

Blairtummock Housing Association

Minutes of the Management Committee meeting held on Wednesday 12th October 2022 @ 6pm at 45 Boyndie Street

Present:

Catriona Jamieson (Part)
Donna Lang
Betty McGill
Gordon McGlone
Donna Miller
Gary Wood, Chairperson

In Attendance:

Mandy Morgan, Observer
Della McKelvie, PA/Office Manager (Mins)
Tim Pogson, SHN (Part of Meeting)
Jacqui O'Rourke, Director

Prior to the start of the meeting the Chairperson, welcomed Mandy Morgan to meeting and advised that Tim Pogson, Scottish Housing Network would be in attendance but had called to apologise as delayed in traffic. It was agreed to progress with agenda until Tim arrived, changing order of discussion.

Action

1.0 Apologies

1.1 Apologies received on behalf of Irene Black and Margaret Pirrie. Catriona Jamieson advised would be late to meeting.

2.0 Declarations of Interest

2.1 Donna Miller & Gary Wood both declared an interest in BRO.

3.0 Minutes of Previous Meetings:

3.1 Finance & Audit Sub-committee – 10th August 2022

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

3.2 Housing Management & Maintenance Sub-committee – 17th August 2022

The above minutes were approved by Gordon McGlone and seconded by Gary Wood.

3.3 Blairtummock & Rogerfield Opportunities –

17th August 2022

The above minutes were for information only.

3.4 Management Committee – 25th August 2022

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

3.5 Annual General Meeting – 15th September 2022

The above minutes were for information only.

3.6 Management Committee – 15th September 2022

The above minutes were approved by Gary Wood and seconded by Gordon McGlone.

4.0 Matters Arising

4.1 Update on GCC Temporary Furnished Flats

Two properties are in the process of being returned, offers have been made to current tenants by GCC to free them for return.

4.2 Management Committee Minute – 30th June 2022

The above minute was approved at August Management Committee meeting, since then an error at item 11.2 was noted. The heading should read Staff Survey not Staff Survey South Rogerfield Strategy.

6.0 Code of Conduct for Re-affirmation

6.1 Management Committee approved the Code of Conduct and agreed to sign all declarations.

7.0 Proposals for Co-optees

7.1 Management Committee approved both Mandy Morgan and Michelle Mitchell joining the Committee as co-opted members.

8.0 Review Of Representative Membership Bodies

- 8.1 EVH - Gary agreed to remain representative on EVH but this would have to be monitored due to new job role affecting his availability.
- 8.2 EHRA – It was agreed to bring back to meeting next month when more Committee Members will be in attendance.
- 8.3 SFHA – Jacqui will remain as representative and will check to see if Mandy could be a representative as a co-opted member.

Catriona joined the meeting at this point.

9.0 Calendar Of Meetings; Formation Of Sub-Committees & Management Committee Meeting Programme

- 9.1 Management Committee requested this report be presented again next month but the following was agreed in meantime:
- Management Committee still to be held on 1st Thursday of month at 6pm
 - Sub-committees to be held quarterly
 - Gary Wood & Gordon McGlone will join Housing Management & Maintenance Sub-committee
 - Donna Miller & Betty McGill will join Finance & Audit Sub-committee
 - Dates for next 2 Management Committee meetings to go ahead 27th October – Assurance Statement & 3rd November Management Committee.

10.0 Blairtummock & Rogerfield Opportunities Nominations to Board 2022/23

- 10.1 This to be discussed at next meeting.

Donna Miller agreed to attend the BRO AGM as Association's Representative on 19th October 2022.

11.0 Tenant Scrutiny/Consultation

- 11.1 Management Committee noted the contents within the feedback presented. It was agreed that the Association monitor/consider concerns highlighted:

- Customer Service – more in depth investigation would be required to determine in what way the tenant was not satisfied with the customer service and how we could improve this.

- Office Open 5 days – at present Association are monitoring the footfall to office to determine on whether the office should be opened more to the public and this will be discussed after the review period previously agreed by Management Committee.

- Backcourt – consultation was undertaken for recent backcourt works but look at lessons learned and see if ways to improve how previously undertaken

Tim Pogson joined the meeting at this point.

