

## **Blairtummock Housing Association**

### **Minutes of the Management Committee meeting held on Thursday 5<sup>th</sup> December 2019 @ 6pm in the Association's offices at 45 Boyndie Street, Easterhouse G34**

#### **Present:**

Irene Black, Treasurer  
Lynn Blackwood  
Yvonne Crockert  
Catriona Jamieson, Part Meeting  
Betty McGill  
Margaret Pirrie, Secretary  
Tracy Slaven  
Thomas Smith  
Gary Wood, Chairperson

#### **In Attendance:**

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

#### **Action**

### **1.0 APOLOGIES**

1.1 Apologies were received on behalf of Catriona Jamieson as would arrive late and Donna Miller.

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

#### **2.1 Management Committee – 7<sup>th</sup> November 2019**

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

#### **2.2 Health & Safety – 11<sup>th</sup> November 2019**

The above minutes were approved by Jacqui O'Rourke and seconded by Margaret Pirrie.

#### **2.3 Finance & Audit Sub-committee – 11<sup>th</sup> November 2019**

The above minutes were approved by Margaret Pirrie and seconded by Irene Black.

### **3.0 MATTERS ARISING**

3.1 There were no matters arising.

### **4.0 DECLARATIONS OF INTEREST**

4.1 Everyone declared an interest in the Rent Restructure/Rent Consultation item.

**Catriona joined the meeting at this point.**

### **5.0 RENT RESTRUCTURE REPORT**

5.1 North Star Consultancy attended the previous Management Committee meeting after consulting with tenants in regards rent harmonisation proposals and produced a report for the Management Committee which covered property size, type and attributes such as garden, WC and driveway.

5.2 Management Committee requested at that meeting that the Consultant come back with a report that only considered the following - property size and type.

5.3 The report presented considered both options and gave information in regards to how many tenants would be effected by rent increase/decrease and an indication of the percentage of increase.

5.4 After a lengthy discussion Management Committee moved to vote on the options offered or to delay a decision and discuss a rent increase for this year and progress with a small working party on how to progress rent harmonisation. The outcome of the vote was to progress with Option 2 for rent harmonisation which considered property size and type.

### **6.0 2020/21 BUDGET AND RENT CONSULTATION**

#### **6.1 2020/21 Budget**

Management Committee decided on the following items and whether or not items were approved to be entered into the budget.

- Office Apprentice (full year cost) - Approved

- Office Deep Clean - Approved
- Clean exterior of office building (includes exterior coating) - Approved
- Back court celebrations - Declined
- Community project fund – Budget increased to £5,000 and Approved
- Painting of Errogie Street fences – Declined but
- Management Committee wish an action plan to be pulled together for all properties and decisions can then be made to progress a programme of works thereafter
- District Heating metering replacements - Approved
- Knotweed eradication - Approved
- Knotweed training - Approved
- Server replacement - Approved
- Nursery Play Surface (renewal of surface & consultant) - Approved
- Renewal of Duntarvie Road Play Park - Approved
- Audit of Gas & Electricity checks - Approved
- Inspection of roof anchors – Approved to be carried out annually
- Blairtummock Gala Day - Approved
- Audit of ARC - Approved
- Audit of Assurance Statements - Approved
- Renewal of office bin store - Declined
- Dishwasher - Declined
- Coffee machine and mugs – Declined coffee machine but approved corporate mugs to be ordered

Finance Manager requested approval to adjust the accounts as there is a potential underspend of £249k following the tender process on Area 1 backcourt redevelopment, Management Committee approved the removal of £150k from this budget leaving a £99k budget to cover further costs.

## 6.2 **Rent Consultation**

The Finance Manager distributed graphs on:

- Cyclical Maintenance increasing by 5%
- Salary increase by 1% for first 10 years
- Rents rise by inflation + 1%
- Increase reactive repair costs by 0.5% each year from year 6 onwards

Enabling Management Committee to stress test budgets and make informed decisions in regards to the rent increase for sharing owners and also service charge increases. After all information was discussed the following was approved:

1% rent increase for sharing owners  
1% rent increase for leased properties  
1.5% increase in all service charges

## **7.0 POLICY REVIEW**

### **7.1 Draft Customer Services Policy**

Director advised the above policy had been raised at the staff meeting where a discussion on abusive behaviour was held. It is felt that abusive behaviour has increased of late, Committee were advised that if someone is abusive to staff that they will terminate the interview/telephone call and thereafter the Director (or another Senior Staff Member in Director's absence) contact person involved and advise that if this type of behaviour will not be tolerated and if continues the Association will only correspond with person in writing.

