

Blairtummock Housing Association

Minutes of the Management Committee meeting held on Wednesday 13th May 2020 @ 5pm via Microsoft Teams as remote working due to COVID-19 Crisis

Present:

Irene Black, Treasurer
Catriona Jamieson
Donna Miller
Margaret Pirrie, Secretary
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 Lynn Blackwood, Yvonne Crockert & Betty McGill.
- 1.2 Management Committee approved contacting any Management Committee Member not comfortable with remote meetings to see if they wished to take a leave of absence at this time. Remote meetings will be a necessity for the near future.

2.0 MINUTES OF PREVIOUS MEETINGS:

2.1 Management Committee – 22nd April 2020

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

3.0 MATTERS ARISING

3.1 Temporary Furnish Flats

Glasgow City Council have rented two of the void properties with the possibility of taking another two. A 20% administration fee has been added to the rents to cover. Housing Services Manager has an audit trail with emails as to what has been agreed.

3.2 ARC Return

Scottish Housing Regulator have extended the return date for ARC to 31st July 2020, staff are currently working on this and will hope to present to Management Committee at a meeting in June.

4.0 DECLARATIONS OF INTEREST

- 4.1 It was noted that Irene Black, Catriona Jamieson, Donna Miller and Margaret Pirrie all declared an interest in agenda item 10: Refund for Service Charges.

5.0 COVID 19/SERVICE DELIVERY

- 5.1 Director had issued an update via email as agreed at last meeting.

Staff are beginning to prepare for a phased return to office once Government guidance changes. Office access will be kept to a minimum once allowed to return, staff will continue to rotate from working from home and working at office, no more than 2 people can be in reception area at one time and staff will look at video calls for interviews.

- 5.2 Staff continuing to engage with vulnerable tenants and refer onto other agencies to assist as and when required.

6.0 QUARTERLY DASHBOARD REPORT JAN - MAR 2020

- 6.1 Management Committee noted the report. There was a discussion on how COVID 19 would affect the next quarter due to rise in rent arrears and also the decrease in spend.

7.0 NOTIFIABLE EVENTS REGISTER

- 7.1 When compiling the Assurance Statement information Management Committee agreed that the above register be reported to them annually.

- 7.2 Content within the register was noted, three notifiable events two in relation to COVID 19 and one gas safety incident with contractor, all of which were reported to the Management Committee.

8.0 COMMITTEE APPRAISALS

- 8.1 Management Committee agreed to delay appraisals for both Committee and Staff at this time. The Director to highlight to staff that training requirements will still be met and if they wish to attend training to contact their line manager.

9.0 STAFFING AND ADMINISTRATION

9.1 Six Monthly Sickness Report Oct 19 - Mar 20

Management Committee noted the contents within the report, this along with previous six months will be reported within the ARC Return to the Scottish Housing Regulator.

9.2 Flexible & Homeworking Policy

Management Committee agreed to change the policy to state that flexible working requests will be submitted to the Director. If there is a cause to appeal the Directors decision then appeals will be presented to the Management Committee, only a flexible working request from Director to be presented to Management Committee in first instance. This change implemented due to flexible working requests being an operational decision than a strategic decision.

10.0 REFUND FOR SERVICE CHARGE

- 10.1 As BRO cannot carry out the close cleaning or the ground maintenance contracts service charges have been refunded to accounts for the period the service is inactive. Once service resumes these charges will be reinstated.

11.0 STANDING ORDERS

- 11.1 Management Committee considered the report from Mark Ewing, TC Young Solicitors in regards to the standing orders. It was agreed to change point 5 of the advice from Chairperson to Office Bearers. The addendum was approved.

12.0 REPRESENTATIVE BODIES FEEDBACK

12.1 EVH

Information in relation to COVID 19 and Mental Health Awareness contained within the papers. Latest furlough information to be distributed to Management Committee.

12.2 EHRA

Senior Officers have met up to discuss how services are being provided but no Committee meeting has been arranged.

12.3 SHR

Monthly reports on COVID 19 included within papers. Will follow Regulator guidance in relation to Association AGM, Director will continue to monitor the situation.

12.4 SFHA

Have been providing useful information via their bulletins.

SFHA also put out a statement today on how well smaller RSLs are managing to deliver their services at this time.

13.0 CORRESPONDENCE

13.1 There was no correspondence.

14.0 ANY OTHER COMPETENT BUSINESS

14.1 Date & Time of Next Meeting

Wednesday 3rd June 2020 at 5pm.

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

Della McKelvie
May 2020

Chairperson: _____