

**Minute of the Management Committee meeting
held on **Tuesday 24 May 2022**
in the office of Blochairn Housing Association**

Present:

Martin Forrest; Helen McCartney; Joan Reuston (Chairperson); Frances Tierney; John Welsh

In Attendance:

Michael Carberry (Director); Patricia Davidson (Corporate Services Officer); Matthew McDermott* (Finance Agent) (*Item 5 only)

1) Apologies

Apologies were received from Manal Eshelli; Kerry McCann and Catherine Neil. Olga Vassiljeva is on Leave of Absence until her work shift pattern changes. Michelle Murray-Moore is on Leave of Absence until June.

2) Declarations of Interest

There were no Declarations of Interest.

3) Adoption of the Previous Minute of **26 April 2022**

The minute of the previous meeting was adopted by **Martin Forrest** and seconded by **John Welsh**.

4) Matters Arising from the Previous Minute of **26 April 2022**

a) Previous Item 4(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. The sub committee instructed that a temporary staff member should be brought in

b) Previous Item 5(a) – Budget/Buy Back

The Committee noted the article from Scottish Housing News regarding a pilot project in Inverclyde to allow RSL's to buy houses from owners who are in financial difficulty, using grant funding. The Association had used Mortgage to Rent funding in 2002 to buy a house from an owner

c) Previous Item 16(b) – Podcast

The Director took part in a podcast on 11 May with Scottish Housing News on the misuse of the word 'Affordable'

5) Finance

a) Management Accounts to 31 March 2022

The Finance Agent presented the accounts that had been issued with the agenda. He advised that the budget for 2022/2023 would be reviewed for the next meeting

b) Audit 2022

The audit was not as smooth as it normally is. Much of the preparation is normally done by the Finance Assistant. Services provided by the Finance Agent, and support from NG Homes staff, are remote from the office. Staff provided information as requested but terminology was difficult. There are no major issues but the audit visit was extremely time consuming

c) 5 Year Financial Projection

Submission of the five-year projection by 31 May was delegated to the Chairperson and Director

d) 30 Year Financial Projection

Paul McNeill (HRC Ltd) has been asked to begin work on a 30-year financial projection

e) **Stock Condition Survey**

Armour Construction Consultants has been asked to prepare a stock condition survey

f) **Options Appraisal**

Paul McNeill (HRC Ltd) has been asked to carry out an appraisal of options for the future, e.g. remain independent, merge, transfer engagements, etc, as part of the 30-year financial projections

6) **Employers in Voluntary Housing (EVH)**

There was no report on this item.

7) **Health, Safety & Human Resources Sub Committee**

The sub-committee met on 10 May. Issues discussed included staff absence, draft policies, health & safety, equalities data collection and progress with other items.

8) **Scottish Government/Scottish Housing Regulator (SHR)**

a) **Annual Assurance Statement (AAS)**

The Committee reviewed the update on the AAS

9) **Tenant Bonus Scheme**

The draw for May was held using the computerised 'Random Picker. Winners were Laura Ashley Brown (Roystonhill) and Margaret McCormick (Sandmill Street).

10) **National Accommodation Strategy for Sex Offenders (NASSO)**

There was no update on this item

11) **Royston Strategy Group**

A meeting was held on 13 May. Community Police Sgt, Alan Freeland, attended to discuss 'Royston Square'. It was agreed that GHA/Wheatley Homes Glasgow should be contacted to discuss how to improve management of the general environment and also their future attendance at meetings

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 Equalities Impact Assessment is ongoing

b) **Internal Management Plan/Strategy Meeting**

It was agreed that this would in September and that the 30-year financial projection and stock condition survey will inform the discussion

14) **Training**

a) **Training Programme**

The programme of 'bite sized' training events was discussed but no decision reached on the frequency of sessions

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) **Housing Services Report**

It has been agreed over recent years that there should be a Housing Services Report to the Management Committee rather than a Housing Services Sub-Committee being created. Finding time on the Management Committee agenda has proven difficult. It was agreed that a report should be submitted in May, to tie in with the Annual Return on the Scottish Housing Charter (ARC), and another, mid-term report, in November. The ARC 2021/2022 was approved in April. Some of the details are summarised and expanded upon below.

