

**Minute of the Management Committee meeting
held on **Tuesday 31 August 2021**
by Zoom Conference**

Present: [REDACTED]
[REDACTED]

In Attendance: Michael Carberry (Director); Patricia Davidson (Corporate Services Officer); Angela MacDonald (Housing Services Officer); Bronwyn Thomson (Housing Services Assistant); Carol Niven* (Finance Assistant); Matthew McDermott* (Finance Agent, Wylie + Bissett) *Item 5 only

1) Apologies

There were apologies from [REDACTED]
[REDACTED]

2) Declarations of Interest

There were no declarations of interest.

3) Adoption of the Previous Minute of **29 June 2021**

The minute of the previous meeting was adopted by [REDACTED]
and seconded by [REDACTED].

4) Matters Arising from the Previous Minute of **29 June 2021**

a) Previous Item 4(a) – Annual General Meeting

The Director advised that he had attended a ZOOM conference on 26 August, hosted by Employers in Voluntary Housing. Dr Munna Roy, of the Institute of Health & Wellbeing, advised that COVID 19 infections in Glasgow were high at 506 per 100,000. He recommended that Blochairn should not hold its Committee meeting on 31 August, in the office. The Committee agreed that the AGM, on 21 September, should also be by Zoom conference.

There are currently ten Management Committee members and the minimum number required is seven. [REDACTED] is still in [REDACTED] and may remain there for the foreseeable future. The Director is confident that there will be four new nominations at the AGM.

[REDACTED] is moving to a permanent late shift and will be unable to attend meetings. It was agreed that she can be granted Leave of Absence until her shift pattern allows her to return to meetings

5) Finance

a) Management Accounts to 30 June 2021

The Finance Agent presented the accounts that had been issued with the agenda. The new format included a comparison with the same period last year, as well as a comparison with the budget. There are changes in the Fixed Assets and Net Current Assets figures due to the purchase of houses but the financial position remains healthy. Interest payable and received remain negligible. In response to a question about the possibility of receiving a greater return on deposits and investments, it was emphasised that the overriding principle in the Finance Policy is that the Association is risk averse. The Corporate Services Officer will provide a report at a future meeting on cash deposits at banks used by Blochairn, and a review of these institutions' 'eco-friendly' and socially responsible policies

6) Housing Services Report

a) Housing List/Allocation Policy Review.

Since housing applicants have been able to apply on line there has been an increase in applications. Many may be speculative; i.e. Blochairn is not really their preferred destination. By August 2021, there were 287 applicants (plus 23 transfer applicants). Housing applicants were invited to complete a review form. Fewer than 50 review were returned.

Since 2016 there have been, on average, 17 allocations each year. Two 5apt allocations have been made; the last one was in 2019:

Apt		Average	Applicants
Size	Houses	Allocations	August 2021
2	57	5	121
3	160	9	83
4	66	3	58
5	6	0	20
6	2	0	5
	291	17	287

Consultation on significant changes to allocations policy is required by law. Housing List Applicants and Tenants were invited to return a survey asking for views on housing list and allocations. Fewer than 20 of 287 Housing List Applicants and fewer than 20, out of 291 tenants, returned a survey form. Returns are so low that results cannot contribute greatly to policy discussion.

By law, length of tenancy or time resident in an area should not be considered when assessing a housing application. However, the law does not specifically address internal transfers. Blochairn prioritises internal transfers over housing list applicants and considers length of tenancy. Legal advice was sought in 2020. The solicitor suggested that, given that this is an important principle for Blochairn, priority for transfers could remain. A challenge could be considered, should one arise. This is similar to previous discussions with solicitors and other associations.

The solicitor recommended several changes to wording. The revised policy will be presented at the next meeting. Meantime, it was recommended that

- Each apartment list is monitored and numbers limited to a manageable number. Committee approval is required before implementing a limit
- Lists are not held for 5apt or 6apt houses
- Remove the 1 point per year for Previous Residence

After discussion the Committee agreed to accept these recommendations

b) Court Case

A case calls to court on 8 September 2021 and a confidential report was submitted at the meeting. After discussion it was agreed that an Eviction Decree should be asked for and be enforced if granted

c) Passivent

Passivent Ventilation, fitted when Blochairn Place was built in 2011, is an environmentally friendly system using little electricity. Kitchen and bathroom vents open when moisture is detected. The moisture is extracted to the roof by

the Mechanical Extract Ventilation (MEV) central unit in the loft. Ground floor houses have their own MEV and moisture is extracted to the outside wall.

