

Blairtummock Housing Association

**Minutes of the Management Committee meeting held on
Thursday 7th November 2019 at 6pm in the Association's offices at
45 Boyndie Street, Easterhouse, G34**

Present:

Gary Wood - Chair
Betty McGill
Margaret Pirrie
Tracy Slaven
Donna Miller
Yvonne Crockert
John Wilkie

In Attendance:

Jacqui O'Rourke – Director
John Goodwin (minutes) – Admin Ass
Freya Lees – North Star Representative

Action

1.0 APOLOGIES:

1.1 Apologies received from Catriona Jamieson, Thomas Smith, Lynn Blackwood, Irene Black

2.0 MINUTES OF PREVIOUS MEETINGS:

2.1 Health & Safety – 4th September 2019

The above minutes were approved by Betty and seconded by Jacqui.

2.2 Management Committee – 3rd October 2019

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

2.3 BRO AGM – 9th October 2019

The above minutes are for information only.

2.4 Blairtummock & Rogerfield Opp – 9th October 2019

The above minutes are for information only.

2.5 Management Committee – 10th October 2019

The above minutes were approved by Margaret and seconded by Yvonne.

2.6 Housing Management & Maintenance Sub-Com – 17th October 2019

The above minutes were approved by Yvonne and seconded by Tracy.

2.7 Office Bearers – 30th October 2019

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

3.0 MATTERS ARISING:

- 3.1 Annual Home Visits – this was raised at the Housing Management & Maintenance Sub-Committee. Jacqui advised that regular home visits are carried out to certain tenants and also that contractors are asked to raise any concerns that they have when they attend properties to carryout works. Jacqui went on to advise that Colin Robertson has been employed from Hays to carry out a Stock Condition Survey and he will raise any concerns/issues he finds while he carries this out project.

4.0 DECLARATIONS OF INTEREST:

- 4.1 Gary, Donna, Yvonne, Betty, Tracy and John Goodwin all declared an interest under the Rent Harmonisation Study and Donna for item 12, Area I tender.

5.0 RENT HARMONISATION STUDY:

- 5.1 After a lengthy discussion about study and the attributes used Committee asked if North Star could provide rent charges using property size and type only and they would discuss again at Decembers meeting.

6.0 QUARTERLY DASHBOARD REPORT:

- 6.1 Committee were advised:

- Invoices still to be handed in by Mears
- Arrears have slightly increased due to more tenants moving on to Universal Credit

7.0 STAFFING & ADMINISTRATION:

7.1 Staff Sickness Report – April – September 2019 – this has been classed as an operational issue and will only be reported to Committee under exceptional circumstances and can be removed from Agenda.

7.2 Christmas Holidays:

- Committee agreed for staff to take extra 2 days annual leave over the festive period and for the office to close early on the 20.12.19 to allow staff to have their Christmas lunch.

8.0 TENANT SATISFACTION SURVEY

8.1 Committee agreed to employ Knowledge Partnership to undertake the tenant satisfaction survey.

9.0 LOCAL LETTINGS PLAN

9.1 Committee agreed the implementation of the Rapid Rehousing Transition Plan. BHA have to accept 14 Section 5 referrals in 2020/21.

10.0 FREEDOM OF INFORMATION:

10.1 Committee approved the draft policy and guide to information as noted in report. Any request we should advise to check on website first.

Jacqui also advised that there had been a breach of GDPR and that personal information of staff and Committee has been put on Website. As soon as this was discovered the information was removed and the Data Protection Officer informed the Information Commissioner. It has also been logged in GDPR/Incident Reporting Register. Kiswebs who maintain website were also contacted to see how many times that information had

been accessed. It had been accessed twice prior to being removed.

Members who did not attend meeting will be notified. By email tomorrow.

11.0 ELECTRIC CARS:

11.1 Committee were informed that Connect Community Trust had received funding to operate a trial of electric cars. Association will be taking part in this trial and a car charging point will be installed within the carpark along with a car. Cars will be provided by Co-wheels who will manage all the bookings and be responsible for upkeep of the car. Association will pay £200.00. All you have to do is download the app which costs £5 and you can book the car if it is not in use. Association will promote. Committee agreed to trial.

12.0 TENDER REPORT – REPORT ON OFFERS – AREA1 - BLAIRTUMMOCK

12.1 Donna declared an interest.

Committee were asked to consider report and if satisfied by recommendation from Ailsa TH to employ Landscapes and Contracts Ltd to undertake works at Area 1 backcourts. Committee approved.

13.0 REPRESENTATIVE BODIES FEEDBACK:

13.1 **EVH – Monthly Update** - training events – if anyone interested in attending any of the courses speak to Jacqui/Della.

13.2 **EHRA – Election hustings** on 4th December 2019 – 7pm to 9pm – 3 candidates have confirmed attendance.

13.3 **SFHA –** Nothing to report.

13.4 **SHR – Letter Received** – Committee noted content of letter.

14.0 CORRESPONDENCE REPORT:

14.1 Jacqui asked Committee if anyone wished to attend FARE's 30th Anniversary Celebrations on the 29th November @ the Alona Hotel. There was no interest.

15.0 ANY OTHER COMPETENT BUSINESS:

- SFHA have changed how they calculate membership charges.
- Committee were asked that if the property the Association have in Denmilne Street could be given to the Homeless Case Team rather than selling. Committee approved.

As there was no other competent business the meeting ended at 8.20

John Goodwin
8th November 2019

Chairperson: _____