Blairtummock Housing Association

Minutes of the Management Committee meeting held on Wednesday 12th August 2026 @ 6.30pm, hybrid meeting at 45 Boyndie Street, G34 9JL & via Microsoft Teams

Present	**In Attendance**
Elizabeth Best	Gillian Bell, Housing Services Manager
Irene Black	John King, Director
Jim Kane (Chair)	Della McKelvie, Office Manager (Mins)
Margaret Ann Kelly	Debra Campbell, SHARE
Donna Miller	[redacted] CT Audit (Part)
Betty McGill	[redacted] Arneil Johnstone (Part)
Wilma McKnight	Linda Russel, Finance Manager (Part)
Mandy Morgan	
Claire Reynolds	

Absent	**Special Leave**
N/A	Catriona Jamieson

Action

1.0 Apologies:

1.1 Apologies received on behalf of Margaret Pirrie and Gary Wood.

2.0 Declaration of Interest:

2.1 Agenda Item 7 – BRO Update – Jim Kane, Margaret Ann Kelly and Donna Miller all declared an interest.

3.0 Minutes of Previous Meetings:

3.1 **Management Committee – 20th May 2026**

The Office Manager advised that, following approval of the minutes, an administrative error had been identified. The minutes recorded Betty

McGill as being in attendance; however, she should have been recorded as absent.

The Management Committee approved the amendment to the minutes. The revised minutes were proposed by Mandy Morgan and seconded by Jim Kane.

3.2 **Management Committee – 3rd June 2026**

The above minutes were approved by Irene Black and seconded by Jim Kane.

4.0 Matters Arising:

4.1 **High Risk Register**

4.1.1 Prior to the meeting queries in relation to the Nursery were submitted by a Committee Member. It was agreed to raise these under agenda item 15 Discussion Paper on Nursery.

Committee then advised that they wished no changes to the remainder of the High-Risk items.

4.2 **Meeting Log – 3rd June 2026**

4.2.1 The Management Committee considered the meeting log from 3rd June 2026.

4.2.2 Members who were present at that meeting confirmed that they were satisfied the log accurately reflected the discussions held.

4.3 **Committee Attendance Log**

4.3.1 The Management Committee previously agreed that attendance at meetings would be included as a standard agenda item, to support transparency and accountability in the recording of attendance.

The Management Committee reviewed the attendance log and accepted it as an accurate record.

Decision:

- Attendance log approved as a true and accurate record.

5.0 Report & Financial Statements for the Year Ended 31st March 2026; Letter of Representation & Management Letter

5.1 [redacted] **CT Audit joined the meeting at this point.**

The Management Committee considered the draft audited financial statements of Blairtummock Housing Association Limited for the year ended 31 March 2026. The Association reported a surplus of £392,263 for the year and total comprehensive income of £474,263. Net assets increased to £13.338m (2025: £12.864m), with cash balances of £3.455m and investments of £2.560m.

The Committee noted that the Association continues to demonstrate a strong financial position, with outstanding loans reducing to £2.443m and pension liabilities reducing to £233,000. Rent arrears also reduced significantly during the year from £134,014 to £74,879.

Members noted the unqualified audit opinion provided by CT Audit Limited, which confirmed that the financial statements give a true and fair view of the Association's affairs and that no issues were identified in relation to internal financial controls, governance or regulatory compliance.

The Committee further noted the Association's continued strong performance, including investment in planned maintenance works, successful community funding initiatives, and ongoing support provided to tenants through

welfare rights and money advice services. The Association remains classified as “low engagement” by the Scottish Housing Regulator.

Decision: The Management Committee approved the draft Financial Statements for the year ended 31 March 2026 and authorised their submission in accordance with statutory and regulatory requirements.

[redacted] **& Linda Russell left the meeting at this point.**

6.0 New 5 Year Business Plan – Rent Affordability Study

6.1 [redacted] **Arneil Johnston joined the meeting at this point.**

6.2 The Management Committee received a presentation from [redacted] of Arneil Johnston on the findings of the 2026 Rent and Service Charge Analysis and Rent Affordability Assessment for Blairtummock Housing Association.

6.3 Key points noted:

- The Association's housing stock comprises 695 properties, with 54% being 3-apartment properties and 46% tenement flats. Over half of the stock was constructed in the 1950s and 1960s.
- The current rent structure contains multiple rent levels with some inconsistencies, including instances where smaller properties are charged higher rents than larger properties. Similar anomalies were identified when service charges were included.
- Four service charges generate approximately £140,000 per annum, with one charge accounting for 89% of service

charge income. Around 98% of tenants pay a service charge.

