

Blairtummock Housing Association

Minutes of Management Committee meeting held on Wednesday 10th April 2024 @ 6pm, Hybrid meeting at 45 Boyndie Street, G34 9JL & Via Microsoft Teams

Present

Jim Kane
Margaret Ann Kelly
Mandy Morgan
Margaret Pirrie (Chair)

In Attendance

Jacqui O'Rourke, Director
John Goodwin, Office Admin Assist (Mins)
Jordan Henderson, SHARE

Liam Boland, Observer
Gary Woods, Observer

Absent

Special Leave

Irene Black

Due to chairperson's absence meeting was chaired by Margaret Pirrie.

Action

1.0 Apologies:

1.1 Apologies were received from Betty McGill, Donna Miller, Catriona Jamieson and Jason Thet.

2.0 Declaration of Interest:

2.1 No declaration of interests.

3.0 Minutes of Previous Meeting: 13th March 2024

3.1 The above minutes were approved by Margaret Ann Kelly and seconded by Margaret Pirrie.

4.0 Matters Arising:

4.1 Update on GCC Temporary Furnished Flats

4.1.1 Director advised that there are 2 properties in Denmilne Street due to be returned from the council. 1 is empty just now and when the other 1 becomes vacant both properties will be sold. Council asked for replacement properties but were advised that this would not be possible at present.

4.2 Meeting Log – 13th March 2024

4.2.1 Director advised that the Chairperson has emailed Committee response to EVH regarding salary negotiations. Also advised that text had been sent to tenants as requested by Committee.

4.3 Office Opening Hours Survey Results

4.3.1 A lengthy discussion took place, the Director advised Committee that the way of working has changed since Covid and that the RSL sector is struggling to recruit staff, particularly Finance and Maintenance. Director also advised that some staff may decide to leave BHA if asked to return to the office 5 days.

Director explained that Easthall Park had 3 members of staff leave within a short period and they had all advised the Director that this was due to not being allowed hybrid working.

Director went on to explain that the disruption to BHA if a few members of staff left would be very difficult to deal with from an HR perspective and could also be costly.

The Director suggested that EVH are invited to the next meeting to advise Committee on the current issues facing the sector in relation to recruitment and suggested this could also include information on the Committee's role as an employer.

Director will try and get someone to attend next meeting which is the 8th of May.

4.4 Nursery

- 4.4.1 Director advised that the people from Wellhouse Nursey who viewed the premises have decided not to take it over. Their decision was not solely related to the Committee refusal to allow the first two months' rent free.

A member of staff from Ryden will be looking round the nursery on Tuesday with a view to them advertising the premises on behalf of BHA. If there is still no interest in anyone taking it over as a nursery then Committee will need to decide on how we move forward with use of space.

5.0 Policy Review:

- 5.1 Membership Policy – Proposed change – Review Date – Committee agreed change.
- 5.2 Signing Official Documents – Proposed changes – review date and staff change were agreed by the Committee.
- 5.3 Access to Information Policy – Proposed changes – DPA requirement to respond and also increase charge for providing information – changes were agreed by the Committee.
- 5.4 Protocol for Supporting Senior Officer – Proposed change – review date which was agreed by Committee.
- 5.5 Complaints Policy & Procedure – Proposed changes – review date and providing telephone number for Housing and Property Chamber and SHR – changes agreed by Committee.
- 5.6 Flexible Working Policy – Proposed changes – the right to request Flexible Working from day 1 of employment, 2 requests can now be made within a

12 month period and response time reduced to 2 months instead of 3 as per change in legislation – changes approved by Committee.

5.7 Committee agreed on a 3 year review date for Policies.

6.0 Formal Complaints 1st Jan – 31st Mar 2024:

6.1 Committee noted the contents of the Formal Complaints report and found no noticeable themes. Also noted the compliments provided.

At this point Jordan Henderson from SHARE attended meeting to provide a Finance for Committee Session to Committee as per Agenda Item 11.

7.0 Blairtummock Planning Letter – Alexander Sloans:

7.1 Committee noted contents and the Director explained the format for carrying out the annual audit.

8.0 Representative Bodies Feedback

8.1 EVH – Monthly Update & Salary 24/25

The Director advised that following negotiations between EVH and the union a 6% increase was agreed. This will be awarded to all staff with affect from 1st April 2024.

8.2 EHRA

Now quarterly meetings. Housing Minister will be attending Association Office on 1st May for a meeting with EHRA. Committee members are welcome to attend.

8.3 SFHA

Trying to arrange visits to each member. Committee welcome to attend.

8.4 **SHR – Annual Assurance Statement Letter & Engagement Plan Letter**

Association has been noted as low engagement.

8.5 **SHARE**

As membership has now ended staff and Committee can still attend courses but would be charged the non-member rate.

Depending on number of courses/conferences attended a review will be carried out ahead on financial year 2025/26 to determine if membership is more cost effective.

9.0 **Correspondence Report:**

- 9.1 EVH Annual Conference has been arranged for 17th – 19th May @ Doubletree Hilton in Dunblane. Committee in attendance advised they did not wish to attend.

10.0 **Any Other Competent Business**

- 10.1 Director asked if Committee wished to hold a Gala Day. Mandy Morgan asked if the Church was doing anything and if so then Association could link in with that.

Director will check with Church.

JOR

- 10.2 Committee attendance at meetings – Director reminded Committee that SHR had raised concerns around the level of attendance at meetings and that 4 people had submitted apologies, Margaret Ann advised that this could be due to Easter school holidays.

Director suggested that the date of next meeting be added to Management Committee agenda and at the end of each meeting a discussion can take place to confirm that the next meeting date suits everyone, if not it can be changed.

Director also reminded everyone to respond to the WhatsApp message sent on the day of the meetings.

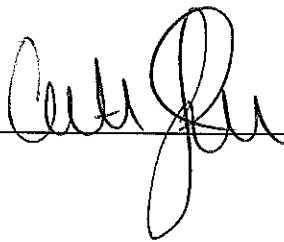
11.0 Finance for Committee Session

11.1 Carried out after Agenda Item 6

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

John Goodwin
April 2024

Chairperson:



A handwritten signature in black ink, appearing to read 'John Goodwin', is written over a horizontal line. The signature is cursive and stylized.