

Blairtummock Housing Association

Minutes of the Management Committee meeting held on Tuesday 22nd September 2020 @ 6.30pm via Microsoft Teams as remote working due to COVID-19 Crisis

Present:

Donna Miller
Tracy Slaven
John Wilkie
Gary Wood, Chairperson

In Attendance:

Karen Anderson, Indigo House Group
Della McKelvie, PA/Office Manager (Mins)
Jacqui O'Rourke, Director
Angela Spence, Indigo House Group

1.0 APOLOGIES

- 1.1 Apologies were received on behalf of Irene Black, Lynn Blackwood, Yvonne Crockert and Margaret Pirrie.

2.0 GOVERNANCE REVIEW

- 2.1 Chairperson introduced Karen Anderson and Angela Spence, Indigo House Group who were giving a presentation on the recent Governance Review with emphasis on the Scottish Housing Regulator's Regulatory Standards of Governance and Financial Management they had undertaken on behalf of Blairtummock Housing Association:

- 2.1.1 The following was noted from presentation:

- The Association met 19 of the standards fully
- Limited compliance within 20 standards
- Non-compliant with 2 standards
- Nine of the standards are not applicable to BHA
- Two standards where BHA are non-compliant are:
 - Standard 4.4 - Governance of the subsidiary, BRO;
 - Standard 6.2- Effectiveness of Governing Body annual assessment of skills, knowledge, diversity and objectivity.

2.2 Standard 4.4

Showed a number of areas highlighted regarding BHA's group structure with BRO and a legal and accounting review are recommended – Brechin Tindal Oatts have

been contacted and are now working on this and are updating the Independence Agreement between the 2 organisations, they will hold a session with Board Members from both organisations updating them on all changes and how progress should be going forward.

Other issues for consideration and will be taken forward within action plan for BRO Board:

- No separate risk register
- No separate training register
- Concerns around profit not being assigned

2.3 **Standard 6.2**

The governing body annually assesses the skills, knowledge, diversity and objectivity it needs to provide capable leadership, control and constructive challenge to achieve the RSL's purpose, deliver good tenant outcomes, and manage its affairs. It assesses the contribution of continuing governing body members, and what gaps there are that need to be filled."

This was BHA's weakest area in compliance. The Director has contacted SHARE and we are now in the process of organising for Olwyn Gaffney to attend a Management Committee meeting to advise how the individual appraisal process will progress and to observe the meeting and the Management Committee interactions.

Other issues that will be taken forward within the action plan:

- Introducing a formal process to support Director
- Reservations on only recruiting in local area, maybe losing skill sets

2.4 Overall, the wider Regulatory Framework compliance at appendix 2 within Governance Review document issued within papers shows good performance from BHA.

However the following matters require attention:

- Complete electrical safety checks and include tenants' health and safety compliance areas in internal audit plan

- Upload documents and amend ICO record for data protection
- Improve learning from complaints and customer feedback
- Improve subsidiary management including declarations of interest for BRO
- Improve equalities consideration in decision making
- Ensure business planning takes account of SCS when 100% complete
- Agree new model rules

An action plan will be compiled bringing together all recommendations within the review document and presented to Management Committee to show progress on working towards being fully compliant within all standards.

3.0 ANY OTHER COMPETENT BUSINESS

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

Della McKelvie
September 2020

Chairperson: _____