

Blairtummock Housing Association

Minutes of the Management Committee meeting held on Wednesday 12th June @ 6.30pm, Hybrid meeting at 45 Boyndie Street, G34 9JL & via Microsoft Teams

Present

Catriona Jamieson (Chair)
Jim Kane
Margaret Ann Kelly
Donna Miller
Mandy Morgan (Part)

In Attendance

Della McKelvie, PA/Office Man (Mins)
Jacqui O'Rourke, Director
Claire Reynolds, Observer
Gary Wood, Observer

Absent

Jason Thet

Special Leave

Irene Black

Action

1.0 Apologies:

1.1 Apologies were received on behalf of Liam Boland, Betty McGill and Margaret Pirrie.

2.0 Declaration of Interest:

2.1 No declarations of interests.

3.0 Minutes of Previous Meetings:

3.1 Management Committee – 10th April 2024

The above minutes were approved by Jim Kane and seconded by Margaret Ann Kelly.

3.2 Management Committee – 8th May 2024

The above minutes were approved by Catriona Jamieson and seconded by Donna Miller.

3.3 Management Committee – 21st May 2024

The above minutes were approved by Catriona Jamieson and seconded by John King.

4.0 Matters Arising:

4.1 Update on GCC Temporary Furnished Flats

Properties are working well at present.

4.2 Meeting Log – 10th April 2024

Director advised that she had contacted Easterhouse Parish Church and they are holding a gala day on 1st September, will contact Association nearer the time on how we can participate.

4.3 Meeting Log – 8th May 2024

Management Committee noted contents of meeting log.

4.4 Meeting Log – 21st May 2024

Management Committee noted contents of meeting log.

4.5 Hybrid Working Discussion

EVH had attended the last Management Committee meeting and discussed with them the pros and cons of hybrid working and after the meeting forwarded information to the Committee via the Chairperson.

As the full Management Committee were not in attendance at the previous meeting Chairperson gave a brief summary of the discussions highlighting the following:

- Hybrid working employers fill posts quicker and retain staff longer.
- Main discussion around if not broken why fix it?
- Misunderstanding that the staff were not in the office was clarified, the office is manned from 9am – 5pm

Monday – Thursday with staff members from all sections, staff are aware that they are required to cover absences whether via annual leave or sickness.

- If there is a public holiday on a Monday all staff are required to be in the office on a Tuesday and the office is opened 9am – 5pm.

Management Committee discussed the above and highlighted own concerns:

- Feeling that if staff are stating that no hybrid working then would look for alternative employment making some Committee Members uncomfortable and being held to ransom – Director advised that this was a scenario from another organisation where 3 staff members had left due to no hybrid working with one moving to work for another Association across the road in the same job, not what staff members at BHA had stated.
- Solar panels being fitted to an office that isn't manned 5 days a week (although it is 4 days per week) and whether or not the approx. savings mentioned in relation to project are accurate – Director advised that Management Committee have requested further information from other contractors (e.g. estimates with projected savings) and once these are received then Management Committee can make an informed decision on whether or not to progress with project.

The Management Committee approved implementing hybrid working with a review to be undertaken in 6 months time.

5.0 Regulatory Submissions – Loan Portfolio Submission

5.1

Management Committee approved the Finance Manager to submit the Loan Portfolio to Scottish Housing Regulator.

6.0 Funding Application Submission

6.1 Management Committee approved the funding application to Community Fund (National Lottery Funding Stream), the funding will help BHA support tenants with cost-of-living expenses and enable partners to offer similar services to the broader community. The application will be submitted under BHA's name, with some funds distributed to partners for additional services.

7.0 Share Membership

7.1 Management Committee approved the following share membership and use of seal:

[Redacted]

7.2 As share membership approved Gary will now re-join the Management Committee, filling a casual vacancy.

8.0 Succession Appeal

8.1 Gary left meeting at this point due to a declaration of interest.

8.2 Management Committee discussed the succession appeal.

[Redacted]

[REDACTED]

8.3 After discussion Management Committee approved the succession under section 7.5 of our Allocations Policy which states:

7.5 EXCEPTIONAL CIRCUMSTANCES

An exceptional let can be granted at the discretion of staff when the circumstances are so extreme or unusual that the Allocations Policy cannot adequately assess and prioritise the applicant.

9.0 Policy Review

9.1 Model Policy Recruitment & Selection

Management Committee approved the EVH Model Recruitment & Selection policy with a 3 year review period.

9.2 Senior Officer Succession Planning

Management Committee approved the SFHA Model Senior Officer Succession Planning policy with a three year review period.

10.0 Committee Appraisals & Business Plan Review

10.1 Director advised Management Committee that at her recent staff appraisal with Office Bearers that she had advised of her intention to retire later this year. Director informed all that once she submits her formal resignation that she is required to work a 3 month notice period.

10.2 Management Committee agreed that with this news the business plan review day that was due to be organised should be held on Saturday 22nd June and this would combine the business plan review/succession planning and notifiable events. The following submitted apologies as on annual leave, Margaret Ann Kelly, Jim Kane and Claire Reynolds.

11.0 Regulatory Standards 1 & 2

Director went through slides on Regulatory Standards 1 & 2 and advised that at next few meetings she will cover some of the standards to refresh Management Committee.

12.0 Representative Bodies Feedback

12.1 EVH

Monthly update attached to papers. Management Committee discussed request for donation to bike sponsorship to CHAS appeal, Management Committee approved a donation of £250 as a very worthy charity.

12.2 EHRA

No update.

12.3 SFHA

Weekly updates continued to be emailed to all Management Committee, if any courses are of interest Committee to advise Office Manager same as with the other organisations.

12.4 SHR

Management Committee noted the letter from Regulator in regards to Regulatory Framework and Statutory Guidance

12.5 SHARE

Training information sent to ipads when received.

13.0 Correspondence Report

13.1 Association received a donation request from Easterhouse Henosis Charity for their summer food programme for school kids. Management Committee approved a donation of £100.

**14.0 Date and Time of Next Meeting – Wednesday 26th
June 2024 @ 6pm**

14.1 The Management Committee noted above date and time. Apologies from Jim Kane and Margaret Ann Kelly for this meeting submitted.

15.0 Any Other Competent Business

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

Della McKelvie
June 2024

Chairperson: _____