

Blairtummock Housing Association

Minutes of the Management Committee meeting to discuss Assurance Statements held on Thursday 24th October 2019 @ 6pm in the Association's offices, 45 Boyndie Street, Easterhouse G34 9JL

Present:

Irene Black
Yvonne Crockert
Donna Miller
Margaret Pirrie
Tracy Slaven
Thomas Smith
Gary Wood (Chair)

In Attendance:

Della McKelvie (Minutes)
Jacqui O'Rourke

Action

1.0 APOLOGIES

Apologies were received on behalf of Lynn Blackwood & Catriona Jamieson.

2.0 ASSURANCE STATEMENTS

- 2.1 To begin the meeting Jacqui recapped that at the previous meeting the Management Committee had completed up to page 64 within the document. It was agreed that as everyone had been through the document themselves that at this meeting Management Committee would concentrate on relevant questions within the report issued prior to previous meeting.

Management Committee wished an action plan to be pulled together covering any points raised that require to be actioned.

JO'R

- 2.2 2.2 – Clarification was requested on whether the website signposts users to other organisations – Yes we do, signpost for homelessness, benefit advice, EHRA and other partners along with Scottish Housing Regulator.

- 2.3 2.3 – Governing Body Minutes – In process of updating from September 2019 which is the start of the meetings calendar year.

DMcK

- 2.4 2.4 – Add Easterhouse Project & Easterhouse Parish Church to our stakeholders.

- 2.5 2.5 – Last return dates are included in Governing Body programme.
- 2.6 3.1 – Report template has been revised.
- 2.7 3.3 – Management Committee wish financial risk to be on Management Team agenda monthly. **DR**
- 2.8 3.5 – It was agreed to add the scoring system that the Association use to control our mitigation. **JO'R**
- The Finance Manager provides training on the covenants and its implications, Committee wish this training to be an annual occurrence now. **DR**
- 2.9 4.1 - Are there opportunities for the GB to consider 'big' issues out with formal meetings and before decisions are required (e.g. at briefings or as part of away days)? **Yes, as and when required.**
- 2.10 4.2 - How would you describe the relationship between the GB and senior staff? (**constructive/positive/adversarial/partnership/professional/confrontational/trusting** etc. – think about why you describe the relationship in the way that you do). **Level of professionalism with all parties.**
- Risk Register – identify who is responsible. **JO'R**
- 2.11 4.4 – Potential conflicts are minuted under Declarations of Interest and if necessary the person will leave the meeting when item is being discussed.
- 2.12 4.5 - Does the GB have the opportunity to engage directly with the internal auditor without staff being present? **Yes, auditor attends meeting of F&A Sub – committee and presents findings, staff leave this part of the meeting.**
- 2.13 4.6 – Add price/quality scoring **JO'R**
- 2.14 5.2 - Do the organisation's values and the Code of Conduct feature in the annual GBM reviews/staff appraisals? **No, build in for future** **JO'R**
- 2.15 5.3 - Are all policies assessed to ensure that there is no risk of unintended discrimination? **No, to be carried out when new guidance is issued and polices are next reviewed.** **JO'R**
- 2.16 5.5 - Do the most appropriate GBMs lead the senior officer's appraisal? **Yes, Office Bearers and all GB members given an**

opportunity to input towards. Are they appropriately trained and resourced for their appraisal role? **Yes, training done previously by EHRA.** Are there opportunities for GBMs to comment on the senior officer's performance? **Yes.** How does the GB gather feedback on the effectiveness of the senior officer? **Appraisal process.**

- 2.17 6.1 – How to attract new GB members – **Promotion at events**
- 2.18 Is recruitment informed/influenced by the outcome of the skills assessment/GBM annual reviews? **Not at present. To be introduced.**
- 2.19 How are recruitment priorities communicated to shareholding members and others? **We don't have specific priorities.**
- 2.20 6.3 - Is there a formal process to annually review the individual contributions of GBMs? **Yes** Is feedback from the reviews reported to the GB? **Yes** Is an action plan produced and implemented? **Yes. Report is produced and training plan produced and implemented.**
- 2.21 7.1 - Is the GB clear about the objectives of the proposal? **Yes.** What are the implications for current and future tenants? **Enhanced services for current & future tenants.**
- 2.22 7.4 - How has the GB gained assurance that the new/changed organisation will be financially viable? **Nothing new in past 2 years but in past appropriate procedures have been followed.**
- 2.23 Once the Management Committee had completed checking through the document it was agreed that they were assured, approval was granted for Chairperson to sign the Annual Assurance Statement that the Director had produced and for this to be submitted to the Scottish Housing Regulator.

JO'R

Della McKelvie

Chairperson: _____