

Blairtummock Housing Association

Minutes of the Management Committee meeting held on Thursday 8th April 2021 @ 6pm via Microsoft Teams as remote working due to COVID-19 Crisis

Present:

Lynn Blackwood
Paul Cochrane
Yvonne Crockert
Donna Miller
Andrea McLachlan
Margaret Pirrie
Gary Wood, Chair

In Attendance:

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

Prior to the start of the meeting it was noted that the date at the beginning of the papers still stated 4th March 2021 but should have read 8th April 2021.

Action

1.0 APOLOGIES

1.1 Apologies were received on behalf of Irene Black (technical issues) and Tracy Slaven.

2.0 DECLARATIONS OF INTEREST

2.1 Donna Miller declared an interest in Investment Report and Report on 4 Duntarvie Place.

3.0 MINUTES OF PREVIOUS MEETINGS:

3.1 Sub-committee – 28th January 2021

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

3.2 Management Committee – 4th March 2021

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

3.3 Sub-committee – 18th March 2021

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

4.0 MATTERS ARISING

4.1 There were no matters arising.

5.0 BUSINESS CONTINUITY PLAN

5.1 Management Committee noted the above plan, highlighting that the rent arrears were 2.17% for last financial year, this is a slight decrease from previous year.

6.0 INVESTMENT

6.1 Blairtummock Area 1 backcourt works are back on site. Contractor still advising of a summer completion.

6.2 Blairtummock Area 2 backcourt still awaiting plans from Architect.

Chairperson requested clarification on the astrix with the tendered column as no explanation for it within the report.

7.0 POLICY REVIEW

7.1 Membership Policy

Only changes to the policy at present were the equalities statement. If the Association adopt the new rules recommended by SFHA then the policy will require to be adapted.

Policy approved with a 3 year review date.

7.2 Signing of Office Documents Policy

The policy was updated to reflect current practice.

Policy approved with a 3 year review date.

8.0 FORMAL COMPLAINTS

8.1 Management Committee noted the typo in 1st paragraph, report stated 8 formal complaints received when it should read 6.

8.2 On reading the report the Management Committee noted no patterns to the complaints received in the last quarter.

9.0 GOVERNANCE REVIEW ACTION PLAN

- 9.1 Management Committee noted the report and that all new changes were highlighted in red text.
- 9.2 Director has arranged training with Association's lawyer for end of June on Rule Changes.

10.0 REGULATORY STANDARDS 1 & 2

- 10.1 Director went through the presentation with Management Committee.
- 10.2 Management Committee advised they were happy to progress with 1 or 2 standards per meeting in the presentation format.

11.0 STAFF APPRAISALS

- 11.1 Management Committee agreed that staff appraisals should be carried out this year, the form should be changed to reflect that staff have been working from home the past year.
- 11.2 PA/Office Manager will contact the Office Bearers on a suitable date for the Director's appraisal to take place and thereafter a staff timetable will roll out.

12.0 COMMUNITY CHEST FUND

- 12.1 The Association received 43 applications during the recent round of applications for above. Applications received in phase 2 were more diverse ranging from health and wellbeing to hardship to educational items.

Management Committee agreed that this was a time consuming process and that this should now be an open rolling programme until funds for the financial year are spent. This will cut down on time in processing. If required half way through year Association will promote fund.

- 12.2 Some application were received from members of a local walking club. Director requested permission to contact walking group once normality resumes to see if we can tap into them for consultation reasons. Management

Committee agreed that this would be beneficial to the Association.

13.0 REPRESENTATIVE BODIES FEEDBACK

13.1 EVH

Wellbeing sessions and AGM happening this month.

13.2 EHRA

Benchmarking report with EHRA peers was noted.

EHRA are organising a Hustings event for Wednesday 21st April 2021 @ 7pm via zoom for the Scottish Elections.

13.3 SFHA

Housing to 2040 Strategy information with papers.
Continue to offer guidance and training.

13.4 SHR

Letter granting Compliant Status to Blairtummock HA within papers, this will now be put on website.

SHR have advised that all returns e.g. ARC, Financial Returns and Assurance Statements will all be due at the normal dates, no delays due to Covid this year.

13.5 SHARE

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

No announcement on new Director as yet.

14.0 CORRESPONDENCE REPORT

14.1 No correspondence.

15.0 ANY OTHER COMPETENT BUSINESS

15.1 Bulk Uplift

Lynn advised of issues within the community with bulk uplift. Director advised that this is a Glasgow City Council issue and that we have been asking tenants to contact the Council and their local Councillors in regards to the issues they are experiencing, this appears to be a city wide issue. Councillor Kelly has been try to assist. EHRA have invited local Councillors to meeting to discuss the issues and Director will be attending a meeting with GCC to discuss fly tipping issues.

15.2 **Insite District Heating Metering**

Director advised that Insite have contacted the Association in regards to tariff setting. Insite set the tariff too low last year and there is a £6,000 deficit. They approached the Association to pay this and Director advised that would not be paid as it was their own error, they have approached the Association again requesting that the Association pay 50% of the deficit.

After discussion when Director advised that Insite do have the capability to increase the tariff to tenants to recoup their losses it was agreed that the Association would offer to pay £2,000 towards the deficit, if this wasn't accepted then Association would pay £3,000.

12.3 **4 Duntarvie Place**

Director apologised for the above report being sent to iPads today.

Management Committee approved progressing with sensitive lets at the void properties and to carry out the repairs necessary to get flats to an acceptable level. The following was also noted:

- Once stock condition survey re-starts the Association will be advised of any tenancies causing concerns with condition of property
- Look at ways to improve the pre-termination process e.g. if tenants requests a transfer soon after application is received an inspection of property will be carried out to allow time for works to be complete prior to any offer of new tenancy
- Look at lofts that are internal and have these removed so that access can only be granted from close

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

Della McKelvie
April 2021

Chairperson: _____