

Blairtummock Housing Association

Minutes of the Management Committee meeting held on Wednesday 22nd January 2025 @ 6pm, Hybrid meeting at 45 Boyndie Street, G34 9JL & Via Microsoft Teams

Present

Catriona Jamieson (Chair)
Margaret Pirrie
Betty McGill
Jim Kane
Donna Miller
Margaret Ann Kelly
Irene Black

In Attendance

Gillian Bell, Interim Housing Services Manager
John Goodwin, Office Admin Assistant (Mins)
Linda Russell, Finance Manager

Absent

N/A

Special Leave

N/A

Action

1.0 Apologies:

1.1 Apologies received from Gary Wood, Claire Reynolds (co-optee), Mandy Morgan (co-optee) and Jason Thet.

2.0 Declaration of Interest

2.1 All Committee members present declared an interest under Agenda Item 5 – Rent Increase Consultation. It was agreed that no members were required to leave the meeting while this discussion was undertaken.

2.2 Staff members in attendance declared an interest under Agenda Item 4.4 – Hybrid Working review and it was agreed staff members in attendance would leave the meeting while this discussion was undertaken.

3.0 Minutes of Previous Meeting

3.1 Management Committee Meeting – 11th December 2024

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

4.0 Matters Arising

4.1 Update on GCC Temporary Furnished Flats

Interim Housing Services Manager (IHSM) gave verbal update and advised 8 properties are currently leased to Glasgow City Council for the purposes of temporary furnished flats. Advised no current issues with any of the leases, however as part of Association's disposal strategy within the South Rogerfield area, we will be looking to end the lease with Glasgow City Council at the 1 remaining TFF in this area.

IHSM highlighted that Glasgow City Council might request a replacement property and if this is the case, Committee will be asked to consider future provision.

Committee noted the update.

4.2 Meeting Log – 13th November 2024

Agenda Item should read 11th December 2024 not 13th November 2024. Management Committee noted the contents within the log. No clarification requested on log items.

4.3 Risk Register – High Risks

Interim Housing Services Manager referred Management Committee to high risks contained within the Risk register and updated as follows:

4.3.1 Nursery facility lying empty

Interim Housing Services Manager advised Committee that matters are progressing in a positive manner. A further visit to the property has been arranged for 30 January 2025 with the interested party and the Care Commission. The Association will be in attendance with an architect to obtain technical advice regarding potential alterations that require to be done to ensure the building will meet current requirements.

4.3.2 Impact of External Political/Financial Factors create threats to BHA's Business Plan

In terms of removal of winter fuel allowance and mitigating the impact this may have on residents. Interim Housing Services Manager advised staff are currently carrying out visits to tenants who are 66 and over. This is a programme of approximately 150 visits, 21 have been completed to date.

Half of those visited have been referred to the Association's Money Adviser, who has carried out benefit checks to ensure tenant's income is maximised. Outcomes/ feedback has been positive to date and an evaluation report will be presented to Committee at a later date.

4.3.3 Reductions in BHA income and tenant ability to pay rent due to Universal Credit

The impact of Universal Credit is monitored by Staff. A quarterly report will be presented to Committee at the February meeting.

Management Committee advised no concerns and no changes with high risks at present.

4.4 Hybrid Working – 6 Month Review

At this stage of the meeting staff members were asked by the Chair to temporarily leave the meeting, in line with the declared conflicts of interest.

Committee had a discussion and reviewed the current arrangements for hybrid working in order to reach a decision on whether to approve permanent hybrid working.

Staff members rejoined meeting at this stage.

The Chair advised that members had a discussion around the Association being community based and, for some members, the initial preference would be for the office to open 5 days each week. The Chair advised the Committee considered data on office footfall and demand for in person services, along with performance monitoring information to ensure service delivery was not compromised.

The Chair advised Committee reached the decision that there was not sufficient footfall at the office to justify increasing the office opening hours, taking into account the financial implications of office running costs for an additional day. Committee did request that it was noted that staff would be expected to be flexible to meet business needs and Interim Housing Services Manager confirmed that this is currently the case and will be re-iterated to staff. Committee acknowledged the Association have a good staff team.

Committee approved hybrid working as a permanent arrangement on the basis of the current arrangements which are as follows:

Office open 4 days Mon – Thu, closed each Friday.

Staff work from office 3 days per week with 2 days working from home (pro-rata for part time staff).

Where office is closed on a Monday for public holidays, staff work in office on the following Tuesday.

At times of staff shortages or increased business demand, staff will be expected to be flexible in terms of hybrid working arrangements.

Committee confirmed that this arrangement would be reviewed if there was a change in circumstances which suggested a review was appropriate.

Any relevant HR policies will be reviewed in line with Committee decision and presented at a future meeting.

5.0 2025/2026 Rent Increase Consultation & Budget

5.1 2025/2026 Draft Budget

Finance Manager presented Management Committee report on draft budget 2025/26, incorporating the changes approved at December 2024 meeting.

Committee discussed the proposal for carpets within void properties. A Committee Member queried the criteria for accessing provision and it was discussed and confirmed this would only be for void properties and accessed by new or

transferring tenants. Committee acknowledged that those in employment may face the same financial struggle when moving as tenants claiming benefit, therefore it was agreed there would be no criteria related to finances.

