

Minutes of Management Committee Meeting held on 25 February 2025 at 6.00pm, Meeting Room, Blochairn Housing Association - PUBLIC MINUTE

Present:

A Tester	Chair
M Forrest	Vice Chair
K Stuyck	
A Carroll	
C Turnbull	
L McGowan	

In attendance:

P Gallagher	Outgoing Interim Director
W McCracken	Interim Director & minutes
A MacDonald	Interim Operations Manager
L West	Observer
G Laurie	Observer

1	Welcome and Apologies	
	Ady Tester welcomed all to the meeting. Introductions were made round the table. L West and G Laurie were welcomed as observers. Apologies were received from A Lis after problems in joining the meeting through Zoom platform.	
2	Declarations of Interest	
	None.	
3	Resignation of Management Committee Members	
	Ady Tester advised that resignations had been received from J Cloherty and F Tierney both for personal reasons. Members noted the loss to the Committee and asked that a thanks for their service was noted and flowers be arranged.	
4	Appointment of Secretary	
	Ady Tester handed over to P Gallagher who advised that due to the resignation of J Cloherty, the position of Secretary requires to be filled. C Turnbull was proposed for this post and accepted it. The Interim Director to make the necessary notifications about the change of this role.	
5	Approval of minutes of the previous meeting held on 28 January 2025	
	The minutes of the meeting were proposed as a true and accurate record by C Turnbull and seconded by L McGowan. There were no matters arising.	
6	Approval of minutes if previous meeting held on 25 February 2025	
	The minutes of the meeting were proposed as a true and accurate record by M Forrest and seconded by A Carroll. There were no matters arising.	
7	Matters Arising: Outstanding Actions Report	
	Ady Tester handed over to P Gallagher who advised that the closed items could be removed from the next update. It was noted that item 151 would be completed at this meeting which was the response to the letter from SHR 30 January 2025.	
8	Item Deferred	
9	Annual Rent Increase 2025/26	
	Ady tester handed over to P Gallagher who advised Members of the low response rate to the consultation exercise however, this seems to be the case across the sector. A couple of	

	<p>comments had been received in the feedback, one where a tenant advised that they would have to use their savings to pay the increase. Unfortunately, this comment had been made anonymously or would have been referred by staff to the welfare team to ensure that they were in receipt of any/all benefits due. Other comments were around estate management and poor garden maintenance. A MacDonald advised that a new contractor is now in place and that improvements have already been seen.</p> <p>Members noted the affordability comparisons and that the only properties to highlight were the 5 apartments. However, the very high spec of these townhouses resulted in these higher rents.</p> <p>Members approved the 4.5% rent increase.</p>	
10	Draft Management Committee Code of Conduct	
	<p>Ady Tester handed over to P Gallagher who advised that the Code presented for approval is the new model documents issued by SFHA. No major changes were included but clarity provided in some areas. Members approved the Committee Code of Conduct.</p>	
11	Update on Fire Safety issues	
	<p>Ady Tester advised that this item is covered under item 15.</p>	
12	Q3 Landlord Health & Safety Reports	
	<p>Ady Tester handed over to A MacDonald. She advised that all was going well with no actions outstanding. Ady Tester asked about dead legs in relation to water hygiene and legionella. A MacDonald advised that there was a comprehensive policy in place and that she would check the policy and update Members.</p> <p>A Carroll asked about the double sockets required to mitigate the SHQS kitchen requirements. A MacDonald to check if this is a possible remedy.</p> <p>A MacDonald advised that the annual lift inspections had been carried out by Zurich with no remedial action required. This inspection is in addition to the 6 monthly maintenance inspection.</p> <p>Members noted the rest of the report.</p>	
13	Q3 Performance Reports	
	<p>Ady Tester again handed over to A MacDonald who advised that the 4 items missing the target were related to late payments due to Christmas period and the changes in UC and a change to how performance is calculated for void loss following the death of a tenant.</p> <p>Members noted the excellent performance statistics and noted despite some areas being in red the performance level is high.</p>	
14	Contractors list 2025/26	
	<p>Ady Tester handed over to P Gallagher. She advised Members of the background to the list. Members approved the updated list of contractors.</p>	
15	New Interim Director Report	
	<p>Re 2.2 Response to SHR Letter 30 January 2025</p> <p>Ady Tester handed over to W McCracken. She advised Members that before discussing the reply it would be useful to consider the appendices first. Five points were requested in the letter for response and headed up the same:</p> <p>Re Item 2.2.1 – 2.2.2 – Fire Safety Works - Members noted the update on progress.</p> <p>Re Item 2.2.3 – Update on Single Building Assessment – Members noted the tenders were currently being reviewed.</p> <p>Re Item 2.2.4 Updated Financial Information – Members were advised that the projections were currently being updated and would be presented at the March 11 2025 meeting. SHR had been advised that these were being updated and are happy to receive the report at that time.</p> <p>Re Item 2.2.5 Pre-transfer Action Plan - and includes the areas to be completed before a partner can be sought. The plan would then move to the ToE Action Plan stage. Members</p>	

