

## **Blairtummock Housing Association**

### **Minutes of the Management Committee meeting held on Thursday 6<sup>th</sup> May 2021 @ 6pm via Microsoft Teams as remote working due to COVID-19 Crisis**

#### **Present:**

Irene Black  
Yvonne Crockert  
Donna Miller, Chair  
Andrea McLachlan, Part  
Margaret Pirrie, Part  
Tracy Slaven

#### **In Attendance:**

Della McKelvie, PA/Administrator (Mins)  
Jacqui O'Rourke, Director

**Prior to the start of the meeting it was agreed that  
Donna Miller would Chair the meeting**

**Action**

#### **1.0 APOLOGIES**

1.1 Apologies were received on behalf of Lynn Blackwood, Paul Cochrane and Gary Wood. Andrea McLachlan and Margaret Pirrie had also contacted to advise they would attend the meeting late.

#### **2.0 DECLARATIONS OF INTEREST**

2.1 Donna Miller declared an interest in Agenda Item 5: BRO Update.

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

##### **3.1 Blairtummock & Rogerfield Opportunities – 7<sup>th</sup> April 2021**

The above minutes are for information only.

##### **3.2 Management Committee – 4<sup>th</sup> March 2021**

Point 15.3 should read Duntarvie Road and not Duntarvie Place.

With the above amendment the minutes were approved by Donna Miller and seconded by Yvonne Crockert.

##### **3.3 Sub-committee – 22<sup>nd</sup> April 2021**

The above minutes were approved by Tracy Slaven and seconded by Yvonne Crockert.

#### **4.0 MATTERS ARISING**

4.1 There were no matters arising.

#### **5.0 BRO QUARTERLY UPDATE**

5.1 All staff have now returned from furlough.

5.2 Issues around cleansing as GCC have now changed to an 8 day rota for emptying bins within the closes, Housing Management Staff and BRO Staff will meet to discuss and how to move forward with these issues.

5.3 Community Hall is still only being used by the Foodbank, there has been a few requests for use but this will have to be discussed by the BRO Board and all clubs will require to have risk assessments in place.

#### **6.0 QUARTERLY COMMUNITY REGENERATION UPDATE.**

6.1 Modern Housing Apprenticeship still on hold and Management Committee and Director discussed that it would be best to remain on hold until Covid threat has passed, as staff begin to return to the office it would not be advisable to add to the numbers at this time.

6.2 Remainder of the report was noted.

#### **7.0 QUARTERLY DASHBOARD REPORT**

**Andrea joined the meeting at this point.**

7.1 Director advised with guidance changing that all non-urgent repairs have now be issued, this will affect the income/expenditure over the next quarterly.

7.2 Rent arrears are down at present and Housing Management will continue to monitor, media/government have concerns that when furlough ends many more people will become unemployed and this will have implications for rent.

#### **8.0 AUDIT PLANNING LETTER**

- 8.1 Management Committee noted audit planning letter which explains how Alexander Sloan intend to proceed with the audit and do the necessary checks. Audit will be undertaken in July and a report will be issued to Management Committee in August along with draft accounts.

## **9.0 NOTIFIABLE EVENTS**

- 9.1 There were no notifiable events for the year 2020/21.

## **10.0 BUSINESS PLAN**

- 10.1 Management Committee had previously agreed to roll on the current business plan due to targets still outstanding with Covid 19.
- 10.2 All changes within the document were tracked, risk register updated to reflect changes by Management Committee at February meeting.
- 10.3 An article on the Business Plan for Tenant Consultation purposes was in the previous newsletter, no interest/responses was received.

### **Margaret Pirrie joined the meeting at this point.**

- 10.4 A mid-year review will be undertaken by Management Committee and by then more information on the delayed works programmes will be forthcoming. Management Committee advised they still have concerns at present with contractors in properties removing bathrooms or boilers and then another lockdown is called.
- 10.5 Management Committee approved the Business Plan and Appendices, PA/Office Manager will accept all tracked changes and re-issue.

## **11.0 STAFFING & ADMINISTRATION**

- 11.1 Director advised that [REDACTED]h, Maintenance Assistant has advised that she will be retiring in September this year. The Association are in the process of updating the job description and then the job will be advertised.

11.2 Director advised she emailed all staff to see if any internal interest but no responses received.

## **12.0 REGULATORY STANDARDS 3 & 4**

12.1 The Management Committee noted the presentation on Standards 3 & 4. There was a discussion on the internal audit function, Association are currently looking to jointly procure and internal auditor with EHRA partners – Gardeen, Provanhall, Wellhouse and Calvay Housing Associations beginning next year.

## **13.0 REPRESENTATIVE BODIES FEEDBACK**

### **13.1 EVH**

Monthly update has been issued.

### **13.2 EHRA**

EHRA Press release for the Hustings Event has been emailed to Management Committee. Event went well and was well attended.

Work on EHRA website has begun and will have a link into each individual Association's landing page.

Presently discussing having a tenant event on a zoom platform but discussions are early.

### **13.3 SFHA**

Digital Magazine link attached within papers. Association are hoping that SFHA will provide guidance/information on returning work.

### **13.4 SHR**

Letter within papers on Coronavirus Guidance.

Issues have arisen with Association not having adopted the new rules, Westminster Government last year changed rules on AGMs/SGMs to allow them to be held on social media platforms but this has not been extended to this year. Director will continue to monitor and will keep Committee advised.

## 13.5 **SHARE**

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

New Director has been announced as Mary McCluskey.

## 14.0 **CORRESPONDENCE REPORT**

14.1 No correspondence.

## 15.0 **ANY OTHER COMPETENT BUSINESS**

### 15.1 **100 Year Old Tenant**

A tenant turns 100 in July, to celebrate this occasion the Management Committee requested that Director contact the family to see if they would be happy to allow the Association to rename the Boyndie Street play park and put up a plaque in her honour, they would also like flowers and a calendar to be organised for the tenant and few family members.

### 15.2 **Committee Member – ██████████**

Director advised Committee that ██████████ is still interested in the Management Committee once normal activity has resumed with face to face meetings, ██████████ uncomfortable in using social media platforms for the meetings.

### 15.3 **Returning to Office**

Government guidelines are indicating that non-essential offices can return on 28<sup>th</sup> June. Director is looking at having 3 bubbles with staff not allowing to cross over into other bubbles to limit any contact if someone should test positive. Mechanical ventilation is being looked at for the interview rooms as there are no windows.

There is also uncertainty on how tenants may wish to engage, are they happy with phones and emails etc. or wish more face to face service, staff are planning on doing a survey with tenants on how they wish to engage in future.

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

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Della McKelvie  
May 2021

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