

## Blairtummock Housing Association

### Minutes of the Management Committee meeting held on Thursday 14<sup>th</sup> January 2021 @ 6pm via Microsoft Teams as remote working due to COVID-19 Crisis

#### **Present:**

Lynn Blackwood  
Paul Cochrane  
Yvonne Crockert  
Donna Miller  
Margaret Pirrie  
Tracy Slaven  
Gary Wood (Chairperson)

#### **In Attendance:**

Della McKelvie, PA/Administrator (Mins)  
Jacqui O'Rourke, Director  
Olwyn Gaffney, SHARE – Part Meeting

#### **Action**

#### **1.0 APOLOGIES**

1.1 Apologies were received on behalf of Irene Black.

#### **2.0 MINUTES OF PREVIOUS MEETINGS:**

##### **2.1 Management Committee – 3<sup>rd</sup> December 2020**

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

##### **2.2 BRO AGM – 9<sup>th</sup> December 2020**

The above minutes were for information only.

##### **2.3 Blairtummock & Rogerfield Opportunities – 9<sup>th</sup> December 2020**

The above minutes were for information only.

#### **3.0 MATTERS ARISING**

3.1 There were no matters arising.

#### **4.0 DECLARATIONS OF INTEREST**

4.1 Donna Miller declared an interest in service charges.

#### **5.0 MANAGEMENT COMMITTEE APPRAISAL FEEDBACK**

5.1 Olwyn was in attendance to go through presentation on the Committee Appraisal process that SHARE undertook. The presentation explained the following:

- Why the process happened
- What do the Management Committee do well
- What can be done better
- Good business practice
- Consider priorities going forward

5.2 It was agreed that PA/Office Manager will forward on individual learning plans and the final report to all Management Committee.

5.3 Management Committee requested a review be programmed in for end of June.

**Olwyn left the meeting at this point.**

## **6.0 INVESTMENT**

6.1 Management Committee were advised that Blairtummock Area 1 Backcourt works have now stopped as Contractor has stopped all works due to the new variant of Covid-19.

Contents of report were noted.

## **7.0 FORMAL COMPLAINTS**

7.1 Management Committee noted that 8 formal complaints were received in previous quarter, one of which progressed to Stage 2.

7.2 Management Committee advised that they did not believe there to be any pattern to the complaints received.

## **8.0 SERVICE CHARGE INCREASE**

8.1 Report from Housing Services Manager was presented on the consultation with tenants in regards to the service charge increase in relation to bulk uplift services in tenemental properties.

8.2 The Management Committee were disappointed that only 6 tenants responded to the consultation of these four were

favourable for the Association to increase the service charge whilst keeping the current stair cleaning service.

The Management Committee approved going forward with the increase and keeping other services at the same level.

## **9.0 GOVERNANCE REVIEW ACTION PLAN**

- 9.1 Management Committee approved the report and advised that they were satisfied with the layout and information provided. It was agreed that the report should be presented to them quarterly with any new comments/updates to be highlighted in red.
- 9.2 Management Committee also approved staff making small changes to policies in line with what is requested within the action plan without presenting to Management Committee.
- 9.3 It was noted that items such as the stock condition survey and the 30 year plan cannot be progressed due to Covid 19.
- 9.4 Chairperson/Office Bearers and Director will meet bi-monthly after Office Bearer meeting to ensure continued support to Senior Officer
- 9.5 Management Committee agreed to be conscious of what are strategic and what are operational objectives, the Management Committee should be concentrating on strategic objectives and allow staff to deal with operational.

## **10.0 REPRESENTATIVE BODIES FEEDBACK**

### **10.1 EVH**

Monthly meetings will resume using Zoom with more emphasis on Health and Well Being, AGM to take place on 1<sup>st</sup> February. Monthly update enclosed within papers.

### **10.2 EHRA**

EHRA are employing a consultant to do a study on the impact of Covid in Greater Easterhouse, highlighting the positives and negatives experienced. Monthly meeting on Wednesday 20<sup>th</sup> January.

### 10.3 **SHR**

ARC Return has been delayed two months again this year. Housing Association frustrated as figures will be varied due to the continuous changes due to Covid and what is and isn't allowed to be carried out.

No Covid Return to be given in January.

### 10.4 **SFHA**

Continue to offer guidance and support on service delivery.

### 10.5 **SHARE**

Training events are emailed direct to Management Committee and if interested they contact PA/Office Manager. AGM information issued.

## 11.0 **CORRESPONDENCE REPORT**

11.1 No correspondence.

## 12.0 **ANY OTHER COMPETENT BUSINESS**

### 12.1 **Scottish Housing Network**

Presentation on Tuesday 19<sup>th</sup> January 2021 at 2pm via Zoom on the Association's performance, all Management Committee welcome.

### 12.2 **Committee Membership**

Management Committee discussed how to encourage new members and also how to keep current Committee Members interested during these difficult times. It was agreed to do a mail drop that just focuses on Management Committee.

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

January 2020

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