

Minutes of the Management Committee Meeting of Blochairn HA, held on 28th March 2023 at the Association's offices at 1 Blochairn Road, Glasgow, G21 2ED

1 Sederunt		Actions
	Present	Michelle Murray-Moore, Chairperson
		Manal Eshelli, Committee Member
		Alexsandra Lis, Committee Member
		Martin Forrest, Vice Chair
		John Welsh, Committee Member
		Jean O'Neill, Committee Member
		Mary Gibb, Committee Member
		Helen McCartney, Committee Member
		Leanne McGowan, Committee Member
	In Attendance:	Patricia Gallagher, Interim Director Diane Hendry, Operations Manager Scott McCreadie, Wylie Bisset, item 6 only
	Apologies	Frances Tierney, Secretary Kim Stuyck, Committee Member
2 Registration Of Interests		
3.1	There were no registrations of interest noted.	
3 Minutes of previous Management Committee meeting of 28 February 2023 - Approved		
4.1	The minute of the Management Committee meeting of 28th February 2023, was circulated prior to the meeting and approved by Mary Gibb and seconded by Jean O'Neill.	
4 Minutes of the Staffing Sub-Committee held on 28 February 2023 – Noted		
6.1	The minutes of the Staffing Sub Committee were noted as a true record of the meeting	
5 Matters Arising – Outstanding Actions report – Approved		
7.1	A written report by the Interim Director was circulated prior to the meeting and approved.	
7.2	Actions marked as complete were approved for removal. Updates were given on all other outstanding actions.	

6	Internal Audit – Draft Audit Plan 2023/34 – Scott McCready from Wylie Bissett in attendance		
	6.1	A written report by the Interim Director and the Internal Auditor was circulated prior to the meeting and approved.	
	6.2	The Auditor drew the Management Committee attention to the Audit plan for the next three years. He advised that although this plan has been drafted for approval, it will be reviewed annually and can be amended as required.	
7	Final Budget for 2023/24		
	7.1	A written report by the Interim Director was circulated prior to the meeting and approved.	
	7.2	The Interim Director highlighted all of the changes that had been made to the draft budget presented last month and subsequent discussion.	
	7.3	There were no further queries raised in relation to this report.	
8	Draft Management Committee Training Programme - Approved		
	8.1	A written report by the Interim Director was circulated prior to the meeting and approved.	
	8.2	The Interim Director asked if the timings of the sessions, which would be held by zoom were acceptable. All present confirmed that they were.	
	8.3	It was noted that the training programme will be added to over time. And would be reviewed after the Management Committee appraisals were complete.	ID
9	Draft Standing Orders - Approved		
	9.1	A written report by the Interim Director was circulated prior to the meeting and approved.	
	9.2	A short discussion took place on the purpose of the Standing Orders. Thereafter there were no further queries raised.	
10	Draft Scheme of Delegated Authority		
	10.1	A written report by the Interim Director was circulated prior to the meeting and approved.	

	10.2	A short discussion took place on the purpose of the Scheme of Delegated Authority Orders. Thereafter there were no further queries raised.	
11	Draft Gas Servicing Policy - Approved		
	11.1	A written report by the Operations Manager was circulated prior to the meeting and approved.	
	11.2	The operations Manager gave an overview of the policy and highlighted that an ultimate sanction may need to be forced access. It was also noted that a gas service procedure has also been drafted for Staff to sit alongside this policy.	
	11.3	There were no further queries or questions raised on this policy.	
12	Review of Rents - Approved		
	12.1	A written report by the Operations Manager was circulated prior to the meeting and approved.	
	12.2	A short discussion took place on the background to the report and lack of documentation around the original decision making. It was also noted that the rent setting for three properties was not reflected in any rent setting policies, which may leave the Association open to challenge.	
13	Former tenant write-offs - Approved		
	13.1	A written report by the Operations Manager was circulated prior to the meeting and approved.	
	13.2	The Operations Director advised that although these debts are written off, they can still be pursued – for up to 5 years.	
14	Draft Office Bearers Role Descriptions – Continued to next meeting		
	14.1	It was noted that these reports had been omitted from the papers. It was agreed that they will be presented at the next meeting.	ID
15	Authorised Signatories - Approval For Removals - Approved		
	15.1	A written report by the Interim Director was circulated prior to the meeting and approved.	
	15.2	This report related to signatories of the Royal Bank of Scotland Accounts. Approval was given for the authorised signatories to sign and submit the relevant paperwork.	VC/SE/ ID

16	Governance Improvement Plan Update - Approved		
	16.1	A written report by the Interim Director was circulated prior to the meeting and approved.	
	16.2	Approval was given to forward a copy of the updated plan to the regulator for information.	
17	Revised Policy Review Dates - Approved		
	17.1	A written report by the Interim Director was circulated prior to the meeting and approved.	
	17.2	The interim Director advised that more policies would be added onto the review timetable over time.	
18	Items for Ratification - Noted		
	18.1	It was noted that there are no items to report for ratification.	
19	Notifiable Events - Noted		
	19.1	The Interim Director advised that a notifiable event had been raised to the Regulator last week, as approved by the Chairperson. An update was given on the background to the notifiable event.	
	19.2	The Interim Director advised that she spoke to our Regulation Manager prior to uploading the Notifiable event and they had raised no concerns at that point. She further advised that a formal response has yet to be received. This will be advised to the Management Committee once it has been received.	ID
20	Health and Safety Monthly report - Noted		
	20.1	A written report by the Interim Director was circulated prior to the meeting and noted.	
	20.2	The Interim Director advised that as part of our stress at work prevention, a yoga/meditation session was held today for all Staff and it was very well received.	
21	Correspondence		
	21.1	The Interim Director advised of an invitation to reaffiliate from SHARE. The cost of this was advised and the Management Committee approved reaffiliation.	
	21.2	The Interim Director advised of an invitation to reaffiliate received from the Scottish Housing Network. It was agreed that this would	ID

		be discussed with Staff re benefits of this and price to be confirmed, prior to a decision being made.	
22	A.O.C.B.		
	22.1	Tenancy Support Officer: The interim Director advised that the new Tenancy Services Officer is due to start in the week beginning 3 rd April.	
	22.2	Management Committee Appraisals: The Operations Manager advised that a Consultant Pat Bradley had been appointed to carry out the Management Committee appraisals as of week beginning 17 th April 2023. All members present agreed to their contact details being forwarded to Pat.	
	22.3	Hampers: The Interim Director Advised that the funding received via EVH at Christmas time has been used up via the provision of Easter Hampers.	
	22.4	Insurance: The Interim Director updated on an Insurance report received that gave details of policies that the Association currently does not have cover for. These being Cyber Crime and Officers and Directors Liability. The Interim Director advised of what was covered through these policies and the prices. The Management Committee considered this verbal report and after discussion approved the purchase of these policies to be effective as of 1 st April 2023.	
23	Summary of actions/decisions at this meeting		
	23.1	A verbal review of all of the actions from the meetings was given by the Interim Director.	
24	Review of the meeting		
	24.1	All felt that the meeting had gone well and a lot of wok had been covered.	
25	Date and time of next meeting – 25th April 2023, 6pm in the offices of Blochairn HA		

Signed:

Date: 25/04/2023