

Blairtummock Housing Association

Minutes of the Management Committee meeting held on Wednesday 30th September 2020 @ 6.30pm via Microsoft Teams as remote working due to COVID-19 Crisis

Present:

Lynn Blackwood
Donna Miller
Margaret Pirrie
Tracy Slaven
Paula Sweeney
Gary Wood, Chair

In Attendance:

Olwyn Gaffney, SHARE
Della McKelvie, PA/Office Manager (Mins)
Jacqui O'Rourke, Director

Prior to the meeting beginning the Chairperson welcomed both Olwyn Gaffney, SHARE and new Committee Member Paula Sweeney.

1.0 APOLOGIES

1.1 Apologies were received on behalf of Irene Black, Yvonne Crockert and John Wilkie.

2.0 MINUTES OF PREVIOUS MEETINGS:

2.1 Finance & Audit Sub-committee – 10th August 2020

The above minutes to be brought back to next meeting.

2.2 Office Bearers – 26th August 2020

The above minutes were approved by Margaret Pirrie and seconded by Gary Wood.

2.3 Management Committee - 17th September 2020

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

3.0 MATTERS ARISING

3.1 There were no matters arising.

4.0 DECLARATIONS OF INTEREST

4.1

Lynn Blackwood, Donna Miller, Tracy Slaven and Gary Wood all declared an interest in Blairtummock and Rogerfield Opportunities.

5.0 COMMITTEE APPRAISAL PROCESS

5.1 Olwyn was in attendance to give a presentation on how the Committee Appraisal Process would happen. The following was agreed:

- Survey would be distributed ASAP for comment and to see if any changes were required.
- Survey would then be re-distributed taking any changes on board and should be returned within 2 weeks of distribution
- Management Committee gave approval for Olwyn to be given all direct telephone numbers and emails so that appraisal times could be set

6.0 CODE OF CONDUCT FOR REAFFIRMATION

6.1 Management Committee noted the changes and approved the policy. Office Manager will distribute Code of Conduct forms for digital signature.

7.0 PROPOSALS FOR CO-OPTEES

7.1 Management Committee agreed to see what potential skill gaps there were after the appraisal process was complete. All approved that once gaps were identified that Association would advertise for Committee Members to fill these gaps

7.2 Director advised that she has been having discussions with tenants who are interested joining.

8.0 REVIEW OF REPRESENTATIVE MEMBERSHIP BODIES

8.1 The following membership representatives were approved:

- EHRA – Donna Miller
- EVH – Gary Wood
- SFHA – Representative not required as meetings not held.

9.0 FORMATION OF SUB COMMITTEES & CALENDAR OF MEETINGS

- 9.1 It was agreed not to have a Health & Safety Sub-committee until staff returned to office.
- 9.2 The draft calendar of meetings issued was discussed. It was agreed that all Management Committee meetings would begin at 6.30pm not 7pm. Office Manager to update and distribute.
- 9.3 Formation of sub-committees – It was agreed that one meeting every quarter for the Housing Management & Maintenance Sub-committee & Finance & Audit Sub-committee would be held and that all Management Committee would be invited, giving everyone the opportunity to attend and gain experience but at the same time reducing the number of meetings.

10.0 BLAIRTUMMOCK & ROGERFIELD OPPORTUNITIES NOMINATION TO BOARD 2020/21

- 10.1 It was agreed the following will be representatives on BRO Board:
- Paula Sweeney
 - Tracy Slaven

11.0 ANNUAL REPORTS/CHARTER REPORTS

- 11.1 It was agreed to do a combined report once the Scottish Housing Regulator issue the Landlord Reports.

12.0 SHARE MEMBERSHIP APPLICATION

- 12.1 The following membership application was approved:

Paul Cochrane
20 Millennium Grove

It was agreed to write to Mr Cochrane to advise that now a shareholder but that share certificate cannot be issued until COVID 19 Pandemic allows for return to office. Certificate to be backdated once it can be signed.

13.0 RISK REGISTER

- 13.1 The following was agreed:
- Add work with GEMAP in regards to Universal Credit

- Report to Management Committee quarterly, highlighting high risks with a covering report
- Change layout of table so that No Control Risk Score is shown directly after Risks & Potential Impact Trigger
- Owners to remain all Management Team with Management Committee overseeing

14.0 COMMUNITY CHEST

14.1 The following to be implemented within the process for community chest applicants:

- Can't apply is have 8 weeks or more rent arrears
- Can't apply if Association taking action against you for anti-social behaviour
- Management Committee members can apply
- Fund open to tenants/sharing owners/factored owners and their immediate family
- A limit per application to be implemented – this limit could not be agreed at the meeting, it should be brought back under matters arising for next meeting

15.0 REPRESENTATIVE BODIES FEEDBACK

15.1 EVH

No update but are continuously updating website.

15.2 EHRA

EHRA had a meeting with Councillors and MSPs in regards to the lack of council services. Councillors admitted at the meeting that there are grave concerns over the monies lost due to the pandemic. It is estimated that Glasgow Life have lost £25m at present which is still rising. Major issues with bulk uplift/cleansing services.

15.3 SFHA

Monthly update with paper.

15.4 SHR

Monthly return for September will be due in the next week.

16.0 CORRESPONDENCE REPORT

16.1 No correspondence.

17.0 ANY OTHER COMPETENT BUSINESS

17.1 GCC Section 5 Referrals

Glasgow City Council have contacted the Association requesting that 90% of any voids between now and March 2021 be offered to Section 5 Referrals. After discussion Management Committee agreed they could not agree to this but would continue to offer 35% of lets as per letting plan but also if possible would offer more.

17.2 New Committee Member – Buddy System

All Management Committee agreed with this process and agreed that Gary would buddy with Paula for the next 6 – 12 months.

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

Della McKelvie
October 2020

Chairperson: _____