The Design Team advised that this would be the preferred system in future. However, Passivent is not a common system. Ten years on, work is required to upgrade the system.

In 2020, Grange Energy Services (GES) was engaged to survey all lofts and houses. Results included, in some cases

- poor original installation in lofts
- hatches missing in ground floor houses
- blocked vents in houses due to lack of cleaning by the occupier
- residents had connected their own extractor, for example, a cooker hood or bathroom fan. This extracted moisture and smells from their house and pushing the moisture and smells into ducting, causing moisture and smells to affect other houses. Residents were asked to detach their own extractors from the Passivent system to prevent further inconvenience to neighbours

GES was instructed to upgrade or renew MEV's and to renew all Passivent vents. The cost will be c. £[REDACTED]. Owners have not been asked to contribute to the cost of the survey or upgrade/renewal of MEV's. Owners will pay (£[REDACTED]) for renewal of Passivent vents in their own houses.

A full report will be provided on conclusion of the work. It will include a proposal of an annual survey of the Passivent system

d) Blochairn Place Cladding

Collective Architecture (CA), reviewed all aspects of the development in 2017, following the Grenfell Tower fire. Since 2017 there have been discussions between CA and the builder, CCG, regarding fire stops within the cladding. Discussions are ongoing and there will be further inspections. At a meeting on 20 August 2021, CA confirmed that a Fire Engineer had reviewed the project and confirmed that there was no risk to life

e) Performance 2020/2021

Performance was affected by the Covid 19 global pandemic lockdowns. Even though Blochairn staff were functioning as near to full capacity as possible, other organisations and contractors were not. Figures include

- Gas safety checks missed deadlines = 19. All due to Covid 19. Normally = 0
- rent arrears = 3.25%, Above target of 1.75% for the first time
- time to let a house = 9 days. Above target of 5 days for the first time

f) Planned Maintenance

The Planned Maintenance programme was halted by Covid 19 lockdowns. As the situation eased, outside work was allowed, including external decoration of metal railings. Painters have reached 2/36 and 15/31 Sandmill Street (Contract 5) and work will be completed over the next few months. Supply of paint, due to Brexit, has emerged as an issue. Surveys are being carried out at Contract 5 to plan for renewal of bathrooms and showers in October

g) Smoke and Heat Alarms

From February 2022 all homes in Scotland must be fitted with interlinking smoke and heat alarms; and carbon monoxide alarms if there is a carbon-fueled appliance or flue. The new standard requires:

- one smoke alarm in the room most frequently used for general daytime living
- one smoke alarm in every circulation space on each storey
- one heat alarm installed in every kitchen
- alarms should be ceiling mounted and interlinked
- a carbon monoxide detector near to the boiler

The new system is being fitted during the annual gas safety check and only six houses have still to be done. Two tenants have refused to have a smoke fitted in their living room. This will be further discussed with them.

A letter will be issued to owners to remind them that they must comply with this new law. Failure may invalidate their Buildings Insurance. If their Buildings Insurance is invalidated this must be reported to the mortgage lender

h) Kitchen Wrap

The Committee was advised that staff had instructed the 'Kitchen Wrap Company' to restore a 10-year-old kitchen that is not sufficiently deteriorated to require full renewal. If this is successful it may be used more in future. In another case, a joiner has renewed unit doors

i) Blochairn Road Recycling Centre

The Committee noted that Bob Doris MSP had called a meeting on 22 July with Councillors, Council officials and a Scottish Environment Protection Agency (SEPA) officer, held outside Blochairn's offices. Several residents joined in. The Director advised Council officials that bringing food waste into the Blochairn Road facility had been causing problems for years. If it continued, the Association may seek an Interdict to stop the operation. He suggested that residents were at breaking point and may resort to civil disobedience. Alternatively, they may involve the media. After the meeting, one of the Councillors arranged for the Evening Times to speak to residents. A journalist met residents the following day and the story was front page news. A further meeting will be held in September

j) Welfare Support

The Committee noted that the grant for the Financial Capability Officer (Maureen McGowan) ends in March 2022. A further application will be made by Spire View, on behalf of Blochairn, Copperworks and Hawthorn. Each association will contribute £2,250 each year to the service costs

7) Employers in Voluntary Housing (EVH)

There was no report on this item.

