

**Minute of the Management Committee meeting
held on Tuesday 29 September 2020 in the offices of
Blochairn Housing Association, 1 Blochairn Road, Glasgow
and by Zoom Conference**

Present: [REDACTED]

In Attendance: Michael Carberry (Director).

1) Apologies

Apologies were received from [REDACTED] and [REDACTED].

2) Declarations of Interest

There were no declarations of interest.

3) Election of Office Bearers

The Director invited nominations for the position of Chairperson. Joan Reuston was proposed and seconded. There were no other nominations and Joan Reuston was duly elected. The Chairperson asked for nominations for the position of Vice Chairperson. Michelle Murray-Moore was proposed and seconded. There were no other nominations. Michelle Murray-Moore confirmed that she would accept the nomination and was duly elected. The Chairperson asked for nominations for the position of Secretary. Frances Tierney was proposed and seconded. There were no other nominations and Frances Tierney was duly elected.

4) Election of Sub Committees

- a) It was agreed that a Staffing Sub Committee was required. [REDACTED] and [REDACTED] agreed to serve.
- b) It was agreed that the Management Committee would receive reports on housing management and maintenance issues every 3 months rather than form a specific sub-committee. It was noted that this had proved difficult in recent times due to a full agenda and the fact that housing management and maintenance reports were extremely detailed. It was agreed that the statistical information provided should be reviewed with a view to making this more streamlined
- c) Nominations or volunteers to attend EVH meetings (1st Monday of each month) will be considered after the Covid 19 lockdown is lifted
- d) Volunteers to attend Royston Strategy Group meetings (Friday mornings, every 2 months) will be considered after lockdown is lifted. The agenda will be circulated to allow Committee members to attend when available

5) Standing Orders and Committee Remits

Standing Orders and remits for both the Management Committee and Staffing Sub Committee are posted on Committee iPads. After discussion these were adopted.

- 6) Code of Conduct and Register of Interests**
The Director advised that the Committee Code of Conduct is unchanged from last year and is posted on Committee iPads. Confirmation that the Code would be adhered to is within the Register of Interests form. This form will be emailed to Committee members for confirmation rather than seeking a signed copy
- 7) Adoption of the Previous Minute of 25 August 2020**
The minute of the previous meeting was adopted by [REDACTED] and seconded by [REDACTED].
- 8) Matters Arising from the Previous Minute of 25 August 2020**
- a) Previous Item 4(a) - Close Doors**
The Director advised that this might now be regarded as a formal dispute
- b) Previous Item 17(a) – AGM**
The Director advised that the AGM was successfully held on 1 September with 22 Members present, 18 by Zoom conference. The Committee now has 10 members with [REDACTED] and [REDACTED] standing down
- 9) Finance**
- a) 5 Year Financial Projection**
The Director presented the paper issued with the agenda. He highlighted the healthy annual cash position each year, taking account of all income and expenditure, including allowing for a 'buy back' each year. After discussion the projection was approved
- b) Buy Backs**
The Director advised that another 2 bedroomed houses has been successfully purchased. A 3 bedroomed house has been valued and an offer will be made shortly. The Finance Agent has confirmed that the cash flow allows for this and banking covenants will be met. A report will be prepared for the longer term, considering when to create a bank loan fund. A summary is posted on Committee iPads. In response to a question the Director advised that he had not considered the impact that the ending of furlough might have on owners being unable to afford to remain in their home. He had been more focused on the impact this may have on tenants
- 10) Employers in Voluntary Housing (EVH)**
- a) New Staff Member**
The Director advised that he would discuss this further with EVH.
- 11) Staffing Sub Committee**
The Sub Committee has not met since 14 January 2020. The newly elected sub committee will meet on 13 October.
- 12) Health & Safety**
The Director provided an update on Covid 19
- A Risk Assessment is posted on Committee iPads
 - Reopening the office to the public remains at 'not before 1 October'. This is likely to be extended to 'not before 1 January'

- When the office does reopen the reception will be reconfigured and an incremental approach will be used e.g. opening 10.00 to 12.00 and 14.00 to 16.00 or 14.00 to 17.00 and using appointments
- Staggered 45-minute lunch breaks help manage use of kitchen facilities
- Contractors are working normally, with social distancing measures
- The Royston Coronavirus Response Group effort to support vulnerable residents has ended, although there is still some support based at the Community Hub
- Heightened anxiety and stress within the community continues to result in increased aggressive and unreasonable behaviour, which impacts on staff
- Staff have been asked to consider their annual leave and to book some time off. [REDACTED] is currently off for a couple of weeks
- Support staff (Welfare Benefits and Financial Capability) are seeing residents face to face, in the Committee room

