for either 15th or 22nd January on the Whatsapp group chat and go with the date that is most suitable.

DMcK

13.0 Any other Competent Business

13.1 As there was no further business to discuss the meeting closed at 7.30pm.

Della McKelvie
December 2024

Chairperson: _____