

Blairtummock Housing Association

Minutes of the Management Committee meeting held on Thursday 4th February 2021 @ 6pm via Microsoft Teams as remote working due to COVID-19 Crisis

Present:

Irene Black (Part)
Andrea McLachlan
Donna Miller
Margaret Pirrie
Tracy Slaven
Gary Wood (Chairperson)

In Attendance:

Della McKelvie, PA/Office Man (Mins) (Part)
Jacqui O'Rourke, Director (Part)

Action

1.0 APOLOGIES

- 1.1 Apologies were received on behalf of Lynn Blackwood, Paul Cochrane and Yvonne Crockert.

2.0 MINUTES OF PREVIOUS MEETINGS:

2.1 Office Bearers – 6th January 2021

The above minutes were approved by Donna Miller and seconded by Gary Wood.

2.2 Management Committee – 14th January 2021

The above minutes were approved by Donna Miller and seconded by Margaret Pirrie.

2.3 Office Bearers – 27th January 2021

The above minutes were approved by Margaret Pirrie and seconded by Donna Miller.

3.0 MATTERS ARISING

3.1 Learning & Development Plan – Committee Appraisal

Director advised that she is organising Finance training and was discussing this with SHARE.

Management Committee noted that they would have to discuss recommendation 13 – success planning in more detail once some normality returns.

3.2 Performance Report – Scottish Housing Network

Performance report has been put on the website.

Chairperson noted some confusion within the report as it is dated for the year 2019/2020 but during the report it mentions Covid which is mainly in year 2020/2021.

The areas where the Association had dropped percentage during the tenant satisfaction survey the Consultant that carried out the survey had broken down and realised that this was a few individuals and no items that the Association were responsible for. It was agreed that these items should be highlighted in the next newsletter.

3.3 Management Committee Recruitment Pack

Management Committee approved the letter, it was agreed to target the Rogerfield area 1st and then prior to the AGM target the Blairtummock area.

Recruitment pack – it was agreed to add the word optional into the pack after overnight stay.

It was agreed that the next newsletter would use up a page to highlight How to Join the Management Committee.

4.0 DECLARATIONS OF INTEREST

4.1 Donna & Margaret both declared an interest in Blairtummock Backcourts & BRO.

4.2 Gary and Andrea both declared an interest in BRO.

4.3 Tracy declared an interest in Pavillion, BRO & Backcourts.

4.4 It was agreed to change the agenda so that Declarations of Interest would be agenda item 2.

5.0 BUSINESS CONTINUITY

Management Committee noted the contents of the report, all items highlighted in red were the latest updates.

It was highlighted that the Association's arrears figure was 2.5% which in comparison to other organisations during the covid pandemic was low.

6.0 BRO UPDATE

6.1 The BRO update was a new report introduced after the governance review to ensure that all Management Committee were aware of the updates for BRO. It was agreed that both Chairs from BRO and BHA would begin their catch up meetings again.

7.0 QUARTERLY COMMUNITY REGENERATION REPORT

7.1 Management Committee discussed the report. After noting the contents it was agreed that they only wished to be updated on any live/current projects.

8.0 QUARTERLY DASHBOARD REPORT SEP – DEC 2020

8.1 The following was noted:

- Income and expenditure still out due to Covid 19
- Gas safety checks going well
- Area 1 Blairtummock backcourt site still closed

9.0 STAFFING & ADMINISTRATION

9.1 No issues to report.

10.0 BUSINESS PLAN REVIEW

10.1 Business Plan

Staff to work through and do any updates e.g. Committee Members, number of properties etc. and bring back for approval in May.

10.2 SWOT Analysis

- Strength – Add Adapted to remote working successfully and staff and committee have embraced the changes
- Threats – change Brexit to effects of Brexit.

10.3 Resource Plans

The following was noted in regards to the strategic objectives:

Strategic Objective 1

- Options appraisal of district heating prepayment metering system – Trying to move to a better system after issues with current provider. Association staff run procurement process by Association's solicitor to ensure all
- Smoke & Heat Alarm Compliance – Contract going well, only 14 alarms still to be fitted.
- Backcourt Programme – Delayed due to site closures because of Covid-19

Strategic Objective 2

- Macroeconomic uncertainty – Amend the wording around Brexit

Strategic Objective 4

- Increased Tenant Participation – Can't increase at present due to Covid-19
- GDPR/FOI – Two FOI requests received during lockdown
- Internal Audit – Looking to procure along with EHRA partners later this year
- Management Committee granted Director approval to amend dates throughout the plans for the forthcoming year.

Irene Black left meeting at this point

10.4 Risk Register

Following changes to be noted:

- Failure to ensure business continuity in the event of Covid-19 emergency – change following – Probability 4 & Impact 3

- Impact of external political/financial factors create threats to BHA's Business Plan –Change content to impacts of Brexit
- GCC cut backs have an adverse impact on the local environment and residents' quality of life – Increase probability to 5
- Failure by Management Committee to exercise sound governance, leading to regulatory intervention – Add governance review completed and implementing action plan
- Failure to respond appropriately to the threat of cyber-attacks – Management Committee requested that Director contact Association's IT provider to ensure they agree with what is stated.
- There is a sudden collapse in one of the banks BHA has money deposited with – Change probability to 3
- It was agreed to change the layout of the risk register to move date added column to the 2nd column and also to change the heading After Controls to Current Controls.

11.0 REPRESENTATIVE BODIES FEEDBACK

11.1 EVH

Monthly update enclosed within papers. Email in regard to proposed salaries to be discussed at the end of meeting when staff had left.

Management Committee were reminded of the counselling service through Rowan Consultancy if required and also it was agreed that the Director would contact EVH in regards to the mindfulness course they have to see if Committee Members could attend.

11.2 EHRA

EHRA have employed Jim Harvey to carry out the on the impact of Covid in Greater Easterhouse, highlighting the positives and negatives experienced.

11.3 SHR

Covid Return was submitted for January.

11.4 **SFHA**

No update.

11.5 **SHARE**

Training information continuously sent by email, if interested Committee Members should contact PA/Office Manager.

12.0 **CORRESPONDENCE REPORT**

12.1 No correspondence.

13.0 **ANY OTHER COMPETENT BUSINESS**

13.1 Donna advised that the Association have a tenant who will be turning 100 in July. It was agreed that the Association should recognise this birthday, maybe an article in newsletter and flowers.

13.2 Chairperson apologised for not saying at the start of the meeting but he welcomed having Irene Black return to Management Committee meetings.

Jacqui and Della left the meeting at this point

13.3 **EVH Salary Email**

Director and PA/Office Manager left to ensure that the Management Committee could have a private discussion in regards to the above. Chairperson agreed email EVH in regards to the outcome of the Management Committee discussion.

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

Chairperson: _____