

## **Blairtummock Housing Association**

### **Minutes of the Management Committee meeting held on Wednesday 3rd June 2020 @ 5pm via Microsoft Teams as remote working due to COVID-19 Crisis**

#### **Present:**

Yvonne Crockert  
Catriona Jamieson  
Tracy Slaven  
Gary Wood, Chairperson

#### **In Attendance:**

Della McKelvie, Office Manager (Mins)  
Jacqui O'Rourke, Director

### **1.0 APOLOGIES**

- 1.1 Apologies were received on behalf of Irene Black, Donna Miller and Margaret Pirrie. Both Betty McGill and John Wilkie have decided to take Leave of Absence at this time as uncomfortable with video meetings and Thomas Smith has decided to extend his leave of absence as also uncomfortable with video meetings.
- 1.2 Office Manager will contact Lynn Blackwood to see if the new date and time of meetings is unsuitable as hasn't attend last 2 meetings.

### **2.0 MINUTES OF PREVIOUS MEETINGS:**

#### **2.1 Office Bearers - 6th May 2020**

To be brought back to next meeting for approval.

#### **2.2 Blairtummock & Rogerfield Opportunities - 12th May 2020**

The above minutes were noted as for information only.

#### **2.3 Management Committee - 13th May 2020**

Above minutes were approved by Gary Wood and seconded by Yvonne Crockert.

#### **2.4 Housing Management & Maintenance Sub-committee - 20th May 2020**

The above minutes were approved by Yvonne Crockert and seconded by Gary Wood.

### **3.0 MATTERS ARISING**

3.1 There were no matters arising.

### **4.0 DECLARATIONS OF INTEREST**

4.1 Tracy Slaven declared an interest in Agenda Item 10 Blairtummock Phase 2 Back Court Works.

### **5.0 COVID 19/SERVICE DELIVERY**

5.1 Director continues to send fortnightly updates to the Management Committee.

5.2 In May there was 2 fails in gas servicing which has been recorded 1 has now been carried out and there is an audit trail of correspondence with tenant to try and gain access, tenant is shielding and does not want to give access to property.

5.3 Rent arrears have increased as has number of tenants on Universal Credit. Housing Management have now directed more staff resources to work on rent arrears.

5.4 At present the office can re-open when Phase 3 of lockdown begins this will be on a different working pattern, staff will alternate between working from home and in the office as only 5 staff at a time will be in the office. Tenants will be discouraged from visiting the office but processes will have to be looked at in the longer term, do we put screens up in interview rooms etc, what to do when viewings are happening etc. Office signage, hand sanitiser units and any other PPE required has been ordered/purchased, risk assessments have been undertaken on how to progress.

5.5 Summer Newsletter will be distributed to all tenants, sharing owners and factored owners in the coming week, this has tenant satisfaction survey results included as well as useful links for tenants to access at this time and highlights the Association's Rainbow Fund.

### **6.0 2020/21 REGULATORY SUBMISSIONS**

- 6.1 Scottish Housing Regulator advised late last week that they are deferring the 5 year Projections until September 2020 and that it is only now the Loan Portfolio that is required.
- 6.2 Management Committee approved the submission of the Loan Portfolio attached.

## **7.0 MODEL RULE CHANGE**

- 7.1 Association's Solicitor at Brechin Tindal Oatts has advised that she has requested clarification on a few points within the rule change from SFHA/SHR.
- 7.2 It was agreed to defer this report to more Management Committee Members are in attendance and there is more clarification given on the points raised by the Solicitor.

## **8.0 GOVERNANCE REVIEW**

- 8.1 Management Committee approved the Association progressing with option 1 for the Governance Review and to include training for the Management Committee as part of the governance review.

## **9.0 SUCCESSION PLANNING FOR COMMITTEE MEMBERS**

- 9.1 Management Committee approved the Succession Planning Policy with a three year review date for the policy and a one year review for the action plan.
- 9.2 Management Committee also agreed to adopt the Senior Officer Succession Planning Policy by SFHA to ensure continuity with both policies.

## **10.0 BLAIRTUMMOCK PHASE 2 BACKCOURT WORKS**

- 10.1 Management Committee approved the rendering works required to the property at 147 Easterhouse Road, these works are within the planned maintenance programme and will now be brought forward to be complete.
- 10.2 Properties at 1882 Westerhouse Road & 28 Errogie Street within this phase have 15 households within them, one of which the Association owns the remaining 14 are owner occupied. Following a discussion Management Committee approved that the Association would offer to meet 50% of the backcourt works for the owner occupiers but not full 100% and all owner occupiers must agree to this or the works will not progress within their backcourts.

## **11.0 REPRESENTATIVE BODIES FEEDBACK**

### **11.1 EVH**

Links to EVH's coronavirus updates and their COVID 19 health and safety were included within the papers.

### **11.2 EHRA**

Committee meeting arranged for Wednesday 10th June, this would be the first meeting since lockdown began; all Committee Members are welcome to attend. Senior Officers continue to meet on a regular basis.

EHRA are now going to look at offering training online.

### **11.3 SHR**

Breakdown of all monthly returns included within the papers, next monthly report from BHA is due by 8th June 2020.

### **11.4 SFHA**

SFHA are part of a working group, which is trying to support the movement with SHR and other organisations on the effects of COVID 19 on RSLs. They have been asking for information on increase in Universal Credit claimants and rent arrears figures.

## **12.0 CORRESPONDENCE**

12.1 There was no correspondence.

## **13.0 ANY OTHER COMPETENT BUSINESS**

### **13.1 Garden Competition**

The Association had previously agreed that there would not be a garden competition this year; Chairperson has advised that many tenants have been making an effort in their gardens during lockdown and it would be a shame not to recognise these efforts. Chairperson offered to go around the gardens, take pictures, and send them onto the Director who could pass to an independent person to judge them. Management Committee approved this and

Catriona offered to join Chairperson to go around the gardens whilst maintaining social distancing.

### 13.2 **ARC Return**

Association staff are working on the ARC Return at present with the intention to present at the Management Committee meeting at end of June. Management Committee decided that they wished this to be a separate meeting outwith the normal business as Jim Harvey will be in attendance at this meeting to discuss the business plan. This will be programmed into the calendar of meetings.

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

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Della McKelvie  
June 2020

**Chairperson:** \_\_\_\_\_