

# Blairtummock Housing Association

## Minutes of the Management Committee meeting held on Thursday 12<sup>th</sup> October 2023 @ 6pm, Hybrid meeting at 45 Boyndie Street, G34 9JL & via Microsoft Teams

### Present

Catriona Jamieson (Chair)  
Jim Kane  
Irene Black  
Donna Miller  
Mandy Morgan (Part)  
Betty McGill

### In Attendance

Margaret Ann Kelly (Observer)  
Della McKelvie, PA/Office Man (Mins)  
Jacqui O'Rourke, Director

### Action

#### 1.0 Apologies:

1.1 Apologies were received on behalf of Donna Lang, Margaret Pirrie and Jason Thet.

#### 2.0 Declaration of Interest:

2.1 No declarations of interest.

#### 3.0 Minutes of Previous Meetings:

##### 3.1 Annual General – 7<sup>th</sup> September 2023

The above minutes were noted.

##### 3.2 Election of Office Bearers – 7<sup>th</sup> September 2023

The above minutes were approved by Donna Miller and seconded by Betty McGill.

##### 3.3 Management Committee – 14<sup>th</sup> September 2023

The above minutes were for approved by Catriona Jamieson and seconded by Betty McGill.

#### 4.0 Matters Arising:

#### **4.1 Update on GCC Temporary Furnished Flats**

Director advised that the tenant in TFF who threatened a staff member has now been removed from the property.

Association will be meeting with the TFF Team on Monday to discuss working relationship and new leases that they will be providing, further information on the leases has been requested but not received as yet.

#### **4.2 Meeting Log – 14<sup>th</sup> September 2023**

Committee noted the content within the log. Director advised that she has reached out to some organisations regarding co-opted members but no response.

#### **5.0 Formal Complaints: July – September 2023**

5.1 Management Committee noted the 8 complaints, 1 of which was upheld, no pattern to give cause for concern.

#### **6.0 Health & Safety Sub-committee**

6.1 The following sections from Health & Safety Manual were presented at staff meetings with no issues raised:

Section 3.3 – Accidents

Section 3.4 – Risk Assessments

Section 3.5 – Staff Safety & Violence

6.2 Maintenance Officer along with Catriona Jamieson and Jim Kane carried out a health and safety walkabout prior to the meeting.

## **7.0 Policy Reviews**

### **7.1 Disaster Recovery Policy**

Change to policy to amend Donna Miller's address. With this change policy approved with a 3 year review date.

### **7.2 Senior Officer Succession Planning**

Policy approved with 3 year review date.

### **7.3 Abandonment Policy**

Policy approved with 3 year review date.

## **8.0 Christmas Cards**

8.1 It was agreed to contact Pavillion, Bee Club and Rosemary from FARE for Christmas Card competition same as last year. It was approved to send to all tenants.

## **9.0 Committee Appraisal – Learning Development Plan**

9.1 Management Committee discussed above and agreed following:

- Finance training to be programmed into Management Committee meeting – arrange via SHARE no preference on trainer. Finance & Audit Sub-committee will discuss at November meeting how they wish papers to be set out
- Risks to be highlighted at beginning of reports not at end.
- E-learning availability – This has been set up with SHARE
- Assurance Statements – Meeting at end of October for this and can discuss how best to proceed to keep in mind throughout the year for Committee Members.

- It was agreed to look into a Committee portal via website where papers and policies etc can be accessed in one place, making easier to access. Office Manager will contact web designer.
- Refresh of whistleblowing training.  
Training of senior staff appraisal for Committee Members, particularly for Chairperson as Secretary and Treasurer attended in past year.
- Skills analysis to be looked into. Office Manager to send Chairperson current new committee member induction pack.

## **10.0 Representative Bodies Feedback**

### **10.1 EVH**

Monthly update and minutes of EVH Management Committee meeting attached.

### **10.2 EHRA**

No Committee representative from BHA, anyone interested to advise Director.

### **10.3 SFHA**

Training info and weekly news issued to Committee.

### **10.4 SHR**

New Regulation Manager has introduced herself to Association as previous Manager retired.

### **10.5 SHARE**

Training information issued as and when received. E-learning modules sign in information now been sent to Committee Members.

## **11.0 Correspondence Report**

- 11.1 Scottish Government – Programme for Government 2023 – 2024 – Equality, Opportunity, Community – Management Committee noted content in regards to housing related commitments.
- 11.2 Lintel Trust – Email received in regards to funding raising evening for Mind The Men & LifeLink in memory of Alasdair McKee – Management Committee approved a £200 donation.

## **12.0 Any Other Competent Business**

### **12.1 Maintenance Assistant Vacancy**

Director advised that Maintenance Assistant has submitted her notice. Post has been advertised with EVH.

### **12.2 Electric Vehicle Charge Point**

Director advised that the funding for electric car with Co-Wheels has now ended and car removed. The electric charge point can remain if Association pay maintenance fee £306 per year to maintain. After discussion it was agreed to pay the maintenance fee for year and reassess next year.

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

Della McKelvie  
October 2023

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