The Internal Management Plan (IMP) contains various targets which will be reviewed at the proposed Strategy Day. The IMP is well overdue for review due to Covid lockdowns.

a) **(Non-technical) Rent Arrears**

Rent arrears at 27 March 2022 were 1.24% of annual rent and at 27 April were 1.15%. The target is to be less than 1.75%. There were 27 (9.2%) tenants with arrears more than £300; 6 (2.1%) had arrears more than £1,000

b) **Housing List/Allocations**

- Allocation Policy review is complete. Equality Impact Assessment is ongoing
- On line housing applications continue to present a challenge. Applicants often don't even know where Blochairn is and seem unable or unwilling to grasp that the Association has few houses to allocate each year
- In 2021/2022 there were 129 new applications. The Committee noted details of ethnic origin, household type and size of house needed

c) **Court Cases**

There are no ongoing court cases

d) **Annual Return on the Scottish Housing Charter (ARC) – Housing Management**

- Rent due = £1,206,018. Collected = £1,219,819 = 101.14%
- Gross (technical) arrears = £27,828 = 2.31%
- Lost rent through Voids = £1,820 = 0.15%. Target = less than 0.50%
- Tenants receiving some/full Housing Benefit = 152 (52%). Received = £484,704

e) **Annual Return on the Scottish Housing Charter (ARC) – Maintenance**

- 10 Emergency Repairs. Average time to complete = 1.4 hours. Target = 4 hours
- 848 Non-emergency repairs. Average time to complete = 2.5 days. Target = 4 days
- 772 Right First-Time (RFT) repairs. Completed RFT = 94.8%. Target = 90%
- Gas Safety Check misses = 8 (3 - no access; 3 - no access due to Covid; 1 - tenant in hospital; 1 - IT issue)

f) **Passivent**

Work to bring the Passivent Ventilation system in Blochairn Place up to date is ongoing. Hatches are to be fitted as required in ground floor houses and negotiations are ongoing with owners who have carried out their own work. A full report will be provided on conclusion of the work. It will include a proposal of an annual survey of the Passivent system. Work to date has cost £31,582

g) **Blochairn Place Cladding**

Discussions are ongoing with Collective Architecture (CA) and CCG Ltd. Regarding the design of Block 2 (9 Blochairn Place). Clarification is being sought e.g. are additional fire alarms required in common areas

h) **Planned Maintenance**

External decoration work to metal railings at Contract 4 (Dunolly St/Sandmill St) is nearing completion. Closes at 7 and 16/20 Blochairn Place are next. Discussion with Procurement for Housing and with CCG Ltd. to establish a

preferred contractor for other works, is ongoing

i) **Smoke and Heat Alarms**

All homes were fitted with interlinked smoke and heat alarms, and carbon monoxide alarms, by the due date, 1 February 2022. One tenant has refused to have a smoke fitted in the living room

17) Any Other Competent Business

a) Membership Applications for xxxxxxxxxxxxxxxx Blochairn Place were approved

b) Sean Morrow, Rosemount Lifelong Learning, has been invited to be guest speaker the AGM

c) A Special General Meeting will be held before the AGM to adopt the latest Rules for housing associations

d) The Committee noted that Reidvale Housing Association, established in 1975, had advised its tenants of the intention to agree a 'Transfer of Engagements', effectively a takeover by another housing association. Tenants will be consulted and invited to vote on this proposal

e) A review of the Blochairn Place Play Area has resulted in a recommendation to remove all existing equipment as it has reached the end of its useful life. Whilst this is not a health & safety risk, a cautious approach will be adopted. Quotes for replacement equipment will be sought. The question of the appropriate age use will be put to residents for consultation

f) The Committee noted the Work Plan for remainder of 2022:

- June - Tenant Satisfaction Survey; Equalities Data Collection – Blochairn Tenants; Equalities Data Collection – housing list applicants; Play Area – review age limit/replace items/consult; Annual General Meeting; Special General Meeting
- July - Passivent – Blochairn Place; Stock Condition Survey; 30-year financial project projection; Stock Condition Survey; Options Appraisal
- August - Policy Reviews
- September - Strategy Day
- October - Internal Audits (Governance & Long-Term Maintenance Planning); Assurance Statement

g) The Director advised the Committee of his intention to retire at 31 December 2022

h) xxx

END