8) Staffing Sub Committee

A Sub Committee will be elected after the AGM.

9) Health & Safety

The Director advised that an updated Covid 19 Risk Assessment is on Committee iPads. It was agreed that reopening the office to the public should be delayed until there is clearer guidance from the Scottish Government. It was noted that maintenance contractors are working normally (with PPE, etc); support staff (Maureen McGowan/Geraldine Burgess/Matthew Hornsey) are working from the office and meeting residents face to face; there remains heightened anxiety and stress within the community and this is reflected in aggressive and unreasonable behaviour, which continues to impact on staff.

10) Scottish Government/Scottish Housing Regulator

a) Annual Assurance Statement (AAS)

The Director referred to the update on the AAS issued with the agenda. This included

- refer to legislation when reviewing policies and/or refer policies for legal advice, where appropriate – this is ongoing
- liaise with the Regulator and with 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 – this will be considered in detail after lockdown
- 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 – guidance has been received (provided by the Scottish Housing Regulator, Scottish Federation of Housing Associations, Glasgow and West of Scotland Forum of Housing Associations and the Association of Local Authority Chief Housing Officers). This will be reviewed and a report will be submitted to Committee
- review Committee Role Description and Person Specification – it was agreed that these could be reviewed after the AGM, rather than used as a 'recruiting tool'
- with regard to the fit with the Chartered Institute of Public Finance and Accountancy (CIPFA) Code on treasury management, the Finance Agent has confirmed that the Finance Policy is adequate for an organisation of Blochairn's nature and size
- Option of 'buddy'/mentor support for new Committee members – it was agreed that this option could be discussed with new Committee members
- Check policy to ensure fit with the Chartered Institute of Public Finance and Accountancy (CIPFA) Code on treasury management – the Finance Agent has advised that the Finance Policy is adequate for an organisation of the size and nature of Blochairn
- Review SHR recommended practice advice on business planning – the Corporate Services Officer will review before 31 March
- Review Internal Management Plan (on an 'Away Day?') – the Corporate Services Officer will discuss further with Committee
- Report to Committee on training. Feedback sessions/conferences – Corporate Services Officer will review before 31 March
- Senior Officer Appraisal – Staffing Sub Committee to organise before 31 March

11) Tenant Bonus Scheme

This is on hold until the AGM.

12) National Accommodation Strategy for Sex Offenders (NASSO)

a) NASSO Awareness Group. There will be discussion on the future of the group after lockdown has been lifted

b) Freedom of Information requests:

- **Police Scotland** – sex offender details by post code 2012–2020 are available
- **Glasgow Housing Association** – statistics provided

c) Scottish Government/ Sex Offenders released from prison with no accommodation – Director to meet Graham Robertson, Head of the Public Protection Unit

d) Block Profiling. Letters to the Scottish Housing Regulator, MSP's and Councilors, asking for comment on the system that requires allocations to be approved by Police or Social Work, still to be drafted

13) Royston Strategy Group

The Director advised that the next meeting will be on 10 September.

14) Internal Audit

Internal Audits will be carried out between January and March 2022: 'Corporate Governance & Risk Management' and 'Long-Term Maintenance Planning'

15) Policy

The revised 'Introduction of New Committee Members' Policy was considered and approved.

16) Training

There was no report on this item.

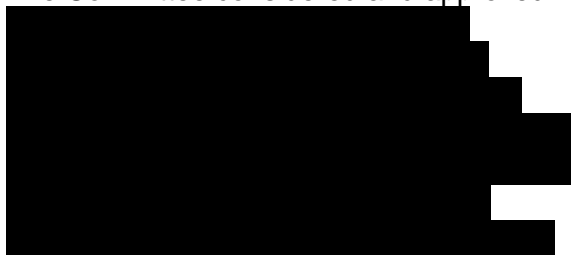
17) Items for Future Agendas

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

18) Any Other Competent Business

a) Member Applications

The Committee considered and approved Membership Applications from



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