

Minutes of the Management Committee Meeting of Blochairn HA, held on 25th April 2023 at the Association's offices at 1 Blochairn Road, Glasgow, G21 2ED

1 Sederunt		Actions
	Present	Michelle Murray-Moore, Chairperson
		Martin Forrest, Vice Chair
		Mary Gibb, Committee Member
		Helen McCartney, Committee Member
		Kim Stuyck, Committee Member
		Alexandra Lis, Committee Member
		Leanne McGowan, Committee Member
	In Attendance:	Diane Hendry, Operations Manager
	Apologies	Patricia Gallagher, Interim Director Frances Tierney, Secretary John Welsh, Committee Member
2 Declaration of Interest		
2.1	Martin Forrest declared an interest in item 13.	
3 Minutes of previous Management Committee meeting of 28 March 2023 - Approved		
3.1	The minute of the Management Committee meeting of 28 th March 2023, was circulated prior to the meeting and approved by Mary Gibb and seconded by Mary Helen McCartney. It was noted that Martin Forrest was recorded as attending when apologies were submitted.	
4 Matters Arising – Outstanding Actions report – Approved		
4.1	A written report by the Interim Director was circulated prior to the meeting and approved. It was agreed not to proceed with item 5 at this time.	
5 Insurance report		
5.1	The Committee were given a verbal update on the insurance cost proposal for year 2023/24. The renewal terms were an increased premium of approx. 35% and policy excesses of £100 per claim and £250 for escape of water which is lower than peers.	
6.2	Following discussion, the renewal was accepted on the basis that it is consistent with sector wide increases, was in line with the budgeted figure and was recommended by the insurance broker.	
		ID


6	Date for AGM		
	6.1	The suggested date of 12 th September 2023 for this years' AGM was not approved on the basis that the date clashed with a high-profile sporting event and it was anticipated attendance at the meeting would be low. Alternatives to be brought to the next meeting.	ID
7	Draft Office Bearer Roles		
	7.1	The report on the draft office bearer roles was considered and deemed to accurately reflect the roles of Chair, Vice Chair and Secretary. It was approved without amendment.	
8	Draft Treasury Management Policy		
	8.1	The Committee considered the content of the draft Treasury Management policy and were assured it complied with best practice, as set out in the CIPFA Code of Practice for Treasury Management in the public sector and also was in line with the expectation of the Scottish Housing Regulator.	
	8.2	It was discussed and accepted that £600,000 was an acceptable cash balance level to retain at any time.	
	8.3	It was agreed that the Treasury Management Risk Map scoring accurately reflected the prioritisation of current key risks of inflation, interest, refinancing, financial viability and covenant compliance.	
	8.4	The policy was approved without amendment.	
9	Draft Financial Regulations		
	9.1	The draft financial regulations were acknowledged as a clear definition of financial framework that the Association operates in.	
	9.2	A discussion took place around the suggested expenditure authorisation levels and agreement was reached that these were both practical and within acceptable levels of risk.	
	9.3	The regulations were approved without amendment.	
10	Draft Electrical Safety Policy		
	10.1	OM advised this draft policy ensured BHA complied with Health and Safety requirements to carry out 5 yearly electrical safety inspections within our housing stock and also annual portable appliance testing (PAT) within our office premises.	
	10.2	The policy was approved without amendment	
11	Banking and Long-Term Investments		

	11.1	A written report by the Interim Director was circulated prior to the meeting. Approval was given to close the Handelsbank and Virgin bank accounts as requested.	
	11.2	On return of funds from closed accounts, approval in principal was given to invest £100K in long term deposit accounts for either 9 or 12 months. Committee instructed this investment should not be made to any bank or banking group where existing funds are deposited to minimise financial risk. They also instructed National Savings & Investments return levels be investigated as a potential source of deposit.	ID
	11.3	Clarification was sought on the position with the Triados account and a report given on the possibility of transferring the balance to a higher interest option.	ID
12	Staffing Proposal		
	12.1	Committee discussed the report circulated in advance of the meeting. They were assured that the proposed staffing structure reflected the ongoing needs of the business.	
	12.2	It was also noted that EVH had been consulted and provided advice in relation to the process followed.	
	12.3	The new structure was approved without amendment and for consultation with the Staff.	ID
13	Changes to Factoring Charges (Items for ratification)		
	13.1	Committee ratified a decision taken by officer bearers to retain the management fee to factored owners for 23/24 at the same rate as year 22/23. This was requested to enable a revision of the charge which was deemed to be in the top quartile of factoring charges.	ID/ FA
14	FOI & EIR Quarterly Returns		
	14.1	It was confirmed that quarterly statistical returns had been submitted for both Freedom of Information (FOI) and Environmental Information (EIR). There was one request noted under FOI which was in relation to the annual rent increase proposal.	
15	SHR Update		
	15.1	There are no issues to report under this agenda item.	
16	Tenancy Sustainment Quarterly Report		
	16.1	A written report by the OM was circulated prior to the meeting. Committee noted the personnel change and were very encouraged by the service being extended for a further year.	

17	Equalities Data Report		
	17.1	The Committee noted the content of the equalities data presented and could see the benefit of extending the sample to more meaningful numbers	
	17.2	It was noted that for the next exercise it would be useful to include an electronic option and also be clear about whether the request is for tenants only or does it cover the entire household and if so the form should be amended accordingly.	ID
18	Notifiable events		
	18.1	Committee were advised a notifiable event had been sent to SHR as a result of negative publicity in the Evening Times on 20 th April in respect of non-compliance with the regulatory standards.	
19	Health and Safety Monthly Report - noted		
	19.1	A written report by the Interim Director was circulated prior to the meeting and approved.	
	19.2	There were no further comments on this report.	
20	Correspondence		
	20.1	Committee considered the request from Glasgow City Council to offer 60% of allocations to homeless applicants. Following discussion, it was agreed that the current level of 30% would be maintained for financial year 23/24.	
	20.2	Members were offered copies of EVH annual report for 2022/23	
21	A.O.C.B.		
	21.1	The Chair formally advised her intention to step down from the Committee following this years AGM.	
	21.2	The next training session scheduled for Committee is Equality and Diversity on 9 th May 6pm-8pm. It was requested this be done in the office with the option of joining electronically where required.	
	21.3	Three membership applications were considered and approved. Share No's: 432,433 and 434	
	21.4	Committee were asked to approve the potential purchase of a flat within a block where all other properties were owned by the Association. It was explained the price would be in line with the home report and expected to be in the region of between 65K-70K. This was agreed on the basis that the purchase was fully grant funded by Glasgow City Council. Committee requested to be notified of any additional expenditure incurred within the process.	ID

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22	Summary of Actions/decisions at this meeting		
	22.1	A review of all decisions/points for action was made and approved.	
23	Review of the Meeting		
	23.1	The Management Committee felt it had been a good meeting and a lot of issues had been covered.	
24	Date and Time of Next meeting		
	21.1	Tuesday 30 th May 2023 at 6pm in the offices of Blochairn HA	All
25	Meeting Close The meeting closed at 7:45pm.		

Signed:



Date: 30/05/23.