

Blairtummock Housing Association

Minutes of the Management Committee hybrid meeting held on Thursday 30th June 2022 @ 6pm at 45 Boyndie Street and via Microsoft Teams due to Covid 19

Present:

Gordon McGlone
Donna Miller
Margaret Pirrie
Gary Wood (Chairperson)
Irene Black

In Attendance:

Olwyn Gaffney, SHARE (Part)
Della McKelvie, PA/Office Man. - Part (Mins)
Jacqui O'Rourke, Director - Part
Bill Coltart, Architect (Part)

Prior to the start of the meeting the Chairperson it was agreed to start with Agenda Item 5 as Olwyn would be joining at 6pm via Teams and then Bill would join at 7pm in person so agenda items will be out of sync.

Action

5.0 COMMITTEE APPRAISAL

- 5.1 Olwyn gave a presentation on the recent Committee Appraisal that was undertaken and the recommendations that SHARE feel need to be highlighted and Management Committee to progress.

It was agreed that an action plan would be collated with all recommendations within the presentation for Management Committee to ensure that they progress these.

Chairperson thanked Olwyn for her time and Olwyn left the meeting at this point.

1.0 Apologies

- 1.1 Apologies received on behalf of Betty McGill, Andrea McLachlan and Tracy Slaven.

2.0 Declarations of Interest

- 2.1 No declarations of interest.

3.0 Minutes of Previous Meetings:

3.1 Management Committee – 24th May 2022

The above minutes were approved by Irene Black and seconded by Gary Wood.

3.2 Office Bearers – 1st June 2022

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

3.3 BRO – 8th June 2022

The above minutes were for information only.

3.4 Management Committee 9th June

The above minutes were approved by Irene Black and seconded by Gary Wood.

4.0 Matters Arising

4.1 Update on GCC Temporary Furnished Flats

Director and Housing Services Manager will meet with GCC next week to discuss the return of TFF properties.

4.2 Gala Day

It was agreed to continue with Gala Day on Saturday 3rd September 12pm – 4pm.

4.3 Chairs Retreat

Margaret and Irene gave an update on the Chairs Retreat hosted by SHARE that they attended in May. It was agreed that all the presentations given at the event would be forwarded to all Management Committee.

4.4 ARC Return

Scottish Housing Regulator had contacted Director in regards to the tenant satisfaction with repairs within the above return. Previous years return had no satisfaction results due to pandemic but this year Housing Services Manager had organised a targeted approach and Admin staff called tenants direct so there were approx. 157 returns, the Regulator wished for Association to confirm

that this had been carried out in appropriate format.
Director advised yes, Regulator wished that the Secretary be advised of query from them.

4.5 Date of August Management Committee

The Auditor has requested that the above meeting be pushed back 2 weeks. It was agreed to have the meeting on Thursday 18th August 2022 instead of 4th August.

6.0 Policy Reviews

6.1 Management Committee approved the following policies with a three year review date subject to being presented to August staff meeting and no queries being raised at this meeting.

- Attendance & Absence Management
- Communication Tools Policy
- Expenses Policy
- Staff Handbook
- Staff Meeting Remit
- Staff Appraisal
- Training & Development

6.2 The Management Committee approved the following policies with a three year review date:

- Sustainability, Fuel Poverty & Energy Efficiency
- Community Regeneration Policy

7.0 Health & Safety

7.1 Staff have discussed and approved the following sections from H&S Manual over previous quarter:

- Section 2.2 – Electrical Safety
- Section 2.3 – Machine Safety
- Section 2.4 – Workplace Conditions
- Section 2.5 – Safety Inspections

7.2 Gordon and Irene will attend the meeting on 18th August at 5.30pm so that they can do a Health & Safety walkabout with James Hart, Maintenance Officer. If either can't attend they will advise Gary who can attend in their place.

10.0 Investment

10.1 Bill Coltart, Coltart Earley joined the meeting to give a presentation on the proposals for the backcourts at Blairtummock Area 2.

10.2 When Bill completed his presentation the Management Committee requested the following be looked into further:

- Are there enough drying lines for number or properties?
- Are there enough bins for the area? Bill advised that Architect will consult with GCC Cleansing Department regarding this.
- Look into funding to provide 2 electric car chargers
- Look into funding for bike shelters
- Research difference between standard clothes poles to new drying areas within the development

The Architect advised cost plan and discussions with Planning are next in the process and thereafter more consultation with tenants. It was noted that the consultation process undertaken by Coltart and Earley was the most successful to date for feedback from tenants on their needs.

Bill left the meeting at this point.

8.0 Representative Bodies Feedback

8.1 EVH

June monthly update included within papers. EVH Annual Conference being held in September, any Committee Members wishing to attend should advise the Office Manager.

8.2 EHRA

Management Committee discussed the Loss of Community Control Presentation within the papers.

Director reminded all Committee of EHRA Community Festival which will be held on 12th August. Flyer will be in the Association newsletter.

8.3 SFHA

Recent update from SFHA included within papers, this included the update to self-assurance toolkit.

8.4 SHR

Final COVID report has been published.

8.5 SHARE

Training emails will continue to be issued.

9.0 Correspondence Report

9.1 Donation request was received from Community Events Scotland for Glasgow Northeast Fireworks Display to be held at Glasgow Fort. Management Committee agreed not to donate to this event as they would wish to donate to the Easterhouse Parish Church event if one is held this year.

11.0 Any Other Competent Business

11.1 Director's Flexible Working Request

Director and Office Manager left meeting at this point to allow Management Committee to have a discussion on above.

Once Director and Office Manager were invited back into the meeting Chairperson advised that the flexible working request would be granted as per the following:

- Three days – Monday, Wednesday and Thursday can be subject to change
- Will be reviewed after 1 year with a mini review at 6 months
- Director to approach EVH in regards to recommended grade for Housing Services Manager as he will undertake additional duties when Director is off
- Flexibility around holidays etc to be expected when
- Housing Services Manager is on annual leave

11.2 Staff Survey

Due to time constraints it was agreed to hold a separate meeting to discuss this item on Thursday 4th August 2022 at 6pm.

11.3 Void Property – EESH 2 Pilot

Director advised that a property is becoming void with older tenemental stock that at present has no gas and requires a lot of work to bring back to the standard that Association require of properties.

Director requested if Association could use this property as a pilot on what is required to bring it up to standards required for EESH 2. Management Committee approved the use of property as pilot.

11.4 Cameras at Association's Offices

Chairperson asked if the Association could have cameras fitted at the nursery entrance and also office entrances to try and deter youths hanging around/causing vandalism. Director advised that cameras have recently been fitted to the back of the building for the nursery due to a spate of vandalism, she will discuss with staff if required for office entrances.

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

**Della McKelvie
July 2022**

Chairperson: _____