	<p>noted the content and the split between two areas Health & Safety of Tenants and Residents and Financial Viability with key actions identified and estimated timescales attached. Members noted the content and a discussion took place around the cost plan received for the remedial cladding works. Members noted the action plans.</p> <p>Re Item 2.2 Draft Response Letter – Members agreed the content subject to one amendment. Ady Tester was authorised to sign.</p> <p>It was also noted at this point the resignation of the Operations Manager A MacDonald. Members noted the loss to the Association but wished her well.</p>	
16	No items for ratification	
17	Q3 Wider role projects outcomes reports	
	Ady Tester handed over to A MacDonald. Members noted the good work being done in this area. She advised that the Tenancy Support Officer finishes up. They had worked closely with staff to get good outcomes for tenants.	
18	Notifiable Events – Verbal Report	
	Ady Tester handed over to W McCracken who advised Members that there had been two notifiable events in the period.	
19	Health & Safety Monthly Report	
	Members noted the content of this report and that regular inspections were carried out in the office.	
20	Correspondence	
	None.	
21	AOCB	
	<p>Ady Tester advised that P Gallagher had 3 items.</p> <p>21.1 EVH Wage Ballot – Members agreed to the 3 year deal being proposed. EVH to be advised.</p> <p>21.2 Staffing Sub-Committee Membership – Given the resignation of J Clocherty a volunteer was sought to sit on this Sub-Committee. C Turnbull volunteered and was duly elected.</p> <p>21.3 – Resignation of Operations Manager – Covered under item 15.</p> <p>Ady Tester advised Members that W McCracken had 6 items for consideration.</p> <p>21.4 Share Applications for Approval – W McCracken advised that two applications had been received and were from the observers at tonight's meeting. Both left the office while this was discussed following providing background information on themselves.</p> <p>Members agreed the applications for Membership from G Laurie and L West. Both returned to the meeting and were advised of same.</p> <p>21.5 Bank Mandate – Royal Bank of Scotland Update– W McCracken advised that the form had been completed to remove ex signatories not previously actioned by RBS and add new. Members approved same.</p> <p>21.6 Unity Bank Signatories Update –Members approved same.</p> <p>21.7 – Other Bank Accounts – W McCracken advised that changes to other mandates would be presented at future meetings.</p> <p>21.8 - Authorised Signatories – W McCracken sought authority from Members to transfer all other authorisations held by the outgoing Interim Director to the new Interim Director. Members approved.</p> <p>21.9 – Additional Committee Meeting – W McCracken sought approval to hold an additional Committee meeting on 11 March 2025 which was agreed.</p>	
22	Summary of actions/decisions at this meeting	
	n/a	
23	Review of meeting	
	n/a	
24	Dates of Next Meetings	

	11 March 2025 6pm 25 March 2025 6pm	
25	<p>Closure of Meeting – Prior to closing the meeting Members noted that it that this was the final Management Committee meeting that P Gallagher would attend.</p> <p>Members requested that a deep thanks and a record of their gratitude to Patricia be recorded in the minutes. The two and a half years of hard work she had given was and how far she had progressed Blochairn was noted and Members were sad to lose her.</p> <p>Ady Tester added his thanks to Patricia and to the two observers for attending. He then closed the meeting at 7.15.</p>	
Signed:		Date: