

**Minute of the Management Committee meeting
held on Tuesday 26 November 2019 in the offices of
Blochairn Housing Association, 1 Blochairn Road, Glasgow**

Present: [REDACTED]

In Attendance: Michael Carberry (Director).

1) Apologies

Apologies were received from [REDACTED]

2) Declarations of Interest

There were no declarations of interest.

3) Adoption of the Previous Minute

The minute of **29 October** was adopted by [REDACTED] and seconded by [REDACTED].

4) Matters Arising from the Previous Minute of 29 October

a) **Previous Item 3(a) - [REDACTED]**. The Committee was advised that [REDACTED]. It is

likely that the house can be bought early in 2020

b) **Previous Item 3(b) - IT Review**. The Committee was advised that the IT upgrade had begun and that the updated system has achieved 'Cyber Essentials Certification'. Cyber Essentials is 'a simple but effective, Government backed scheme that will help to protect an organisation, whatever its size, against a whole range of the most common cyber attacks'

c) **Previous Item 3(c) – Housing Services Report** - The Committee considered options for receiving the report on housing management and maintenance issues. This should be an agenda item every 3 months but is often deferred due to pressure of other business. The Committee considered whether to establish a Housing Services Sub Committee. After discussion it was agreed that the report should remain within the Management Committee agenda

d) **Previous Item 3(d) - Play Area Blochairn Place**. The Committee noted that responsibility for CCTV is shifting from 'Community Safety Glasgow' to 'Neighbourhoods & Sustainability' in February. Neighbourhoods & Sustainability was asked to investigate the provision of a camera to cover Blochairn Road (mini roundabout to Royston Rd) and Blochairn Place. The estimated cost is £30 – 40k, plus £1k, each year, for administration. There are several steps to be taken before a camera could be sited, including considering the crime profile in the area. The Committee considered whether CCTV cameras were effective; whether, when an incident is recorded, action is taken by the Police or by the Council; difficulties in accessing footage and the impact of General Data Protection Regulations (GDPR) and issues experienced in Blochairn Place over the past 8 years, particularly, in 2019. After discussion it was thought that a mobile camera would deal with specific issues that arise in the summer months. The Director was asked to establish whether there would be a cost for this

- e) **Previous Item 3(f) - New Close Doors** – The Committee was advised that discussions are ongoing about the glass specification
- f) **Previous Item 11(c) - Planning Application** – The Committee noted that an item was posted on Facebook about the application for an alcohol licence for the proposed new shop on Royston Road

5) Committee Appraisal

The Director reminded Committee members that 'Chair 360 Appraisal' Forms should have been returned to EVH. Committee members provided details of suitable times for individual Committee Member appraisals.

6) Employers in Voluntary Housing (EVH)

The Director advised that Staff Job Evaluation forms have been returned to EVH and interviews will be completed by 3 December. A report to Committee, with recommendations, will follow, early in the New Year.

7) Health & Safety

The Committee considered the policies with the agenda on a H & S Policy Statement; a statement of Management Committee Members' and Director's Responsibilities; a statement of Employees' Responsibilities and an Organisational Chart. After discussion these were approved. [REDACTED] agreed to attend H & S Awareness training.

Other issues noted included that:

- the H & S Control Manual (332 pages) will be 'personalised', section by section, on an ongoing basis
- Written Risk Assessment Records will be kept in future, where appropriate
- Display Screen Equipment (DSE) Risk Assessments were not carried out in October due to staff absence. They will be rescheduled for early 2020
- Policies will be prepared for consideration to include Occupational Driving; Lone Working; Violence and Aggression; Stress Management
- A Fire Risk Assessment will be carried out early 2020
- At least 2 Fire Drills will be carried out each year. These will begin early 2020
- There will be at least 6 Fire Alarm tests each year. They are currently monthly
- Staff (Angela & Danielle) had Fire Safety Training in June 2019
- 'Fixed' electrical installation tests were carried out in September 2019

8) Scottish Government/Scottish Housing Regulator

a) Annual Assurance Statement (AAS)

The Committee noted that the Regulator received AAS's on time from 156 RSLs and 25 local authorities. Ten landlords will receive a visit from the Regulator over December and January about their experience in producing the first AAS, the approach they took and how they gained self-assurance, particularly around rent affordability and tenant safety. The Regulator will publish the results of the visits to share positive practice and lessons learned. The Committee noted progress on Proposed Action from Blochairn's Annual Assurance Statement:

