

Minutes of the Management Committee Meeting of Blochairn HA, held on 25TH October 2022 at the Association's offices at 1 Blochairn Road, Glasgow, G21 2ED

1 Sederunt		Actions
	Present	
		Manal Eshelli, Committee Member
		Martin Forrest, Vice Chair
		Mary Gibb, Committee Member
		Alexandra Lis, Committee Member, (From item 17.25)
		Sakina Masih, Committee Member
		Helen McCartney, Committee Member
		Michelle Murray-Moore, Chairperson
		Jean O'Neill, Committee Member
		Kim Stuyck, Committee Member
		Frances Tierney, Secretary
		John Welsh, Committee Member
	In Attendance:	
		Patricia Gallagher, Governance Consultant
		Angela MacDonald, Housing Services Officer
		Pat Davidson, Corporate Services officer
2	Apologies	
		Olga Vassiljeva, Committee Member, Special Leave
3	Registration Of Interests	
3.1	The Housing Services Officer registered an interest in item 16 and the Interim Director registered an interest in Item 10.	
4	Matters Arising	
	The following matters arising were noted:	
4.1	<u>Item 4(b)</u> : It was noted that the garden survey was complete and the results will be presented at the next Management Committee meeting.	GC
4.2	<u>Item 4(c)</u> : Members of the Management Committee who had attended the meeting re the re-cycling centre gave feedback on the meeting and advised that they had been informed that the centre is due to close in 2025.	

		Follow up meeting arranged in November. Check date of next meeting with Bob Doris MSP- meeting chair and communicate to Management Committee and tenants	CSO
	4.3	Item 8 (b): It was noted that the EICR's will be dealt with under Item 5 on the agenda.	
	4.4	Item 14: It was noted that training will be arranged as per the requirements of the Governance Action Plan.	GC
5	Annual Assurance Statement (AAS)– Approved		
	5.1	A written report by the Governance Consultant was circulated at the meeting, and after taking due time to read the report. it was approved	
	5.2	The Interim Director advised the Management Committee of the work that had been undertaken to achieve the required assurances, and she went through the Governance Improvement Plan that was circulated along with the AAS.	
	5.3	It was agreed that any necessary changes that need to be made to the AAS – could be approved by the Chairperson so that the statement can be submitted on time.	MM GC
	5.4	There were no further queries in relation to this report.	
6	Staffing Update - Noted		
	6.1	The Chairperson updated the Management Committee on the Directors departure and confirmed that his last day of employment will be 31 st October 2022.	
	6.2	It was agreed that the statement agreed in relation to the Director's departure would be send out in a Newsletter. It was agreed that this would be send for the 31 st October.	CSO GC
	6.3	Management committee discussed social medial accounts managed by the Director. Facebook page to be disconnected Committee to agree social media platforms to be used and users as part of Governance Plan.	CSO
7	Handover update - Noted		
	7.1	The Governance Consultant gave the members an overview of the work that has been undertaken to date in relation to the handover from the current Director, The Annual Assurance statement and other task that she had been contracted to do.	

	7.2	Following discussion, it was agreed that a Strategy Day be arranged to take forward the Business planning, training and review the options appraisal that was underway.	GC CSO
8	Appointment of Solicitors - Approved		
	8.1	A written report by the Governance Consultant was tabled at the meeting and approved.	
	8.2	Following a discussion, it was agreed not to hold interviews, due to the need to have legal services in place as soon as possible, and to appoint TC Young.	
9	Bank – Authorised Signatories - Approved		
	9.1	A written report by the Governance Consultant was circulated prior to the meeting after giving members time to read through it, it was approved.	
	9.2	All recommendations were discussed and approved. There were no further queries in relation to this report	CSO
	9.3	GC advised Petty Cash levels high and the insurance policy should be checked to ensure within limits	CSO
		Patricia Gallagher, the Governance Consultant. left the meeting at this point.	
10	Appointment of Interim Director		
	10.1	The Office Bearers asked committee to consider the appointment of Patricia Gallagher as interim director and this was passed unanimously.	
	10.2	The previous director held the position of Housing Manager and committee recognised clarity would be required on how this role was filled with the Interim Director in place as the Interim Director's remit was to focus on the Governance Improvement Plan.	GC MM MF
		Patricia Gallagher re-joined the meeting at this point	
11	Rent Freeze - Noted		
	11.1	A letter from the Scottish Housing Regulator on the implementation of the Scottish Governments rent freeze and the process to be followed re annual rent increase consultations was circulated prior to the meeting and noted.	

12	Notifiable Events – Noted		
	12.1	The Chairperson gave a verbal update on outstanding notifiable events.	
	12.2	It was noted that an update to the one outstanding one will be prepared by the Governance Consultant for submission, after approval by the Chair and Vice-Chair.	MM MF GC
13	Health and Safety		
	13.1	The Corporate Services Officer gave a verbal update on Health and Safety. She advised that there were no issues to report in relation to the office.	
	13.2	The Corporate Services Officer further advised that a report will be presented at the next Management Committee meeting re the Health and Safety Statement and responsibilities of the Management Committee.	CSO
14	Correspondence		
	14.1	Requests for donations from Royston Lunch Club and Royston Nursey. Committee agreed to donate within budget and asked CSO to check if £200 to the nursery and £100 to the lunch club would be within budget.	CSO
15	Use of Delegated Authority		
	15.1	Nothing to report	
16	A.O.C.B.		
	16.1	<u>Hybrid Meeting Facilities</u> It was agreed to look into possible options. Corporate Services Officer will contact other housing Associations for feedback on systems.	CSO
		The Housing Services Officer registered an interest and left the meeting at his point	
	16.2	<u>Long Service Award</u> The Governance Consultant advise that the current long service payment was £225. This payment was approved. It was agreed to hold a Staff and Committee lunch to celebrate this event.	CSO
		The Housing Services Officer re-joined the meeting at his point	

	16.4		<u>Tenants Reward Scheme</u> The draw was made for this and the winners were: Ian McGeough Snr and Ashleigh Mcleish	
	16.6		<u>Allied Irish Bank – Long Term Investment Account</u> The Corporate Services Officer advised that the AIB had been in touch to advise that this term deposit had reached maturity. She advised that it had ben rolled over for one day to allow the Management Committee to consider it this evening. The Management Committee approved rolling over the term deposit for a further three months due to the timescale. It was noted that in future reports will be presented in advance of deposits maturing.	CSO
17	Summary of Actions			
		4.1	Garden survey to be presented at the next Management Committee meeting.	GC
		4.2	Check date of next Recycling meeting with Bob Doris MSP (meeting chair) and communicate to Management Committee and tenants	CSO
		4.4	Training will be arranged as per the requirements of the Governance Action Plan.	GC
		5.3	Changes to AAS to be approved by the Chairperson so that the statement can be submitted on time.	MM GC
		6.2	Director's departure announcement to be included in newsletter by 31 st October.	CSO GC
		6.3	Facebook page to be disconnected	CSO
		7.2	A Strategy Day be arranged to take forward the Business planning, training and review the options appraisal that is underway.	GC CSO
		9.2	Banking recommendations in report 9 to be actioned	CSO
		9.3	Insurance policy to be checked to establish petty cash limits	CSO
		12.2	Outstanding notifiable event update to SHR to be reviewed prior to submission after approval by the Chair and Vice-Chair.	MM MF GC

		13.2	Health and Safety Statement and responsibilities of the Management Committee to be presented at next committee meeting	CSO
		14	CSO to advise committee if donations would be within budget, and action donations on committee instruction	CSO
		16.1	Contact other housing Associations for feedback on Hybrid Meeting Facilities systems.	CSO
		16.2	Arrange staff long service lunch and payment	CSO
		16.6	AIB term deposit- roll over for a further three months	CSO
		18.2	Timings for items should be removed from future agendas.	CSO
18	Meeting Evaluation			
	18.1	Members present advised that the feeling had felt more relaxed and that there had been a lot more discussion from all present.		
	18.2	It was agreed that the new reports were good and informative and that the timings for items should be removed from the agenda.		CSO
19	Date and Time of next Meeting			
	19.1	Tuesday 29 th November 2022 at 6pm (not 5.30pm as stated on the Agenda), in the Association's office at 1 Blochairn Road, and via zoom.		All

Signed:

Date: 29 November 2022