

**Minutes of the Management Committee Meeting of Blochairn HA, held on 24<sup>th</sup> September 2024 at the Association's offices at 1 Blochairn Road, Glasgow, G21 2ED, and via zoom.**

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<b>1 Sederunt</b>		<b>Actions</b>
	<b>Present</b>	Ady Tester, Chairperson
		Leanne McGowan, Committee Member
		Alexandra Lis, Committee Member
		Anthony Carroll, Committee Member
		Kim Stuyck, Committee Member
		Colin Turnbull, Committee Member
		Julie Ann Cloherty, Secretary
		Martin Forrest, Vice Chair
		Francis Tierney, Committee Member – via Zoom
	<b>In Attendance:</b>	Diane Hendry, Operations Manager
		Patricia Gallagher, Interim Director
		Angela MacDonald, Housing Services Officer
		Brenda Tonner, Scottish Housing Network (SNN) – Item 6 only
	<b>Apologies:</b>	N/A
<b>2 Declaration of Interest</b>		
2.1	There were no declarations of interest noted.	
<b>3 Approval of minutes of the previous meeting held on 27 August 2024</b>		
3.1	The minute of the Management Committee meeting of 27th August 2024, was circulated prior to the meeting, approved by Kim Stuyck and seconded by Colin Turnbull.	
<b>4 Approval of minutes of the previous meeting held on 3 September 2024</b>		
4.1	The minute of the Management Committee meeting of 3rd September 2024, was circulated prior to the meeting, approved by Julie Ann Cloherty and seconded by Colin Turnbull.	

<b>5</b>	<b>Matters Arising: Outstanding actions report</b>		
5.1	A written report by the Interim Director was circulated prior to the meeting and approved.		
5.2	In addition to the actions noted on the report for removal, approval was given to remove item 127.		
5.3	There were no further comments or queries in relation to this report		
	Brenda Tonner from SHN, joined the meeting at this point.		
<b>6</b>	<b>Presentation on ARC performance and recommendations – Approved</b>		
6.1	A presentation by Brenda Tonner from Scottish Housing Network was made at the meeting and approved.		
6.2	The Committee were taken through a range of ARC indicators. Brenda highlighted the Associations performance in relation to its peer group and the National average.		
6.3	Brenda advised the Committee that tenant satisfaction across the sector has declined in general over the past year and she highlighted the areas most affected.		
6.4	Brenda then highlighted three areas where the Association's performance was below the averages.		
6.5	There were no questions raised re the performance report and the Interim Director advised that she will circulate a copy of the report to the Management Committee.	<b>ID</b>	
	Brenda was thanked for her attendance and left the meeting at this point.		
<b>7</b>	<b>Health and safety statements – Not Approved</b>		
7.1	A written report by the Interim Director was tabled at the meeting and not approved.		
7.2	In response to a query on the wording from a Committee members it was agreed that this should be reviewed and the statements be brought back to the next meeting for review.	<b>ID</b>	
7.3	There were no further queries on this report.		

<b>8</b>	<b>Annual AFS return to SHR – Approved</b>		
8.1	A written report by the Finance Agent and the Interim Director was circulated prior to the meeting, and approved.		
8.2	In Response to a query from a Management Committee member re the gross arrears levels, the Interim Director advised that she will check this with the Finance Agent.		ID
8.3	Approval was given to submit the Return subject to the above being clarified and corrected if required.		
<b>9</b>	<b>Draft Succession Policy - Approved</b>		
9.1	A written report by the Interim Director was circulated prior to the meeting and approved.		
9.2	The Interim Director advised that the information in the report was based on the Management Committee prior to the AGM. She advised that she has reviewed the policy on the basis of the changes to the Management Committee after the AGM and confirmed that these made no difference to the outcomes.		
9.3	The Interim Director advised that she will update the policy re the above.		ID
9.4	There were no further comments or queries on this report.		
<b>10</b>	<b>Governance Improvement Plan Update – Approved</b>		
10.1	A written report by the Interim Director was circulated prior to the meeting and approved.		
10.2	It was noted that the conclusion of the items noted in this report completed the Governance improvement Plan.		
10.3	There were no further comments or queries on this report.		
<b>11</b>	<b>Approval of Application for Share Membership</b>		
11.1	The Chairperson advised of two applications for SHARE membership received.		
11.2	Approval was given to these application ref no: 444 and 445 and for use of the seal.		<b>Sec</b>