- Affordability was assessed using recognised housing affordability measures, including household composition and equivalised income methodologies.
- Benchmarking showed that average rents at Blairtummock Housing Association are approximately 11% lower than comparable peer RSLs, with the Association having the lowest rents among peers for 2, 3 and 4 apartment properties.
- Average rents remain below Local Housing Allowance rates across all property sizes and are at least 53% below equivalent private sector market rents.
- The affordability assessment concluded that rents are affordable for the vast majority of household types examined. Approximately 92% of household archetypes fall within or below the 25% affordability threshold, with only single-person households affected by the benefit cap exceeding the 30% threshold.
- Overall, the analysis found that rents remain affordable, compare favourably with local market and peer RSL rents, and demonstrate significant headroom below Local Housing Allowance levels.

6.4 Committee noted the findings of the Rent Affordability Assessment and the positive affordability position of the Association's rent structure.

6.5 [redacted] **Arneil Johnstone left the meeting at this point.**

7.0 Quarterly Community Regeneration Reports

7.1 The Management Committee considered the quarterly Community Regeneration Report presented by Eddy Ferguson, Community

Regeneration Manager. Members noted the progress being made with the Rogerfield Environmental Strategy, including ongoing design consultation, progress towards securing a long-term lease agreement with Glasgow City Council, and submission of the planning application for the proposed development. Members also noted the current funding position and the long-term objectives of the project.

7.2 The Committee was satisfied that appropriate progress was being made and that the report provided adequate assurance regarding the status of the project and associated regeneration activities. No issues requiring further clarification were identified.

7.3 **Decision:** The Management Committee noted the report and the assurances provided regarding project progress and governance arrangements.

8.0 BRO Update

8.1 The Management Committee considered the BRO Quarterly Update and noted the operational activities undertaken during Quarter 1 of 2026/27, including community hall usage, estate caretaking services, capital works and ad hoc maintenance activities. Members were satisfied with the information presented and the assurance provided regarding service delivery and performance.

8.2 **Decision:** The Management Committee noted the report.

9.0 AGM Papers

9.1 Committee discussed the AGM and agreed that they would prefer to have the event in same format as last year, sandwiches etc from local cafe. When discussing who should stand for re-election it was agreed the following committee members would stand for re-election:

- Margaret Ann Kelly
- Donna Miller
- Betty McGill

10.0 Benefits, Interests, Gift and Hospitality

10.1 The Management Committee considered the report on Benefits, Interests, Gifts and Hospitality and reviewed the entries recorded within the Register. Members noted the gifts and hospitality declared during the reporting period and were satisfied that these had been appropriately recorded in accordance with the Association's policy and governance arrangements.

10.2 The Committee was satisfied that no matters of concern or potential conflicts requiring further investigation had been identified.

10.3 **Decision:** The Management Committee noted the report and the assurances provided regarding compliance with the Association's Gifts and Hospitality procedures.

11.0 Secretary to Report on Rules 62-67

11.1 The Management Committee considered the Secretary's annual report on compliance with Rules 62-67 of the Association's Rules, presented in accordance with Rule 68. Members noted the confirmation that statutory records, registers, minutes, documentation and arrangements relating to the execution of documents and use of the Association's seal were being maintained in accordance with the Rules. Members further noted the confirmation that the Association's registered name was being used appropriately and that the required books, registers and other records were being retained at the registered office

The Committee was satisfied that the report provided assurance regarding the Association's

compliance with Rules 62-67 and that no breaches of the Rules had been identified.

Decision: The Management Committee noted the report, and the assurances provided regarding compliance with the Association's Rules.

12.0 Formal Complaints Apr – Jun 2026

12.1 Management Committee were requested to scrutinise all complaints which have been received during Quarter 1: April-June 2026 to determine if there is a common theme to these complaints and establish if there can be any lessons learned from the complaints which have been received.

12.2 Management Committee noted that 7 formal complaints were received at Stage One and one at Stage Two.

12.3 Management Committee discussed the complaints regarding new kitchen being fitted and pleased that kitchen contractor has now had contract terminated. No other obvious patterns were emerging via the complaints process.

13.0 Committee Appraisal

13.1 The Management Committee received a presentation from Debra Campbell, Head of Training & Professional Services at SHARE, outlining the Annual Management Committee Appraisal process for 2026. The presentation highlighted the purpose of the appraisal process, including reviewing members' contributions and achievements, identifying learning and development needs, strengthening Committee effectiveness, and meeting regulatory governance requirements.

13.2 The Committee noted the appraisal process would involve completion of a survey by Committee members, one-to-one discussions with SHARE,

and the production of an appraisal report, individual learning statements, and a Committee Learning and Development Plan. Members were advised of the areas that would be covered during the appraisal, including skills, knowledge, effectiveness, training undertaken, future aspirations, and feedback on Committee leadership. An indicative timetable for the process was also provided.

13.3 A Committee Member sought clarification on how the appraisal process would apply to new Committee Members. Debra Campbell advised that one-to-one appraisal discussions would be tailored to the individual's level of experience and knowledge, and that a more detailed Learning and Development Plan would be developed to support new Committee Members in their role. The Management Committee noted the clarification.

13.4 The Management Committee noted the presentation and the proposed appraisal process.

14.0 Housing Management, Maintenance & Finance Replacement Software

14.1 The Committee considered the report by the Director regarding the replacement of the Association's Housing Management, Maintenance and Finance software.

14.2 Members noted the evaluation undertaken of available software solutions, including demonstrations and detailed assessments of [redacted] and Rubixx. The Committee noted that Rubixx achieved the highest overall ranking due to its stronger finance functionality, wider operational capability, value for money and future development potential.

14.3 Following discussion, the Committee:

- Approved the appointment of Rubixx as the Association's Housing Management, Maintenance and Finance software provider for a five-year period.
- Approved procurement through the Procurement for Scotland Framework via direct award.
- Approved the recruitment of a temporary member of staff with specialist project management expertise to oversee and support the implementation of the new system, including data migration, staff training and transition arrangements.
- Agreed to receive quarterly progress reports throughout the implementation period.

Decision: The Management Committee approved the appointment of Rubixx as the Association's new software provider and approved the employment of a temporary member of staff to oversee and manage the implementation and transition process.

15.0 Discussion Paper on Nursery

15.1 The Management Committee considered the report on the future use of the former nursery premises and noted correspondence received from a Committee Member raising several questions regarding the Risk Register, financial implications, previous expenditure, planning requirements and the potential occupation of the premises by Blairtummock & Rogerfield Opportunities (BRO).

15.2 Members discussed the risk assessment relating to the continued vacancy of the premises. It was agreed that whilst the probability of the nursery remaining unoccupied remained high, the financial impact on the Association was relatively low given that the annual rental income represented approximately 0.06% of the Association's turnover.

15.3 The Committee therefore agreed that the risk rating should be amended to an Impact Score of 2 and a Probability Score of 5.

15.4 The Committee noted the responses provided to the questions submitted, including details of previous expenditure on the nursery, the requirement for planning consent in the event of a change of use, the current BRO lease arrangements, and the potential costs and implications associated with alternative occupancy options.

15.5 Following discussion of the available options, Members agreed that, in principle, BRO should occupy the premises, subject to the necessary approvals and feasibility work being completed. The Committee noted that, due to the withdrawal of funded nursery places by Glasgow City Council and the resulting lack of demand for nursery provision, the premises were unlikely to be used as a nursery in the future. Members further noted that occupation by BRO would provide additional space for training activities and storage of equipment and materials, whilst ensuring the building remained in community use.

15.6 **Decision:** The Management Committee agreed to amend the Risk Register score for the vacancy risk to Impact 2, Probability 5, and approved the continued progression of proposals for BRO to occupy the premises, with officers to undertake any necessary planning, cost and feasibility assessments and report back to Committee as required.

16.0 Housing Management & Maintenance Sub-committee

16.1 Key Performance Indicators

16.1.1 Committee considered the Quarter 1 Key Performance Information report and noted the

Association's performance across housing management and maintenance services.

16.1.2 Members noted strong performance in a number of key operational areas, including emergency and reactive repair response times, compliance with gas safety, EICR and fire safety requirements, low levels of damp and mould cases, reductions in void re-let times, achievement of the Glasgow City Council homeless lets target, improvements in rent arrears performance, and the positive financial outcomes achieved through welfare rights and Here to Help initiatives.

16.1.3 Committee noted that one eviction for anti-social behaviour had taken place during the reporting period.

16.1.4 Members discussed the reduction in tenant satisfaction with new homes and queried why this had dropped. Officers advised that only five surveys had been received during Quarter 1 and that one dissatisfied response had significantly affected overall performance. Committee noted that there were no wider trends or concerns identified and agreed that satisfaction levels should continue to be monitored.

16.1.5 Committee noted the report, and the overall positive performance achieved during Quarter 1.

16.2 **Appeal**

16.2.1 Management Committee considered the appeal against the recharge of £1,024.46 relating to alterations made to the loft space and non-standard electrical fittings at a former tenancy. Members noted that tenants undertaking a mutual exchange are advised that they accept the property in its existing condition and considered the appellant's comments, which indicated that the incoming tenant was aware of the condition and previous use of the loft space. Committee agreed,

however, that the Association should ensure loft spaces are inspected as part of future mutual exchange processes, with any necessary inspections undertaken by an appropriate contractor as staff do not work at height.

