

**Minute of the Management Committee meeting
held on Tuesday 29 March 2022
in the office of Blochairn Housing Association
and by Zoom Conference***

Present:

[REDACTED]

In Attendance:

Michael Carberry (Director); Patricia Davidson (Corporate Services Officer)

1) Apologies

Apologies were received from [REDACTED]; [REDACTED] and [REDACTED]. [REDACTED] is on Leave of Absence until her work shift pattern changes. [REDACTED] has Leave of Absence until June. [REDACTED] has missed four consecutive meetings and, under the Rules, automatically ceases to be a Committee member. She apologised for her lack of attendance, which has been due to work commitments.

2) Declarations of Interest

There were no Declarations of Interest.

3) Adoption of the Previous Minute of 22 February 2022

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

4) Matters Arising from the Previous Minute of 22 February 2022

a) Previous Item 5(a) – Finance Assistant

The Finance Assistant has been on Sick Leave since 5 November. It is not known when she will return to work. Support is being provided by NG Homes finance staff. Blochairn staff are covering the day to day work

5) Finance

a) Budget 2022/2023

The Finance Agent presented the Budget that had been issued with the agenda. He acknowledged that the layout of several sections, with technical accounting adjustments, were not particularly helpful. For example, 'deferred income amortised in the year' is not real income. The projections included the 4% rent increase, agreed following tenant consultation. Loss of income on voids was set at 0.5% of rental income, which is a conservative estimate as void loss is unlikely to reach that level.

He referred to previous discussions about a preferred minimum amount of cash held. Current levels, in excess of £600k, are adequate. However, this can be further discussed at a future meeting. Since 2016, the Association has sought to buy any house that becomes available in its immediate area, in particular, houses built in 2011 and sold under Shared Equity. The budget assumes that one house will be bought during the year. The Finance Agent referred to the Cashflow as a more useful part of the budget. The opening cash balance is £845,918, reducing to £639,594 at 31 March 2023. This includes expenditure of £125k to buy a house; £120k in renewing bathrooms and £320k in loan repayments. The Finance Agent confirmed that the proposed budget allows all banking covenants to be comfortably met. After discussion the Committee approved the budget

- b) **Management Accounts to 30 September 2021**
The Committee noted details of the accounts to 30 September. These had been delayed due to staff absence
- c) **Training Session**
The Committee agreed that finance training could be added to the next agenda

6) Employers in Voluntary Housing (EVH)

- a) **Salaries 2022/2023**
The Director presented a letter, received earlier in the day, which provided an update on negotiations between EVH and the Staff union. The proposed salary increase is 4.1%. After discussion the Committee agreed to support the proposal

7) Health, Safety & Human Resources Sub Committee

- a) The Sub Committee has been delayed due to the Chairperson's Leave of Absence
- b) No problems have been encountered since the office reopening to the public on 14 February

8) Scottish Government/Scottish Housing Regulator (SHR)

- a) **Annual Assurance Statement (AAS)**
The Committee noted the update on proposed action, several of which have been delayed due the Covid pandemic

9) Tenant Bonus Scheme

The draw for March was held using the computerised 'Random Picker. Winners were [REDACTED], Cloverbank Street and [REDACTED], Blochairn Place

10) National Accommodation Strategy for Sex Offenders (NASSO)

1. **NASSO Awareness Group (NAG).** The Committee noted members as Blochairn, Craigmyle, Dalmeir Park, Gardeen, Kingsridge/Cleddens, Milnbank, Pineview, Provanhall, Ruchazie. Elderpark want to remain on the mailing list without playing an active role. The Director suggested that, as the implications of Block Profiling for houses near to where sex offenders live (which is actually profiling housing applicants) becomes more widely known and that RSL's who did not sign an Information Sharing Protocol realise they will still receive referrals of sex offenders, the membership may increase
2. **Freedom of Information.** The Committee noted details of responses to FOI requests to Police, Health & Social Care Partnership and the Wheatley Group. The Police claim to be awaiting information from the Home Office. Other issues that arise are
 - Why is there a discrepancy between Council and GHA numbers?
 - Sex Offenders in GHA houses up from 139 in 2021 to 270 in 2022
 - If the HSCP didn't organise and host the 'Engagement Session', who did?
 - If GHA facilitates Block Profiling then, by definition, it will exclude applicants from an allocation, on the advice of Responsible Authorities

The Committee confirmed that letters could be sent to MSP's, Councillors, SFHA, the Scottish Housing Regulator asking for their views on these issues

11) Royston Strategy Group

- a) The Committee noted details of the meeting on 25 March, held at HMP Barlinnie. The draft Royston Regeneration document is available to Committee members but is not to be distributed just now in its draft form
- b) Concern was expressed about the religious group, 'ReHope' using a shop unit at Royston 'Square'. 'Meetings' attracted groups of drug users, creating an intimidating environment. The Director agreed to investigate

12) Internal Audit

Internal Audits for 'Corporate Governance & Risk Management' and 'Long-Term Maintenance Planning' are now scheduled for October 2022.

13) Policy

a) **Allocations Policy**

The Director advised that the draft policy will be referred back to the solicitor for further comment. The Equalities Impact Assessment is being prepared

b) **Strategy ('Away Day) Meeting**

No date has been set for the strategy day

14) Training

a) **Training Programme**

The programme of 'bite sized' training events will be integrated into agendas as appropriate, Finance will be added to the April agenda

15) Items for Future Agendas

- a) Committee members were reminded to advise the Chairperson or Director of issues they might want to discuss under future agendas. A request was made to add 'Repairs' to the agenda. On clarification, the issue was around performance of a single contractor. This issue will be discussed outwith Committee meetings

16) Any Other Competent Business

- a) The CSO provided an update on Committee iPad security. These will be protected by '2Factor Authentication'
- b) The CSO reported Fuel Grant payments to tenants. Around £43,000 had been secured, providing £147 to each tenant. This was welcomed by Committee members who were aware of the response within the community, many of whom are struggling badly to cope with the current cost of living crisis and, in particular, the huge increases in fuel costs
- c) The Director advised that the AGM, hopefully, return to the end of June. [REDACTED] had remained in Zambia following his campaign to become President. [REDACTED] stood down due to grandchild care responsibilities and [REDACTED] stood down due to work commitments. [REDACTED] and [REDACTED] are on Leave of Absence due to work commitments. Therefore, the annual committee recruitment drive has greater importance
- d) The Director had asked Committee members to examine the Association's web site and Facebook page. The Facebook page was created in 2016, before a web site was considered to be necessary. It is popular, with 862 'Likes' and 923 Followers. The page is for information about Blochairn and about housing issues, generally. Posts also cover a wide range of issues for information and entertainment. Posts are made without comment and are not intended to represent the views of Blochairn Housing Association. The web site is well populated and further work will be done when time allows. After discussion the Committee agreed that the web site and Facebook page were well presented

END