Management Committee agreed with response above and approved the above policy with a three year review date.

### **7.2 Draft Whistleblowing Policy**

Above policy was also presented to staff meeting, no issues raised. Management Committee approved the above policy with a three year review date.

### **7.3 Access to Information Policy**

Management Committee noted that this policy should not be reviewed at present as it overlaps with the Privacy Policy which will be updated over the next few months.

## **8.0 FARE CHRISTMAS HAMPERS**

8.1 FARE distribute hampers locally to anyone over the age of 60 years, this costs approximately £6,000 and FARE requested a donation of £1,000 towards this. After discussion Management Committee agreed to vote in

regards to donating the money, the outcome of the vote was not to donate the money.

## **9.0 COMMUNITY REGENERATION QUARTERLY REPORT**

9.1 Management Committee noted the contents within the report and the rejection of all Investing in Communities applications. Community Regeneration Manager has requested feedback on why no project was successful and will update Management Committee once he receives a response.

## **10.0 SDFP SUBMISSION**

10.1 Glasgow City Council have emailed in regards to the above submissions. The submission the Association have pulled together is the same as last years but with an increase to accommodate for the increase in materials/trade etc. Director advised that if Association's are successful in funding bids to develop they automatically go onto medium engagement with Scottish Housing Regulator.

Management Committee approved the bids for submission.

## **11.0 ASSURANCE STATEMENTS**

11.1 Management Committee advised that they were happy with the action plan produced. All noted that the updated Scottish Social Housing Charter was within the papers.

## **12.0 REPRESENTATIVE BODIES FEEDBACK**

### **12.1 EVH**

Monthly update included within papers.

Salary increase for 2020/21 is 1.6%.

### **12.2 EHRA**

EHRA Hustings was held on Wednesday 4<sup>th</sup> December.

Margaret to let Office Manager know if attending the monthly meeting. Slides for the recent Whistleblowing and

Notifiable Events where included in the papers for everyone's information.

### 12.3 **SFHA**

No update.

### 12.4 **SHR**

How we regulate letter included within the papers.

## 13.0 **CORRESPONDENCE REPORT**

13.1 Scottish Housing Connections – Approval for Secretary to sign constitution document granted.

13.2 SHARE – Annual Conference – Catriona, Tracy, Yvonne, Betty & Gary all requested to attend. Tracy & Yvonne will share a room. Message to be sent to all other Committee Members not in attendance asking if they wish to attend.

## 14.0 **ANY OTHER COMPETENT BUSINESS**

### 14.1 **Tenant Satisfaction Survey**

Director advised that the above survey will commence on Monday, the Association have the contact details of the surveyors if any tenants approach Committee Members they can signpost them to the office.

### 14.2 **Christmas Night**

A discussion on purchasing drinks for everyone on the evening was held. The Grand Central Hotel remove the credit card and put this in a locked place, it was agreed that to allow the card to be taken away is not good governance. Management Committee approved to purchase wine, beer and soft drinks for the table so that there are a couple of drinks for everyone when having their meal and thereafter £40 to be distributed to individuals to cover the costs of their drinks, these costs to be taken from the 30<sup>th</sup> anniversary budget as the ceilidh did not go ahead as planned for the 30<sup>th</sup> anniversary celebrations. Irene Black will collect the envelopes to distribute to Management Committee on route to the venue.

It was agreed that the mini bus would depart from the offices at 6.45pm and return to the Grand Central Hotel at 12.30am.

### 14.3 **Committee Skills Analysis Forms**

Committee were reminded that if they haven't already done so to return the above forms to Office Manager. Office Manager will distribute these again so everyone can access.

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

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Della McKelvie  
December 2019

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