13) Scottish Government/Scottish Housing Regulator

a) Annual Assurance Statement (AAS)

The Director advised that there had been no change from the previous update, which is posted on Committee iPads

b) Notifiable Events

The Committee noted that there had been no recent discussions. This issue will be considered by the Staffing Sub Committee

14) Tenant Bonus Scheme

The monthly prize draw has been suspended due to the Covid 19 lockdown. It was agreed that a draw should take place at the Committee meeting in November to cover all outstanding months. Consideration should also be given to the Christmas Bonus payment. One option would be to provide every tenant with a bonus, in view of the difficult year that everyone has experienced

15) National Accommodation Strategy for Sex Offenders (NASSO)

a) After lockdown there will be further discussion with the NASSO Awareness Group (NAG) before further consideration by Committee

b) Responses have been received for the Freedom of Information requests submitted:

- **Police Scotland** – provided a breakdown of the location of registered sex offenders within all Glasgow post codes to the 3rd digit, e.g. G21 2- -. This will be added to the spreadsheet covering 2012 - 2018
- **Glasgow Housing Association** – refused to provide a breakdown of the location of registered sex offenders within Glasgow Housing Association houses broken down by Glasgow post codes to the 3rd digit, e.g. G21 2 - -. This will be appealed. GHA provide the total figure for Glasgow as 177
- **Scottish Government** - The Scottish Government does not hold figures for Scotland on

1. Sex offenders released from prison without having anywhere to live, and

2. The risk category of sex offenders released from prison without having anywhere to live

The MSP and appropriate Ministers may be asked to comment further

- c) The Committee considered the letter received from the Housing and Social Care Partnership (HSCP), which concluded: 'We will be implementing the roll out of Block Profiling in Glasgow immediately. If you do not intend to participate in this process, can you please inform me of what alternative arrangements you will make to ensure no vulnerable adult or child is allocated a tenancy next to a RSO'. The NAG will request a meeting with the HSCP

16) Royston Strategy Group

There was no report on this item.

17) Internal Audit

The Director advised that the Internal Audit of IT work was carried out on 21-23 September. No major issues were found but there will be recommendations to purchase further security software, for example. The second visit is scheduled for 12 October to look at the process to prepare the Annual Assurance Statement for the Regulator, which is due 31 October. There was discussion on how the Annual Assurance Statement should be prepared for the current year. It was agreed that the template used for last year should be updated. This will be circulated in advance of the next Committee meeting to give more time for consideration

18) Policy

a) Allocations Policy

The Director recommended that, if lockdown continues into the New Year, the review should proceed. This was agreed. The Committee considered the letter from the Housing and Social Care Partnership (HSCP), received 24 August, requesting that 80-90% of lets should go to homeless applicants. It was agreed that the Association should not provide such a high proportion. The current procedure of considering referrals as they are received should continue. It was noted that the quality of information provided continues to be poor

19) Training

The Committee noted that the SHARE bulletin for September – December has been posted on Committee iPads.

20) Items for Future Agendas

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

21) Any Other Competent Business

a) Fire – [REDACTED]

The Director advised that a fire occurred in the early hours of 23 September. The tenant has moved out to [REDACTED] whilst major

work is carried out. This is the first such incident in Blochairn in 25 years. Buildings insurance will cover the damage

b) Flood – [REDACTED]

The Director advised that a burst pipe [REDACTED] had affected all floors below. This highlighted the need to review ventilation in windowless bathrooms in [REDACTED]. The [REDACTED] system is not operating sufficiently and it is proposed that a mechanical system is added. If this proves successful it can be considered for other properties

c) Bulk Uplift

The Director advised that a special bulk uplift had been arranged. Six months into lockdown the situation was becoming unmanageable. Many other associations are using contractors to deal with bulk, many did so before lockdown. [REDACTED] were recommended and have proved to be very efficient. It was agreed that owners would not be charged for a share of this uplift as it would be difficult to identify specific properties or individuals

d) Management Committee

The Director commented on the past 12 months being a difficult and stressful time, particularly the six months since March. He stressed how important it was to have a strong Committee and he thanked Committee members for their continued commitment to the Blochairn community

END