Committee approved the proposal on the basis of a pilot project for 12 months, with a project evaluation prior to making a decision for future years spend.

Contents of budget for 2025/26 were approved by Committee.

5.2 2025/2026 Budget & Rent/Service Increase

Committee reviewed the report presented by the Interim Housing Services Manager which provided results of tenant consultation on annual rent increase and detailed an almost even split between tenants advising they felt the proposed 5.5% increase was too high, versus just right. It was noted that the response rate of 7.2% was lower than in 2024/25, however there was no apparent reason for the reduction.

Committee considered the consultation results and comments, along with information provided by Finance Manager on the difference between rental income based on a 5% increase or 5.5% increase. Committee decided to proceed with a lower than proposed increase at 5% as they understood from budget and financial projections that business plan objectives could still be met with a 5% increase, whilst taking into account feedback from consultation around affordability for tenants.

Interim Housing Services Manager advised that some of the comments appear to be in relation to GCC services, Committee Members expressed concern with some environmental/shrubbed areas within the area, Interim Housing Services Manager advised these will be reviewed for improvement and all who responded to the survey will receive a letter of thanks along with a follow up to any queries raised.

Committee approved 5% increase for 2025/26.

6.0 Policy Review

6.1 Dignity at Work

Committee approved the recommendation to adopt the EVH model Dignity at Work Policy (copy included in papers).

Committee acknowledged Staff members would be covered under this policy, Committee would be covered under the Code of Conduct.

Copy of policy was forwarded to Staff prior to meeting for any comments. No comments received.

Committee approved the Dignity at Work policy with the standard 3 year review date.

7.0 Business Plan Review

7.1 Contents of the report were noted and Committee recognised that the Business Plan was at the end of the agreed lifespan.

Committee approved the proposal to proceed with drafting a brief and procuring a consultant to assist the Committee in developing a new Business Plan.

8.0 Formal Complaints: September – December 2024

8.1 Interim Housing Services Manager updated Committee on formal complaints received from 1st October 2024 – 31st December 2024 and how they were dealt with.

Committee noted that there are no patterns showing and there are no concerns. Contents of report noted.

9.0 Investment

9.1 Interim Housing Services Manager updated Committee on the progress of the planned maintenance and cyclical maintenance projects.

Committee were advised that feedback from tenants who have had works carried out has been positive and no issues were highlighted.

Once new bathroom installs are complete a satisfaction survey will be carried out.

9.2 Committee formally accepted the quotation and approval of

tender [REDACTED]
[REDACTED].

10.0 Representatives Bodies Feedback

No updates from Management Committee members present, Interim Housing Services Manager updated as follows:

10.1 EVH

Included for information only.

10.2 EHRA

No update.

10.3 SFHA

Weekly SFHA News continues to be sent, if Committee are interested in any training etc, contact Office Manager.

10.4 SHR – Outcome of Consultation of the Annual Return of Charter

Committee were advised that there are a couple of minor changes to be made to systems in order to monitor and collate performance information on the new Charter outcomes. Staff are working with SDM on producing reports and training will be arranged.

Committee were advised that after submitting the Assurance Statement, SHR carry out a risk assessment and came back with a few queries;

Queries were:

- The numbers of members attending meeting and apologies noted – explanation was provided to SHR.
- Recommendation that the style of minuting meeting be reviewed and more information to be included. Training will be provided for staff who take minutes and recommended practice paper issued by SHR in April 2024 on 'Effective recording of decisions and discussions by governing bodies of RSL's' has been shared again.

- Procuring internal audit – SHR queried date entered on the AFS and it was confirmed there had been an error, tender will be due again in 2025.
- Assurance Statement – BHA's Assurance Statement did not specifically state that it meets all duties in relation to tenant and resident safety. In particular that Blairtummock has obtained appropriate assurance about compliance with all relevant safety requirements including gas safety, electrical safety, water safety, fire safety, asbestos, damp and mould, and lift safety. We have confirmed that we have appropriate assurance regarding compliance in relation to:

- Gas Safety
- Electrical Safety
- Water Safety
- Fire Safety
- Asbestos
- Damp and Mould
- Lift Safety is not applicable to Blairtummock as we do not have any lifts within the housing stock

However, on review we accept that this was an error on our part and these specific individual elements should have been detailed and commented on in the assurance statement.

10.5 **SHARE**

Training information continues to be emailed, if Committee are interested in any training contact Office Manager.

11.0 **Correspondence Report**

11.1 Nothing to report.

12.0 **Date & Time of next meeting**

12.1 Management Committee agreed with date of next meeting to be held on Wednesday 12th February 2025 @ 6.30pm immediately after the Finance & Audit meeting.

13.0 **Any other Competent Business**

13.1 **Rent Consultation Draw**

Interim Housing Services Manager asked Committee to choose a number between 1 and 51 - number 27 chosen and will win the £50 voucher for taking part in the Rent Consultation.

13.2 **As there was no further business to discuss the meeting ended at 7.05pm.**

John Goodwin
22nd January 2025

Chairperson: _____