

## **Blairtummock Housing Association**

### **Minutes of the Management Committee meeting held on Wednesday 4<sup>th</sup> November 2020 @ 6.30pm via Microsoft Teams as remote working due to COVID-19 Crisis**

#### **Present:**

Lynn Blackwood  
Yvonne Crockert  
Donna Miller  
Tracy Slaven  
Gary Wood, Chair

#### **In Attendance:**

Paul Cochrane, Observer  
Marion Davis, Brechin Tindal Oatts  
Eddy Ferguson, Comm Regen Manager  
Rosemary Fullerton, BRO Board  
Della McKelvie, PA/Office Manager (Mins)  
Jacqui O'Rourke, Director

**Prior to the meeting beginning the Chairperson introduced Marion Davis & Rosemary Fullerton to the meeting to discuss the Independence Agreement between BHA & BRO.**

#### **1.0 INDEPENDENCE AGREEMENT BETWEEN BHA & BRO**

1.1 Marion advised that the current Independence Agreement, produced in 2006, is no longer fit for purpose due to changes within the BRO structure and how both organisations work together.

1.2 Marion proceeded to go through the Agreement highlighting the following:

- Group policies are also relevant to BRO
- BHA Board is responsible for the strategic direction of the subsidiary
- BRO Board is responsible for operational direction

1.3 It was agreed that Section 10 – The Subsidiary's Profit within the agreement should be deleted as no benefit to the group with this clause.

1.4 Both boards approved the Independence Agreement with the removal of Section 10.

**Marion Davis, Eddy Ferguson and Rosemary Fullerton left the meeting at this point.**

#### **2.0 APOLOGIES**

2.1 Apologies were received on behalf of Irene Black and Margaret Pirrie.

### **3.0 MINUTES OF PREVIOUS MEETINGS:**

#### **3.1 Office Bearers – 7<sup>th</sup> October 2020**

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

#### **3.2 Management Committee – 14<sup>th</sup> October 2020**

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

#### **3.3 Sub-committee – 22<sup>nd</sup> October 2020**

The above minutes were approved by Yvonne Crockert and seconded by Gary Wood.

#### **3.4 Office Bearers – 28<sup>th</sup> October 2020**

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

### **4.0 MATTERS ARISING**

#### **4.1 BRO Board Appointment**

After discussion it was agreed that Gary Wood would join the BRO Board as a representative of the Management Committee. As Gary is related to a staff member of BRO it was agreed that if any other Management Committee Member wished to take up this role that they should advise Director and this could be changed. At present the Association's BRO Board Representatives are:

- Tracy Slaven
- Gary Wood

#### **4.2 Convenor Sub-committee**

Lynn Blackwood agreed to take on the role as Convenor of the Sub-committee. Training to assist Lynn in undertaking this role will be sourced.

#### **4.3 Sub-committee Remits**

As the way sub-committees meet has change the Remit for Sub-committees should be updated. It was agreed to put this on hold at present to trial the new Sub-committee meetings to ensure that this is the way Management Committee wish to move forward.

## **5.0 DECLARATIONS OF INTEREST**

- 5.1 Paul Cochrane declared an interest in Agenda Item 6 Drug/Eviction Report.

## **6.0 EVICTION/DRUG CONVICTION REPORT**

- 6.1 The above report was presented to Management Committee.

Tenant's child has been convicted of having £350 of drugs in property. There is a history of tenant calling Police in regards to child and their behaviour at the property. It was agreed that the Association should opt to use Option 3 in the Report which is to change the tenancy to a Short Scottish Secure Tenancy for 1 year and to highlight to tenant that wish child not to be living within the property and if tenancy is broken in any way the Association will proceed with legal action to retrieve the tenancy.

## **7.0 COVID-19 BUSINESS CONTINUITY**

- 7.1 Management Committee acknowledge the contents within the report. Main update was Research Resource have completed the Tenant Satisfaction Survey – COVID-19, this will be distributed to all Management Committee and be discussed at the December meeting.
- 7.2 Office Bearers also agreed to transfer the £4,000 budgeted for Gala Day 2020 to the Rainbow Fund.

## **8.0 ANNUAL ASSURANCE STATEMENT**

- 8.1 Director advised that work has been carried out in the toolkit used last year, any changes have been highlighted in a different colour from last year. Meeting on 18<sup>th</sup> November to discuss this item only.

## **9.0 QUARTERLY COMMUNITY REGENERATION REPORT**

9.1 Management Committee noted the following

- Modern Housing Apprentice – Delayed until normal working returns
- FARE Projects – Suspended at present
- Acquisition of Rogerfield Site – Still awaiting outcome from GCC

## **10.0 QUARTERLY DASHBOARD REPORT**

10.1 The following was noted:

- Income and Expenditure not as predicted due to lack of spend because of COVID-19
- Arrears have increased slightly
- Notifiable Events have now been added to the report

## **11.0 CORRECTION TO TREASURY MANAGEMENT POLICY**

11.1 Management Committee approved the correction to above policy to allow up to 60% of outstanding loans to be variable rate with the balance to be on a fixed rate.

## **12.0 REPRESENTATIVE BODIES FEEDBACK**

### **12.1 EVH**

Letter in regard to pay award 2021 attached for information.

### **12.2 EHRA**

Looking to reintroduce the Chairs Forum.

Next meeting on Wednesday 11<sup>th</sup> November at 10am, Michael Cameron will be in attendance.

### **12.3 SFHA**

Continue to liaise with Housing Associations and updating guidance.

### **12.4 SHR**

Monthly return for October was submitted. Advice and guidance continues to be received in regards to COVID-19 pandemic.

## 12.5 **SHARE**

Training information continues to be emailed as and when received. Anyone interested in any course to advise PA/Office Manager.

## 13.0 **CORRESPONDENCE REPORT**

13.1 Letter received from Kevin Stewart MSP and was included within the papers. Letter encouraging Housing Associations to assist with homeless referrals.

## 14.0 **ANY OTHER COMPETENT BUSINESS**

### 14.1 **Problematic Close**

The Association have a close that the top landing is difficult to let. It was approved to allow staff to implement a specialist letting standard for this close.

### 14.2 **Budget for Christmas Night**

Chairperson requested that Committee Members consider how to use the above as there will not be a Christmas Night out and then discuss this further at the December meeting. Issues to consider:

Do present Committee and Staff with Christmas Gift Transfer budget to a more worthy cause  
Speak to FARE to co-ordinate food parcels on behalf of Housing Association  
Do a foodbank drive

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

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Della McKelvie  
November 2020

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