<b>12</b>	<b>Fire Stops – Approved</b>		
12.1	A verbal report was given at the meeting and approved.		
12.2	The Operations Manager gave a detailed overview of the position with this issue and work that was being planned to take things forward.		
12.3	All queries raised by the Management Committee were discussed in detail.		
12.4	The Operations Manager advised that a written report will be provided for the Management Committee for the next meeting.	OM	
<b>13</b>	<b>Transfer of Engagements Update - Noted</b>		
13.1	The Interim Director advised that there had been no progress on this item as it would not progress until Item 11 above had been progressed.		
13.2	There were no further comments or queries on this report		
<b>14</b>	<b>Items for Ratification</b>		
14.1	It was noted that there were no items for ratification		
<b>15</b>	<b>AAS – Standards 4 and 5 - Noted</b>		
15.1	A written report by the Interim Director was circulated prior to the meeting and the contents were noted.		
15.2	There were no comments or queries in relation to this report		
<b>16</b>	<b>Q1 Performance Report - Noted</b>		
16.1	A written report by the Interim Director was circulated prior to the meeting and the contents were noted.		
16.2	There were no comments or queries in relation to this report		
<b>17</b>	<b>Q1 Tenancy Sustainment Report - Noted</b>		
17.1	A written report by the Operations Manager was circulated prior to the meeting and the contents were noted.		
17.2	There were no comments or queries in relation to this report.		

<b>18</b>	<b>SHR update – Noted</b>		
	18.1	The Interim Director gave a verbal update on recent meetings with the SHR.	
	18.2	There were no comments or queries in relation to this report.	
<b>19</b>	<b>Notifiable Events – Noted</b>		
	19.1	The Chairperson gave a verbal report on the outstanding cases.	
	19.2	There were no further queries in relation to this report.	
<b>20</b>	<b>Cancellation of Shares - Noted</b>		
	20.1	A written report by the Interim Director was circulated prior to the meeting and the contents were noted.	
	20.2	There were no comments or queries in relation to this report	
<b>21</b>	<b>Health and Safety Monthly report - Noted</b>		
	21.1	It was noted that the written report was absent from the papers. The Interim Director gave a verbal update.	
	21.2	There were no further queries in relation to this report.	
<b>22</b>	<b>Correspondence</b>		
	22.1	A letter from the SHR re a consultation on the Arc Indicators was advised to the meeting.	
<b>23</b>	<b>AOCB</b>		
	23.1	<u>OSCR Annual Return</u> – The Interim Director advised that the annual return had been submitted.	
	23.2	<u>AFS Annual Return</u> - The Interim Director advised that the annual return had been submitted	
	23.3	<u>SHAPS annual financial assessment</u> – The Interim Director advised that this annual assessment had been completed and submitted. She further advised that the Association was low risk in the assessment.	
	23.4	<u>Timetable of Meetings Approved</u> – the Interim Director circulated a copy of the timetable of meetings and this was approved.	

23.5	<u>Staffing Sub-Committee</u> – Nominations were sought for membership of the Sub Committee. 4 Management Committee members agreed to sit on the sub-committee.	
23.6	<p><u>Bank Authorisations</u> – Approval was sought and given to add the new Secretary and remove the previous secretary as authorised signatories on the bank accounts for RBS, AIB, Unity, Virgin and Triodos Banks. All relevant paperwork was approved for submission.</p> <p>With regard to the mandates, the Management Committee resolved that:</p> <ul style="list-style-type: none"> <li>• If we add or remove authorised signatories in the “add or remove authorised signatories” section on the “about your request” page of this form, the bank will update our mandate accordingly for the accounts we specify in this form’s “about your business” section</li> <li>• If we change the signing rules in the “change the signing rules on the mandate” section on the “about your request” page of this form, the bank will update our mandate accordingly for the accounts we specify in this form’s “ about your business” section</li> <li>• The bank can phone the individuals we’ve identified as “call back contacts” to confirm or correct any instructions or information that we’ve given the bank</li> </ul> <p>And the current mandate will continue as amended.</p>	<b>ID</b>
23.7	<u>Fuel Advisors Project</u> – The Interim Director advised that the application for additional funding had been unsuccessful and the project has now ended. She advised that alternative means for accessing funding for individuals were being finalised.	
23.8	<u>Gifts</u> – It was agreed to send a thank you to the former Chairperson as a thank you for their work with the Association.	
<b>24</b>	<b>Summary of actions / decisions at this meeting</b>	
24.1	A review of all decisions/points for action was read out and agreed.	
<b>25</b>	<b>Review of the meeting</b>	
25.1	Members felt that the meeting had gone well that the new Chair had done very well.	

<b>26</b>	<b>Date and time of next meeting</b>	
	26.1	Tuesday 29 <sup>th</sup> October 2024 at 6pm.
<b>27</b>	<b>Meeting Close</b> The meeting closed at 7.55pm	

I can confirm that these minutes are a true record of the meeting

Signed:

Date: