Blairtummock Housing Association

Minutes of the Management Committee meeting held on Wednesday 14th October 2026 @ 6pm via Hybrid meeting at 45 Boyndie Street & Microsoft Teams

Present	**In Attendance**
Betty McGill	John King, Director
Irene Black	Gillian Bell, Housing Services Manager
Wilma McKnight	John Goodwin, Office Admin Asst (mins)
Jim Kane (Chair)	Alison McCoid, Finance Manager
Donna Miller	Anne McAllister – Observer
Gary Wood	
Elizabeth Best	

Absent	**Special Leave**
N/A	N/A

Prior to start of meeting staff & Committee introduced themselves and advised of their role within the Association and Committee to new Finance Manager, Alison McCoid and observer, Anne McAllister.

It was noted that the meeting was quorate and could proceed.

Action

1.0 Election of Office Bearers:

1.1 **Election of Chairperson**

The Committee considered nominations for the position of Chairperson. Gary nominated Jim Kane, seconded by Donna Miller. There being no further nominations, Jim Kane accepted the position and was duly elected as Chairperson.

The Director suggested that the appointment of a Vice Chair would support the effective conduct of meetings in the absence of the Chairperson. The Committee considered the proposal and agreed to appoint Gary as Vice Chair.

Decision:

Jim Kane appointed as Chairperson.

Action:

Office Manager update relevant information with Scottish Housing Regulator and any other necessary documentation.

1.2 **Election of Secretary**

The Committee considered the appointment of Secretary. It was noted that Margaret Pirrie had indicated her willingness to continue in the role. Following discussion, the Committee agreed to re-elect Margaret Pirrie as Secretary.

Decision:

Margaret Pirrie appointed as Secretary.

Action:

Office Manager update relevant information with Scottish Housing Regulator and any other necessary documentation.

1.3 **Election of Treasurer**

No nominations were received at the meeting. The Committee agreed to revisit the appointment at the next meeting.

2.0 **Apologies:**

2.1 Apologies received on behalf of Claire Reynolds, Mandy Morgan, Margaret Pirrie, Margaret Ann Kelly and Catriona Jamieson.

3.0 Declaration of Interest:

3.1 Irene Black declared an interest in Item 18.1, Correspondence Report – Friendship Group Donation Request. It was agreed that Irene did not have to leave the meeting during the discussion.

4.0 Minutes of Previous Meetings:

4.1 **Finance & Audit Sub-Committee – 12th August 2026**

The above minutes were proposed by Irene and seconded by Donna.

4.2 **Management Committee – 12th August 2026**

The above minutes were proposed by Irene and seconded by Donna.

4.3 **Annual General Meeting – 10th September 2026**

The above minutes were provided for information only.

4.4 **Management Committee – 10th September 2026**

The above minutes were proposed by Gary and seconded by Donna.

5.0 Matters Arising

5.1 **Meeting Log – 12th August 2026**

The Management Committee considered the meeting log from 12th August 2026.

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

5.2 **Meeting Log – 10th September 2026**

The Management Committee considered the meeting log from 10th September 2026.

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

5.3 **Risk Register – High Risks**

5.3.1 Committee reviewed the current high risks, mitigation measures and risk scores. Members had at a previous meeting discussed the risk assessment relating to the continued vacancy of the nursery 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 and this was now removed as a high risk as impact was scored at 2 with probability 5. This was now no longer noted as a high risk to Association but now medium. Members approved this update.

5.3.2 **Decision**

- Approval new risk register update.

5.3.3 **Action**

- Continue to monitor

5.4 **Committee Attendance**

5.4.1 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.

Committee also noted attendance remains above the threshold set within the Rules.

5.4.2 **Decision:**

- Attendance log approved as a true and accurate record.

5.5 [redacted]

5.5.1 [redacted]

5.5.2 [redacted]

[redacted]

5.5.3 [redacted]

5.5.4 [redacted]

5.5.5 [redacted] FM

5.5.6 [redacted]

5.5.7 [redacted]

6.0 Proposals for Co-opted Members 2026/27

6.1 The Committee considered the skills, experience and attendance commitment of both applicants and agreed that their appointment would strengthen board through experience already gained in their own personal development/employment history and previous years already serving on the governing board.

6.1 Members approved both applicants as Co-opted Board Members.

6.3 **Decision:**
Both applicants approved as Co-opted Board Members.

7.0 Re-Affirm Code of Conduct

7.1 The Director provided an overview of the Committee Code of Conduct, its principles and importance in relation to governance. Director highlighted that where

anyone is unable to comply with the principle of the Code they would be required to resign from Committee.

7.2 Committee agreed to continue to comply with the requirements of the Code of Conduct and to all sign updated Code of Conduct forms for forthcoming year, Committee Members will also notify the Association of any changes to their declarations of personal interests.

7.3 **Decision:**
Approved Code of Conduct and to comply with the requirements.

7.4 **Action:**
All Committee Members to sign Declaration of Interest Forms.

8.0 Draft Calendar of Meeting & Meeting Programme

8.1 After a discussion on the most suitable arrangements for meetings to ensure maximum attendance, the Committee agreed to proceed with the proposed draft calendar of meetings and advised that no changes were required to the Programme of Meetings 2026/27.

9.0 Review of Representative Bodies Membership 2026/27

9.1 Committee were asked to review its representative membership of outside bodies. The following represented Association 2025/26:

- EHRA – John King
- EVH – Margaret Pirrie and Mandy Morgan
- SFHA – John King
- GWSF – John King and Gillian Bell

9.2 Members considered whether the current arrangements continued to provide effective representation and concluded that the existing appointments remained appropriate for 2026/27.

9.3 **Decision:**

Representatives appointment to remain as is for 2026/27.

10.0 Nominations to Blairtummock & Rogerfield Opportunities Board 2026/27

10.1 The Committee noted that the following members currently serve as representatives on the BRO Board of Directors:

- Catriona Jamieson
- Jim Kane
- Donna Miller.

10.2 The Committee considered the current arrangements and agreed that the existing representatives should continue to serve on the BRO Board of Directors. It was noted that additional representatives would be required in due course. Gary confirmed his interest in serving on the BRO Board and the Committee agreed that the names and contact details of any other interested members would be forwarded for consideration.

10.3 **Decision:**
Representatives appointment to remain with the addition of Gary Wood

11.0 Policy Review:

11.1 **Tenancy Changes Policy**

The Committee considered proposed amendments to the Tenancy Changes Policy, including:

- Reducing the qualifying period for succession of tenancy from 12 months to 6 months.
- Extending the period of occupancy for a qualifying person who declines succession from 3 months to 6 months.
- Revising Section 4.8 to confirm that requests will be considered sensitively and sympathetically, recognising that applicants and their families may be experiencing bereavement, and that applications will be processed as promptly as

possible while appropriate support is provided throughout the succession process.
- Updating the Scottish Secure Tenancy Agreement to reflect the changes, with information to be issued to tenants accordingly.

Members noted the amendments would improve tenant support and align practice with the Association's strategic objectives. With these factors taken into consideration Committee approved the Tenancy Changes Policy with a three year review date or sooner if any legislative changes are required.

11.2 **Domestic Abuse Policy**

The Committee considered proposed amendments to the Domestic Abuse Policy, which had been updated to reflect the provisions of Part 2 of the Domestic Abuse (Protection) (Scotland) legislation that came into force on 1 August 2026. The amendments provide landlords with the ability to seek termination of a perpetrator's tenancy or interest in a tenancy and, where appropriate, transfer the tenancy to the victim/survivor.

This will aim to reduce homelessness among domestic abuse survivors by keeping them in familiar environment.

The Committee noted the legislative changes, the impact on victim protection and tenancy sustainability, and approved the revised Policy **with a three year review date, sooner if legislative changes require**.

11.3 **Damp and Mould Policy**

The Committee considered a report on the proposed amendments to the Damp and Mould Policy. It was noted that the policy had been reviewed and updated to reflect the requirements of Awaab's Law**,** which came into force on 6 October 2026.

Committee were asked to approve the following changes:

- Introduction of timescales for inspections – 10 working days

- Introduction of timescales for inspections findings in writing – 3 working days
- Introduction of timescales for commencing repair work – 5 working days
- Introduction of timescales for completion of work – 20 working days
- Follow up inspection within 3 months

During discussion, a Committee member suggested that practical advice on preventing damp and mould be included in the next tenant newsletter. The Committee noted that the Housing Services Manager advised that a leaflet containing guidance and prevention tips would be issued to tenants through CX Feedback, published on the Association's website and social media channels, and included in a future newsletter. HSM

A Committee member queried whether the Tenancy Agreement could include a section outlining the Association's expectations regarding tenants' responsibilities for the upkeep of their homes. The Committee noted the Director's advice that these requirements are already contained within the current Tenancy Agreement.

With all information taken into consideration Committee approved the Damp and Mould Policy with a three year review date or earlier if legislative changes are required.

Members confirmed they had reviewed the equality implications, legal compliance implications, tenant impact and operational resource requirements prior to approval of all three policies.

11.4 **Decision:**
All policies approved with three year review dates.

11.5 **Action:**

Office Manager to update policy schedule to reflect changes and ensure relevant policies are updated on Association’s website where required.

12.0 Health & Safety

12.1 The Committee noted that the following sections of the Health & Safety Management Manual had been presented to staff for consultation at staff meetings:

- Section 4.8 – Asbestos
- Section 5.1 – Selection and Control of Contractors
- Section 5.2 – Construction Design and Management

12.2 Members discussed whether any operational issues had been identified through staff consultation and received assurance that no significant concerns had been raised.

13.0 Dashboard Report – April – June 2026

13.1 The Finance Manager had issued the quarterly dashboard report prior to the meeting, providing the Management Committee with an "at-a-glance" update on the following key areas: Director

- Solvency & Financial Viability
- Key Risks
- Cumulative Planned & Cyclical Maintenance
- Rent Arrears
- Notifiable Events

13.2 Members sought assurance regarding the increase in formal complaints highlighted in red within the dashboard. The Director advised that a detailed exception report would be presented at the next meeting to enable further scrutiny.

The Management Committee confirmed their satisfaction with the content of the report.

13.3 **Decision:**

- Report Noted
-

13.4 **Action:**

- Exception report to next meeting

14.0 Committee Appraisal Report

14.1 Debra Campbell of SHARE provided the Committee with a report on the recent appraisal process. The process included one-to-one interviews with newly appointed Committee Members and a group appraisal session for existing Members. In addition, Members who had served for more than nine years were asked supplementary questions to provide assurance that they remained capable of fulfilling the requirements of their roles.

14.2 Committee requested that a training action plan would be developed based on the outcomes of the appraisal process.

14.3 The Director advised that a number of matters highlighted by Committee Members within the report, including stock condition information and the Tenant Satisfaction Survey, would be addressed in greater detail when the appointed consultants attend a future meeting to present their findings. Relevant survey information is currently available on the Committee portal; however, more comprehensive discussion and analysis will be provided by the consultants during their presentation.

14.4 The following additional matters were also considered during discussion:

- It was agreed that a Business Plan Away Day would be arranged in conjunction with Arneil Johnston to support the Committee's strategic planning discussions.
- The Scottish Housing Network Benchmarking Report was discussed, and it was agreed that a representative from the Scottish Housing Network would be invited to a future Committee meeting to present the findings and discuss the benchmarking information with Members.
- Members noted that CCG had expressed an interest in meeting with the Committee to discuss potential opportunities for a joint development programme. While the Committee welcomed the opportunity to explore potential future development opportunities, Members agreed that further consideration should first be given to the findings of the stock condition survey and the

investment requirements of the existing housing stock before any decisions are taken regarding future development proposals.

14.5 **Decision & Actions:**
The Director will take forward the following actions:

- A training action plan will be prepared from the appraisal outcomes.
- A Business Plan Away Day will be arranged with Arneil Johnston.
- A representative from Scottish Housing Network will be invited to a future meeting.
- Consideration of potential development opportunities with CCG will be deferred pending review of stock condition survey findings and investment requirements.

15.0 Annual Report/Charter Report

15.1 The Committee was advised that HSM would ensure that the annual report would be issued to all tenants prior to 31st October 2026. The report will provide information on Association's performance throughout 2025/26 and links to the information provided to Scottish Housing Regulator throughout this year.

15.2 Committee noted this information and confirmed that they were satisfied with the content information to be provided.

15.3 **Decision:**
Content approved for Annual Report

15.4 **Action:**
HSM ensure issued to all tenants prior to 31st October 2026.

16.0 Christmas Cards

16.1 The Committee considered the options for distributing Christmas cards to tenants, including issuing cards by post or through CX Feedback. Members discussed the potential implications of each approach and noted that, for some elderly tenants, receiving a Christmas card from the Association may be particularly valued given

that they may otherwise receive limited correspondence of this nature during the festive period.

16.2 Following consideration of the available options, the Committee resolved that Christmas cards be issued by post to all tenants, using the same arrangements as in previous years.

16.3 **Decision:**

Christmas Cards to be issued to all tenants, same arrangements as previous years.

16.4 **Action:**

Office Manager to contact youth groups to design Christmas Card and ensure posted to all tenants.

17.0 Representative Bodies Feedback

17.1 **EVH – September Monthly Update**

Committee noted the content within September Monthly update.

17.2 **EHRA**

No update

17.3 **SHR**

No updates received from Scottish Housing Regulator.

17.4 **SFHA**

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

Director advised that SFHA have contacted him to organise a meeting with Management Team to inform of new services they provide. Director

17.5 **SHARE**

Training information continues to be regularly issued via email. Any member wishing to attend please advise Office Manager.

17.6 **GWSF – August Update**

GWSF August update was included within papers for information.

18.0 Correspondence Report

The Committee considered two donation requests which had been circulated in advance of the meeting.

18.1 A request from The Friendship Group for a Christmas donation to assist with the cost of a theatre trip and meal for ten local women. Irene Black declared an interest in this item and took no part in either the discussion or the decision-making process. Following consideration of the request, the Committee resolved to approve a donation of [redacted].

18.2 Committee also considered a request from [redacted] for a donation towards its Annual Christmas Carnival and Fayre. Members discussed the request and noted that the proposed donation would not provide a direct benefit to the Association's tenants. Following due consideration, the Committee resolved not to approve the request.

19.0 Date & Time of Next Meeting

19.1 Committee noted that it had previously agreed to hold its next meeting on Tuesday 20 October 2026 at 6.00pm. However, due to a number of Members being unavailable on the original date, the Committee agreed to reschedule the meeting to Thursday 22 October 2026 at 6.00pm.

20.0 Any other Competent Business

20.1 **Christmas Party Night**

The Committee considered options for the annual Christmas Party Night. The following venues and associated costs were presented for consideration:

- Garfield Hotel – 11 December – £45 per person, including a two-course meal and DJ.
- Castle Rooms – 4 or 11 December – £45 per person, including a three-course meal and DJ.
- Hampden – 11 December – £59.50 per person, including a two-course meal, welcome drink, half bottle of wine and DJ.

Committee did not wish to progress with any of the suggested venues. Housing Services Manager invited members to suggest any alternative venues. A Committee member proposed that enquiries be made regarding availability and costs at Maximo's and Kastriots.

Following discussion, the Committee agreed that further information should be obtained on the alternative venues before a decision is made.

20.2 **CIH Award Nomination – Excellence in Customer Service – Friday 13th November 2026**

The Director advised that the Association had been nominated for an award and invited Committee members to indicate whether they wished to attend the awards ceremony.

The Director agreed to contact those members who had submitted apologies for the meeting to ascertain whether they wished to attend. An update would be provided to the Committee in due course.

The Committee further agreed that staff members could attend on behalf of the Association.

20.3 **Investment Update**

20.3.1 **Kitchen Replacement**

The Committee noted an update on the kitchen replacement programme. The Housing Services Manager advised that Bell Group is currently on site

carrying out the works and that the programme is progressing well.

HSM advised that no issues or concerns had been raised by tenants to date.

HSM further advised that a satisfaction survey would be issued to ten tenants who have recently had their kitchens replaced, with the findings to be reported in due course.

Committee were satisfied with programme to date and wished to be kept appraised of the outcome from the satisfaction survey results.

20.3.2 **Window/Soffits**

The Committee noted an update on the planned window replacement programme. It was reported that the tender process would commence shortly and that priority would be given to approximately 100 overdue properties identified as requiring replacement works.

The Committee further noted that PVC windows will be installed as part of the programme.

As there was no further business to discuss the meeting closed at 7.10pm.

John Goodwin
October 2026

Chairperson: _____