5.0 Scottish Housing Network – Performance Report 2021/22

- 5.1 Tim presented using the information that the Association submitted for ARC 2021/22 return and compared it with our peers (Associations of similar stock size) and their own ARC submission information.

Management Committee discussed the strengths and weaknesses of the organisation with Tim and overall agreed that the Association was performing well in top percent within its peers but have areas as follows to work on and Director will discuss these with Housing Management staff:

- 97.3% of rent collected in the year, although up slightly from previous year this was the lowest amongst peers.
- Three evictions took place, 2 for rent arrears and 1 for anti social behaviour.

Tim left meeting at this point.

12.0 Approval of Business Plan Timetable

- 12.1 Management Committee agreed to hold a half day review day in November to discuss above and the following issues that affect how the Association will progress:

- Rent Freeze
- Cost of Living Crisis

- Stock Condition Survey/Planned Maintenance Works
- Financial Impact

12.2 It was agreed that a consultant should be invited to advise on financial implications for all of the above.

12.3 Director reminded all Committee loss of earnings for attending review day would be covered by Association with a letter/invoice from employer.

12.4 Review day – morning is preference and avoid Tues/Wed.

13.0 Investment Report

13.1 The Management Committee discussed Area 2 Backcourt Works, consideration on moving forward or postponing this would be an agenda item for the review day.

14.0 Formal Complaints

14.1 Seven formal complaints were received from 1st July – 30th September 2022 and no pattern noted.

14.2 Management Committee acknowledged the compliments within the report.

15.0 Business Continuity

15.1 Management Committee noted the following updates within report:

- Energy Advisor the Association uses through Connect has left post suddenly, Connect are advertising the post.
- Scottish Government have implement a rent freeze until March 2023. Uncertainty at present on whether this will be extended or not and how Association's will consult with tenants on next year's rent increase (as SHR advice).

15.2 Management Committee also agreed to no longer continue with this report, if required in future it will be reinstated.

16.0 Christmas Card Competition

16.1 Committee agreed to have the Christmas Card competition again this year. Youth groups from Pavillion, FARE & church will be invited to attend.

17.0 Representative Bodies Feedback

17.1 EVH

October monthly update distributed with papers.

17.2 EHRA

17.2.1 Monthly meeting was held today where everyone raised same concerns on the rent freeze and how this will impact on planned maintenance works if extended past March 2023.

17.2.2 EHRA hosting quiz night on Friday 28th October in Blairtummock Community Hall, all staff and committee welcome. Requesting donations for local foodbank.

17.2.3 EHRA have Michael Cameron, Scottish Housing Regulator attending their November meeting.

17.3 SFHA

17.3.1 Reaction to Programme for Government

17.3.2 Rent Freeze briefing sent separately 6/10/22

17.4 SHR

National Report on the Charter and Landlord Reports included within papers. Association's Annual & Performance Report 2021/22 is now at printers and will be distributed next week.

17.5 SHARE

Training emails issued to Management Committee.

18.0 Correspondence Report

18.1 Easterhouse Parish Church sent in an email for donation request for their Fireworks Event. Management Committee approved £250 donation to the event.

19.0 Any Other Competent Business

19.1 Christmas Panto 2022

Management Committee approved Christmas Panto event. Letters will be sent to contractors/consultants requesting donation towards this and the Association will make up any shortfall.

19.2 Christmas Staff Lunch

Staff are organising their Christmas lunch for Friday 9th December, Management Committee approved the office closing early on this day.

19.3 Committee & Staff Christmas Night

All agreed that due to cost of living crisis it would not be appropriate for all to attend a Christmas Party Night. It was agreed that either Friday 27th January or 3rd February all Committee and Staff would be invited to a night in the community hall so that all can reconnect since the pandemic. Buffet will be provided.

19.4 Glasgow City Council Cleansing Strikes

Management Committee acknowledged above, it was agreed to continue to tweet information from Glasgow City Council on above to keep tenants informed, Association has already texted all tenants with link to GCC information.

19.5 Health & Safety Walkabout

It was agreed to organise this before the next full Management Committee meeting, Gordon will attend along with Maintenance Officer and all other Committee will be requested to come along early to assist in the walkabout.

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

Della McKelvie, October 2022

Chairperson: _____