

Blairtummock Housing Association

Minutes of the Management Committee meeting held on Wednesday 12th November 2025 @ 6.30pm, Hybrid meeting at 45 Boyndie Street, G34 9JL & via Microsoft Teams

Present

Catriona Jamieson
Jim Kane
Margaret Ann Kelly
Donna Miller
Margaret Pirrie
Claire Reynolds (Co-opted)

In Attendance

Gillian Bell, Housing Services Manager
Eddy Ferguson, Community Regeneration
Manager (Part)
John King, Director
Della McKelvie, PA/Office Manager (Mins)

Absent

Mandy Morgan

Special Leave

Jason Thet

Action

Prior to the start of meeting, it was agreed to bring forward agenda item 15.1.

1.0 Apologies:

1.1 Apologies received on behalf of Irene Black, Betty McGill and Gary Wood.

2.0 Declaration of Interest:

2.1 Agenda Item 6: BRO Update – Donna, Catriona and Margaret Ann all declared an interest.

2.2 Agenda Item 9.5: Investment, Window Contract - Catriona, Claire & Margaret Ann declared an interest.

2.3 Agenda Item 9.5: Investment, Kitchen Contract - Margaret Ann & Margaret both declared an interest.

2.4 Agenda Item 14 Correspondence Report – Donation request from Friendship Group, Catriona and Margaret both declared an interest.

2.5 It was agreed that no committee members had to leave the room during discussions but would not be involved in any decision making.

3.0 Minutes of Previous Meetings:

3.1 Management Committee – 1st October 2025

The above minutes were approved by Donna Miller and seconded by Jim Kane.

3.2 Management Committee – 22nd October 2025

The above minutes were approved by Catriona Jamieson and seconded by Jim Kane.

4.0 Matters Arising:

4.1 High Risk Register

4.1.1 Committee acknowledged that only one high-risk item remains recorded. This follows changes agreed at the meeting on 1st October 2025, which reduced both the impact and probability of the risk relating to:

- Reductions in BHA income, and Tenant ability to pay rent due to Universal Credit.

4.1.2 Meeting Log – 1st October 2025

Management Committee noted the contents within meeting log, no changes required.

4.2 Meeting Log – 22nd October 2025

Management Committee noted the contents within meeting log, no changes required.

5.0 Quarterly Community Regeneration Report

5.1 The Management Committee discussed delays to works at the Rogerfield Derelict Land Site caused by the presence of water voles, a protected species. It was noted that appropriate licenses will be required to comply with statutory regulations before works can proceed.

5.2 The Committee also noted that the National Lottery funding allocated to the project has had its spend deadline extended from November 2025 to January 2026.

6.0 BRO Update

6.1 Management Committee took note of the content within report.

15.1 Creative Climate Futures – Envisioning a Climate Ready Easterhouse (TNL Funding Bid)

The Committee received a request from the Community Regeneration Manager (CRM) for approval to submit the project application. Blairtummock Housing Association (BHA) will act as the lead applicant within the Blairtummock & Rogerfield Partnership (B&RP), assuming a central strategic and administrative role in delivering a transformative climate initiative. The proposed project focuses on the development of a Pavilion Complex and Destination Park within Blairtummock Park, Aberdalgie Road. It will incorporate a range of innovative and proven activities designed to embed climate action into everyday life through inclusive, community-led programming.

Following discussion, the Committee acknowledged the significant benefits the project will bring to the local community. Approval was granted for the Association to complete the application on behalf of all partners and to endorse continued support and strategic involvement in the initiative, recognising its alignment with BHA's

mission and long-term objectives for community development and regeneration.

Eddy Ferguson left the meeting at this point.

7.0 Mid-Year Review of Business Plan

- **Risk Register**
- **Strategic outcomes**
- **Resource Plans**

7.1 The Director requested that the scheduled mid-year review be postponed to allow further discussion with the Management Team prior to presenting to the Management Committee.

Following consideration, the Committee approved the postponement of the review as requested.

8.0 Staffing & Administration Sub-committee

8.1 No report.

9.0 Housing Management & Maintenance Sub-committee

9.1 Key Performance Information

Housing Services Manager advised the following:

- Outliers Identified: The report flags areas where performance is either below or above expectations.

Issues & Updates

1. Electrical Installation Condition Report (EICR):
 - o Status: Red
 - o Reason: New compliance guidelines require reports to be renewed by the anniversary date (not the yearly anniversary), creating stricter timelines. Two certificates were outwith new timescales but now in place. New procedures and timescales have been clarified with staff and contractors to ensure compliance.
2. Dampness & Mould:

- New ARC indicator introduced.
- 1 case was handled outside the required timescales.
- Procedures and timescales clarified with staff to ensure improved performance.

Re-let Times:

3.
 - Increase in void properties and delays with utility companies/meter resets.
 - Performance now below target.

Rent Arrears:

4.
 - Positive: Currently below target, indicating good performance in this area.

Write Off Report

9.2

HSM advised that in line with policy and good accounting practices, we are required to write off bad debts. Where the tracing agent advises that the debt is uncollectable, or our procedures have been exhausted, a case will be presented to Committee for consideration of write off.

