

Minutes of the Management Committee Meeting of Blochairn HA, held on Wednesday 15th February 2023 at 6pm via Zoom – Reconvened meeting from 31 January 2023.

1 Sederunt		Actions
	Present	Manal Eshelli, Committee Member
		Martin Forrest, Vice Chair
		Michelle Murray-Moore, Chairperson
		Alexsandra Lis, Committee Member
		Frances Tierney, Secretary
	In Attendance:	Patricia Gallagher, Interim Director Nicola McKeand, SHR, item 6 only Nicola Harcus, SHR, item 6 only Eliz. McCulloch, SHR, item 6 only Paul McNeill, HRC, item 6 and 7 only.
2	Apologies	Jean O’Neill, Committee Member Mary Gibb, Committee Member Helen McCartney, Committee Member Kim Stuyck, Committee Member Olga Vassiljeva, Committee Member
3	Registration Of Interests	
	3.1	There were no registrations of interest noted.
4	Outstanding Actions Report - Approved	
	4.1	A written report was circulated prior to the meeting and approved.
	4.2	It was agreed that all sections highlighted as complete could be removed from the report.
	4.3	The following actions were agreed: 4.3.1 The interim Director to look into the possibility having a Management Committee portal on the website 4.3.2 Once information has been collated on first languages in each household – for information translation purposes, all important documents on the website will be made available in translated formats 4.3.3 Agreed to remove point 23,24 and 37 as all were now complete
		ID

5	Annual Rent and Management Fee increase 2023/24 - Approved		
5.1	A written report by the Interim Director was circulated prior to the meeting and a 6% rent increase was approved.		
5.2	Staff took the Management Committee through the consultation responses and the affordability data. It was noted that for future years, real information on Tenants income would need to be collated, for more accuracy on affordability.		
5.3	A discussion took place on awareness of the needs of Tenants. Frances Tierney advised that she would be abstaining from any voting on or approving the rent increase.		
5.4	The remaining Management Committee members unanimously approved a 6% rent and management fee increase.		
6	Policy Review Timetable – Approved		
6.1	A written report by the Interim Director was circulated prior to the meeting and was approved.		
6.2	The Director advised that further changes may need to be made to the timetable to meet the requirements of the improvement Plan. She also advised that herself and the operations Manager would be meeting next week to discuss priorities, which may also inform the timetable.		
6.3	It was noted that further updates will eb provided to the Management Committee as required.		ID
7	Draft Entitlements, Payments, and Benefits Policy - approved		
7.1	A written report by the Interim Director was circulated prior to the meeting and was approved.		
7.2	Discussion took place on the definition of close relatives and awarding of contracts to same.		
7.3	In response to a question from a Committee Member, the interim Director confirmed that Management Committee members who were owners should not be using the Associations approved Contractors.		
7.4	It was further noted that an updated Contractors list will eb circulated to the Management Committee, and attached as an appendix to this policy, after the Framework agreement exercise has been completed.		ID/OM

8	Governance Improvement Plan - Approved		
	8.1	A written report by the Interim Director was circulated prior to the meeting and approved.	
	8.2	The Interim Director advised that regular updates on progress with the plan will be presented to the Management Committee.	ID
9	Annual Timetable of meetings- Approved		
	9.1	A written report by the Interim Director was circulated prior to the meeting and approved.	
	9.2	It was agreed to change the name of the Health, Safety and Human Resources sub-committee to the Staffing Sub Committee.	ID
	9.3	It was further agreed that the staffing sub committee meetings will be held at 5.30pm, immediately before the main Management Committee meeting.	ID
	9.4	It was also agreed that Health and Safety issues will be incorporated into the Management Committee remit.	ID
10	Complaints policies and procedures – Approved		
	10.1	A written report by the Interim Director was circulated prior to the meeting and approved.	
	10.2	In response to a query from a Committee Member the Interim Director confirmed that these policies would be put onto the website once approved.	ID
11	Risk Reports - Approved		
	11.1	A written report by the Interim Director was circulated prior to the meeting and approved.	All
	11.2	It was noted that the resignation of the first Minister may be an item that may required to be added to the risks for consideration. The Interim Director advised that she will make the appropriate changes as and when required.	ID
	11.3	There were no further comments on this report.	
12	Annual Return Dates for 2023/24 – Noted		
	12.1	A written report by the Interim Director was circulated prior to the meeting and noted.	

	12.2	The Interim Director advised that the report covered all of the returns required by all of the Association's regulators. She further advised that updates will be given on this as returns are completed.	ID
	12.3	The Director confirmed that all of the quarterly returns to the information Commissioner were up to date.	
13	EVH Final Wage Increase Agreement 2023/24 - deferred		
	13.1	This item was missed on the agenda. It will be carried forward to the next meeting.	ID
14	Notifiable Events – noted		
	14.1	It was noted that there was nothing to report under this item.	
15	Health and Safety Monthly report - Noted		
	15.1	It was noted that no correspondence had been received.	
16	A.O.C.B.		
	16.1	Approval was given for Membership for Leanne McGowan. It was noted that Leanne would be joining the Management Committee as a Co-optee following the advert for members.	
17	Summary of actions/decisions at this meeting		
	17.1	All actions were noted and will be updated on the Matters Arising: Outstanding actions report	ID
18	Review of the meeting		
	18.1	No review of the meeting was undertaken.	
19	Date and time of next meeting – 28th February 2023, 6pm		

Signed:

Date: 28 February 2023