1. Report the AAS to tenants in newsletter; on Facebook and on web site - Completed

2. Add Standing Agenda Items: Annual Assurance Statement, Declarations of Interest, Notifiable Events. Create register of Notifiable Events if one occurs - Completed
3. Internal Audit programme from 1 January 2020 (include ARC validation). – 2 tenders returned by 22 November - Staffing Sub Committee to consider tenders on 10 December
4. Refer to legislation when reviewing policies and/or refer policies for legal advice, where appropriate, e.g. allocations policy (consider recent guidance and government initiatives) - Ongoing
5. Clarify new requirements on smoke alarms (implement work programme through existing contractors) – discussions ongoing with electrician and gas heating engineer
6. Liaise with the Regulator and Scotland's Housing Network on how to give assurance on meeting every legal and regulatory requirement. Monitor the creation of a list of relevant laws and regulations – next 6/9 months
7. Promote/publish Engagement Plans; Landlord Reports; how to report Significant Performance Failures; comparison with other landlords reports for Committee and or residents and information on complaints ('you said, we did' format) – only comparison tool still to be highlighted
8. More detailed report to Committee on Complaints – Since 1 April 2019 there have been 3 formal complaints. Committee agreed that a detailed report can be provided after 31 March
9. Consider how to monitor performance on Human Rights & Equalities; how to use impact assessments; monitor developments in advice and guidance and continue to collect data – over next 6/9 months
10. Continue to develop and populate web site (NB Include a Guide to Information that reflects the Model Publication Scheme published by the Scottish Information Commissioner (SIC) on the web site. Use web site as major tool in administering Freedom of Information (i.e. make information readily available) – Completed. Web site well developed but will continue to be added to
11. Review Committee Role Description and Person Specification – lead up to AGM 2020
12. Emphasise option of 'buddy'/ mentor support for new Committee members - in lead up to AGM 2020
13. Try to define Affordability and Value for Money – during 2020
14. Check policy to ensure fit with the Chartered Institute of Public Finance and Accountancy (CIPFA) Code on treasury management – early 2020
15. Review SHR recommended advice on business planning – early 2020
16. Review Internal Management Plan (on an 'Away Day'?) – normally reviewed in January. Committee were unable to decide on evening or weekend/'away day' format. Further discussion required
17. Tender for External Financial Audit services from 2020/2021 – tenders will be issued before Christmas
18. Ensure Codes of Conduct feature in future appraisal
19. Report Register of Interests to Committee and report changes (see 2 above) - completed
20. Report to Committee on training. Feedback from training sessions/conferences – from January 2020

b) Freedom of Information

The Committee noted that Blochairn's web site has been populated with information to comply with FOI legislation. The Director advised that it had not been possible to employ a consultant Data Protection Officer before 11 November. It was agreed that this can be monitored and that

this could be revisited in the new year. The web site includes a facility to make a FOI enquiry and it will provide report in the format required by the FOI Commissioner

c) Notifiable Events

The Committee noted the Regulator's guidance issued with the agenda and that this will now be a standing agenda item.

9) Tenant Bonus Scheme

The draw was made for October, November and December. Winners were Tracey McLeish (Cloverbank Gardens); Margaret Fury (Cloverbank Gardens); Walter McKay (Roystonhill); Patricia Reilly (Cloverbank Gardens); Peter Smith (Roystonhill) and Gary Neil (Dunolly Street).

10) National Accommodation Strategy for Sex Offenders (NASSO)

The Director advised that the NASSO Awareness Group (NAG) has still to write to Ash Denham MSP, Minister for Community Safety, to ask her to reconsider her response.

11) Royston Strategy Group

- a) The Director advised that the next meeting will be on Friday 13 December
- b) The Director advised that the City Council has invited bids under a Strategic and Development Funding Plan (SDFP). It is proposed that Copperworks identify the proposed development on the 'Blue Roof' land and Blochairn identify the Millburn Centre. This is unlikely to lead to an offer of funding and is primarily to get the sites on the Council's records as potential development sites. The Committee agreed with this proposal

12) Staffing Sub Committee

The Committee noted that the next Sub Committee meeting will be on 10 December and will consider the tenders for the Internal Audit programme as well as ongoing staffing issues.

13) Policy

The Health & Safety issues were considered under item 7.

14) Training

The Director advised that the SHARE 2020 brochure will be issued and he urged Committee members to let him know of any training courses and events that they wished to attend.

15) Items for Future Agendas

Committee members were reminded to advise the Chairperson or Director of issues they might want to discuss under future agendas.

16) Any Other Competent Business

a) Working with Young People

This had been listed as an 'Item for Future Discussion'. The Director advised that

- In 1990's Blochairn took a unique approach to working with young people in the community
- Staff worked directly with young people to engage them in the regeneration of the community and to convince them that their input was important

- A 'graffiti free zone' was declared and vandalism was outlawed. It was a quid pro quo approach i.e. if money was not being spent on these things then it could be spent on things for young people
- The Committee noted details of the extensive programme of away days/outings and competitions
- There was a youth newsletter, 'The Wee Issue', young people aged 8 – 15, personally addressed to each young person. The Committee noted sample 'Wee Issue' newsletters
- A combination of things led to the programme tailing off. The area became better and the next generation didn't drift into vandalism and graffiti. Pressure of other work meant staff struggled to find time to take young people away. Volunteers were put off by the bureaucracy of the 'Disclosure' system for adults working with young people
- Royston Youth Action, which had been in the doldrums for years, began to emerge again as a credible organisation providing for young people. It was decided to devote Blochairn's time and energy to supporting RYA. Blochairn's Director joined the RYA Board in September 2012. He became the Chairperson in November 2018, following a difficult period after the departure of the RYA Coordinator. The RYA Board now has 10 members and the organisation is performing well.

There was a lengthy discussion and a question and answer session. It was agreed that the Association could not return to large scale events, e.g. taking a coach load of 30 young people to Blair Drummond Safari Park. However, it could try to provide the youth newsletter, which would include competitions, and arrange small scale events

b) Graduations

The Committee congratulated Lynsey Morgan and Olga Vassiljeva on their achievement in graduating from the City of Glasgow College. Lynsey achieved the Chartered Institute of Housing in Scotland Level 4 Qualification and Olga was awarded an HND in Professional Cookery. Olga was also awarded the Top Student Prize

[REDACTED]

The Director advised that the Chairperson wished to address the Committee on a confidential matter. [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

END