Committee considered the report and approved write-off's totalling [REDACTED].

Appeals

9.3

Appeal 1: Management Committee discussed the appeal and agreed that due to the age of the worktops prior to the damage occurring, that only 50% of the charge should stand.

Carpets Progress Report

9.4

HSM presented Management Committee with a mid-year progress report, highlighting how well the project has been received with new tenants and the significant impact it has made to them.

Investment

9.5

Management Committee noted that the kitchen replacement project was now on Public Contract Scotland website.

Management Committee discussed the increased costs for works and the standard of units etc selected. It was suggested that Association should look into providing worktop savers for new tenants to avoid damage from pots and pans to worktops.

Replacement Window Project – 107 properties now progressing, HSM & Maintenance Officer met with various contractors to discuss specification etc for tender process.

9.6

District Heating Boiler Replacement

HSM gave following update on boiler replacement works and Ofgem RHI Accreditation

- The planned works have not yet been progressed.
- Under the Ofgem Renewable Heat Incentive (RHI) scheme, the Association's current accreditation must be removed to allow a new accreditation to be applied.
- This step is necessary to ensure the grant level remains unaffected.
- The HSM will engage with AMP Energy to confirm that progressing these changes will not impact the RHI grant.

9.7

Solar Panels

Works ongoing, panels have been fitted but not yet commissioned.

10.0 Formal Complaints

10.1 Management Committee noted content within report and Director advised that refresher formal complaint training will be organised for all staff over the coming months.

11.0 Quarterly Dashboard Report

11.1 Management Committee discussed quarterly dashboard report July – September 2025 and noted content within. Discussion around void turnaround was held and issues around energy companies and timescales to transfer accounts etc. An exception report will be presented at next Management Committee meeting.

12.0 Policy Review

12.1 **Expenses Policy**

12.2 **Freedom of Information Policy**

12.3 **Staff Meeting Remit**

12.4 **Attendance & Absence Management Policy**

The Management Committee reviewed all policies presented and approved all tracked changes.

During discussion, the Committee considered the Staff Meeting Remit and agreed that this document should no longer be classified as a policy. Instead, it will be treated as a procedure and will not require Committee approval in future.

13.0 Representative Bodies Feedback

No updates from Management Committee members present, Director updated as follows:

13.1 **EVH**

Monthly update attached within papers.

13.2 **EHRA**

Still low turnout at meetings, members unhappy that at previous meeting only two Directors were in attendance. Committee discussed and satisfied that John was in attendance but also said that the timing of meetings was not convenient, many work themselves and day time meetings are not suitable.

13.3 **SHR**

No update.

13.4 **SFHA**

Weekly SFHA news continue to be emailed.

13.5 **SHARE**

Training continues to be distributed, any Committee Member interested in a course should contact PA/Office Manager.

13.6 **GWSF**

Annual conference on 25th November.

14.0 **Correspondence Report**

14.1 Prior to the discussion on individual donation requests, Management Committee discussed standard donation award amounts and approved the following:

- Local organisations within BHA area of operation – max £200 award
- Organisations outwith BHA area of operation – max £75 award.

DMcK

Each request to be considered on its merit. Donation Policy will be amended to reflect decision on standard award amounts.

14.2 **Easthall Glenburn Centre**

Donation request approved with amount of [REDACTED]

14.3 **BEE Club**

Donation request approved, amount of [REDACTED] granted.

14.4 **Boys Brigade**

Donation request granted and amount of [REDACTED] granted.

14.5 Friendship Club

Above group emailed after Committee papers were distributed, they have requested a donation towards their Christmas trip to theatre – Donation amount of █████ granted.

15.0 Any other Competent Business

15.2 Tenant Satisfaction Survey

Approval was granted for Research Resource to carry out TSS and to change from surveying every 3 years to every 18 months, giving more current up to date and informative results.

15.3 Tender Approval – Feasibility Study: Vacant Land Rogerfield

The Management Committee approved the appointment of Coltart Earley to undertake an architectural feasibility study at the above site. The agreed cost for this work is █████ inclusive of VAT.

15.4 Christmas Night

Committee discussed options for drinks on the night and it was agreed that everyone who is attending will receive █████ to purchase drinks of their own choosing, no drinks will be ordered for the table. Everyone still happy to use taxi on account service and this to be extended to staff.

15.5 Christmas Card Competition

Management Committee judged the Christmas card competition and presented the winner to Office Manager to organise distribution of cards, 2 runner ups were also chosen and vouchers will be purchased for winner and runner ups.

15.6 Open Day

Director informed Committee that the Open Day has been organised for Monday 8th December 2025 2pm – 6pm and invited all Management Committee along to participate.

Discussion on what events could be held with suggestions of office tours; bingo; treasure hunts.

15.7

Good Neighbour Awards

Chairperson and Housing Services Manager advised that they had both presented the winners and runners up with their gifts. Chairperson stated that it was a lovely genuine experience and everyone was just delighted to have been nominated.

15.8

Date & Time of Next Meeting

Date and time of next meeting – Wednesday 3rd December 2025 at 6pm. PA/Office Manager advised that photos would be taken at next meeting so website can be updated.

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

Della McKelvie
November 2025

Chairperson: _____