16.2.2 Following discussion, Committee concluded that the Association had acted in accordance with its policies and procedures and agreed not to uphold the appeal. The recharge would therefore remain in place, with the former tenant remaining responsible for the associated costs.

16.3 **Kitchen Contract Update**

16.3.1 The Housing Services Manager provided a verbal update regarding the termination of the kitchen installation contract with [redacted] on 16 July 2026, following the update issued to Management Committee during the summer recess.

16.3.2 Committee noted that the Housing Services Manager and the Quantity Surveyor had approached Bell Group, who had previously tendered for the contract, and that they had confirmed their willingness to complete the remaining works, subject to Committee approval.

16.3.4 Members requested tenant feedback on the quality of kitchens provided and were advised that tenants had generally been satisfied with the quality of the kitchens installed, with concerns relating primarily to the standard of finishing works completed by the contractor.

16.3.5 Committee also considered the arrangements for outstanding snagging works and noted that [redacted] had agreed to complete any outstanding items. Members were advised that a 5% retention sum would be held for a period of 12 months and, should the outstanding works not be completed, an alternative contractor would be appointed with costs met from the retention monies.

16.3.6 Following discussion, Committee approved the appointment of Bell Group to complete the remaining kitchen installation works.

17.0 Share Membership Report

17.1 The Management Committee approved three share membership applications and authorised the use of the Association's seal.

18.0 Development Site – Rogerfield

18.1 The Director provided an update on the proposed development at Rogerfield and advised that proposals for 50 units had been submitted to Glasgow City Council. Members noted that Glasgow City Council had contacted the Association shortly after submission to arrange a meeting to discuss the proposals.

18.2 Committee was advised that discussions had included both the Arrowhead site and the Association's own land, with potential development opportunities comprising approximately 47 houses and 67 flats. Members also noted that Glasgow City Council had indicated that funding may be available towards feasibility costs.

18.3 The Director further advised that discussions had covered potential procurement routes and possible developer options. Committee noted the update and agreed that the Director should continue discussions with GCC and would keep them informed of progress.

19.0 Representative Bodies Feedback

Management Committee members attending external meetings and representative bodies advised that they had no updates to report

19.1 **EVH**

Committee received information on June & July Monthly updates and the conference on 29th – 30th October was highlighted, anyone wishing to attend would advise Office Manager.

19.2 **EHRA**

Director advised that EHRA annual conference would be held on 23rd October, Elizabeth Best and Wilma advised they would attend.

19.3 **SHR**

No update.

19.4 **SFHA**

Weekly updates continue to be issued via email no further information to be presented.

19.5 **SHARE**

Information on annual conference presented, Office Manager advised one Committee Member wished to attend, if any other members wish to attend, they will advise OM.

19.6 **GWSF**

Mandy Morgan advised she would attend annual conference on 24th November.

20.0 Correspondence Report

20.1 Nothing to report.

21.0 Date & Time of Next Meeting

21.1 Management Committee noted that programme has now ended, and a new calendar of meetings will be collated after the Annual General Meeting. This meeting will be held on:

- Annual General Meeting – Thursday 10th September 2026 @ 7pm within Community Hall.

22.0 Any Other Competent Business

22.1 **Special Leave**

The Director advised that Catriona had confirmed her intention to return to the Management Committee following a period of special leave. Members noted that, [redacted], she would initially attend meetings remotely via Microsoft Teams and would not undertake an office bearer role at this stage.

22.2 **AGM**

Committee noted the apologies of Jim Kane for the Annual General Meeting due to annual leave. Members agreed that Margaret would chair the meeting in his absence.

The Director also advised Members to be aware of the potential for protests at the AGM, noting that while there was no indication that the Association would be specifically targeted, similar activity had occurred at meetings of other organisations. Committee noted the update.

Further Meeting

22.3

The Director advised that several presentations remained outstanding, including:

- Tenant Satisfaction Survey
- Stock Condition Survey
- New Build Proposals
- Solar Panel Projects

Members considered whether a separate meeting should be arranged to receive these presentations

or whether they should be scheduled within the forthcoming meeting calendar. Following consideration, Committee agreed that the presentations should be incorporated into the new calendar of meetings.

As there was no further business to discuss the meeting closed at 9pm.

Della McKelvie
August 2026

Chairperson: _____